

**Bonitron, Inc.**  
**EMPLOYEE HANDBOOK**  
**for**  
**Non-Exempt Employees**

Welcome new employee!

On behalf of your colleagues, I welcome you to Bonitron and wish you every success here.

We believe that each employee contributes directly to Bonitron's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Bonitron.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Keith Benson

**EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about Bonitron, and I understand that I should consult my supervisor or the Office Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with Bonitron voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Bonitron can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Bonitron has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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**EMPLOYEE'S SIGNATURE**

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**DATE**

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**EMPLOYEE'S NAME (TYPED OR PRINTED)**

# Bonitron Employee Handbook

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#### **40 INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with Bonitron and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Bonitron to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Bonitron continues to grow, the need may arise and Bonitron reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

#### **110 NATURE OF EMPLOYMENT**

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Bonitron.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Bonitron is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Bonitron reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of Bonitron.

#### **120 EMPLOYEE RELATIONS**

Bonitron believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Bonitron amply demonstrates its commitment to employees by responding effectively to employee concerns.

#### **130 EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Bonitron will be based on merit, qualifications, and abilities. Bonitron does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### **140 IMMIGRATION LAW COMPLIANCE**

Bonitron is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bonitron within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **150 OUTSIDE EMPLOYMENT**

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Bonitron. All employees will be judged by the same performance standards and will be subject to Bonitron's scheduling demands, regardless of any existing outside work requirements.

If Bonitron determines that an employee's outside work interferes with performance or the ability to meet the requirements of Bonitron as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Bonitron.

Outside employment will present a conflict of interest if it has an adverse impact on Bonitron

### **160 NON-DISCLOSURE**

The protection of confidential business information and trade secrets is vital to the interests and the success of Bonitron. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists
- Customer preferences
- Financial information
- Labor relations strategies
- Marketing strategies
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Scientific data
- Scientific formulae
- Scientific prototypes
- Technological data
- Technological prototypes

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

### **210 EMPLOYMENT CATEGORIES**

It is the intent of Bonitron to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Bonitron.

Each employee is designated as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws. An employee's **EXEMPT** or **NONEXEMPT** classification may be changed only upon written notification by Bonitron management.

In addition to the above categories, each employee will belong to one other employment category:

**FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Bonitron's full-time schedule. Generally, they are eligible for Bonitron's benefit package, subject to the terms, conditions, and limitations of each benefit program.

A **FULL-TIME** employee that does not receive paid compensation for more than 78 hours per pay period average during a 6-week period will be reclassified as a **PART-TIME** employee. They may reapply for **FULL-TIME** employee status after 6-weeks of attendance with more than 78 hours per pay period average during a calendar quarter.

**PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 38 hours per week or those who do not routinely work more than 78 hours per pay period. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance). Generally, they are eligible for a reduction in Bonitron's benefit programs.

**INTRODUCTORY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Bonitron is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. While Introductory employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are not eligible for all of Bonitron's other benefit programs and are not eligible for any compensation except for hours worked.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are not eligible for all of Bonitron's other benefit programs and are not eligible for any compensation except for hours worked.

## **220 ACCESS TO PERSONNEL FILES**

Bonitron maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Bonitron, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Bonitron who have a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, employees may review their own personnel files in Bonitron's offices and in the presence of an individual appointed by Bonitron to maintain the files.

## **230 EMPLOYMENT REFERENCE CHECKS**

To ensure that individuals who join Bonitron are well qualified and have a strong potential to be productive and successful, it is the policy of Bonitron to check employment references.

Bonitron will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

## **240 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify Bonitron of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Office Manager.

## **250 INTRODUCTORY PERIOD**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Bonitron uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Bonitron may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis until 3 months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Bonitron determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Bonitron-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

## **260 EMPLOYMENT APPLICATIONS**

Bonitron relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Bonitron's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **270 PERFORMANCE EVALUATION**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Both job performance and attendance, based on compensated hours, will be considered as part of the evaluation.

## **310 WORK SCHEDULES**

The workweek will be defined as starting and ending at 12:01AM Sunday. The Team will have a work schedule of 8 hours a day, Monday through Friday of each week. This results in a 40-hour workweek.

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. To accommodate the facilities during breaks employees will be assigned to 1 of 2 groups designated as Group A and Group B.

Employees are paid for break times. Supervisors may at times reschedule breaks. Employees are expected to return from breaks promptly after the conclusion of breaks. Employees that exceed break periods may be required to clock in and out for breaks.

Time off will be computed from the start times or ending times as appropriate. Time will be paid in 0.1 hour (6-minute increments). Accumulated Time off, including late arrivals and early departures, will be divided by 6-minute increments and rounded off to determine 0.1-hour deductions.

Special exceptions to scheduled time must be noted by a supervisor on the employee's timecard for each occurrence. Blanket exceptions to this policy require a written authorization from a supervisor placed in the employee's file. Approval is employee's responsibility.

### **320 REST AND MEAL PERIODS**

Each workday, full-time nonexempt employees are provided with two rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

An automatic deduction of 45 minutes minimum for Monday thru Friday. Time in excess of minimum minutes will be deducted. Special exceptions to this policy must be noted by a supervisor on the employee's timecard for each occurrence. Blanket exceptions to this policy require a written authorization from a supervisor placed in the employees file. Approval is employee's responsibility.

### **330 HOLIDAYS**

Bonitron will grant Holiday time off to full and permanent part-time employees on the holidays listed below. Introductory employees will receive Holiday compensation after 30 days employment. Temporary employees do not receive Holiday compensation.

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

Full-time employees Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times 8 hours.

Permanent Part-time employees, whose scheduled work exceeds 48 hours per 2 week pay period will have their Holiday pay calculated based on 1/2 the employee's straight-time pay rate (as of the date of the holiday) times 8 hours.

A recognized holiday that falls on a Saturday or Sunday will be observed on the following Monday. A recognized holiday that falls on a Friday will be observed on that Friday for the Teams normally scheduled to work and on the preceding Thursday for the Team scheduled off.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### **340 VACATION BENEFITS**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Full-time employees are eligible to earn and use vacation time as described in this

policy. See form BONITRONVAC1 (Vacation Time Off Only form), within document **vacation time off forms.xls**

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

<b>Service Time</b>	<b>Hours per Weekly Pay Period</b>
More than 6 Months	80 hours / 26 = 3.08 hours
More than 5 years	120 hours / 26 = 4.63 hours

Employees earned vacation time is allocated each payperiod for which they receive at least 78 hours of compensation (earned, personal, and vacation). A maximum of **240 hours** of vacation time may be accumulated.

Paid vacation time must be used in minimum increments of 4 hrs. (1/2 Day) OR 8 hrs. (Whole Day), depending on your assigned working schedule. Any vacation time must be submitted in advance. The cut-off for submitting scheduled Vacation time is the Wednesday prior to the requested vacation start time (this is 2 full days prior to starting the vacation time). If Vacation requests are submitted less than 2 full days in advance, a minimum of 1-day increments for Vacation will be used. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. As a general rule, Two weeks prior notice should be given for vacations of five days or greater and One week prior notice should be given for vacations of less than one week.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Vacation and personal time available is determined by the last paycheck issued.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if Bonitron, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

### **345 VACATION WITH NO-PAY/NO PENALTY CLAUSE**

At times, the amount of work for employees is limited. This occurs seasonally, and is usually during the months of December thru April. When the President deems it fitting, he can authorize the Vacation w/no-pay/no penalty clause. This exception is maxed at 32 hours. Anyone taking off more than 32 hours because of lack of work will have to have a supervisor approval.

Time can only be used in Whole Day (8 hour) increments. See form BONITRONVAC2 (Vacation Time Off Only form), within document **vacation time off forms.xls**. A minimum 1 day advance notice is required, and 2 days advance notice is required for requests longer than 3 days off. Exceptions must be noted by a supervisor.

No-pay / No Penalty. Time accrues as well as benefits continue. Time off is UNPAID for the duration of the requested days.

### **350 EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

#### **400 ATTENDANCE AND PUNCTUALITY**

To maintain a safe and productive work environment, Bonitron expects employees to be reliable and to be punctual in reporting for scheduled work.

It is necessary for all employees to be physically and mentally able to perform their job functions. If during working hours an employee:

- is on prescription medication which impairs the ability to work
- is on illegal drugs or is in a drug impaired state
- consumes alcohol or is in a drug alcohol state
- is physically ill and cannot work without frequent interruptions
- has a fever or a severe cough and poses a risk to fellow employees
- is mentally distraught to the point of being unable to concentrate on tasks
- is unable to concentrate
- sleeps

then the supervisor may require that the employee stop working and leave the facility. The employee would then be eligible to use accrued vacation or personal time.

Bonitron will make reasonable accommodations when employees have problems due to disabilities, injuries or surgeries. If an employee is unable to perform tasks required for as part of their job, then the employee will furnish a medical report indicating the extent and the duration of the limitation. If it is necessary for the employee to take unpaid or medical leave for a disability injury or surgery, then a physician's statement will be required before returning to work. This statement must indicate that they are released to perform their normal duties or indicate any restrictions. If they are not able to perform their normal duties, then they may request to be transferred to another department, on a position and need available basis, for which they are able to perform the standard tasks.

Absenteeism and tardiness place a burden on other employees and on Bonitron. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should call or Email their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

#### **405 ATTENDANCE PROBATION**

Bonitron expects a minimum of 78 hours of paid time per pay period for full time employees. If one is paid less than 78 hours in a pay period, probation will result. Employees will be notified in writing by a supervisor when placed on probation.

LATE is defined as: Any time personnel are not at their assigned workstation at the appointed start time, based on their assigned working schedule.

After notification:

1 <sup>st</sup> week shortage	nothing (within 6-week period)
2 <sup>nd</sup> week shortage	placed on Probation status (within 6-week period)
3 <sup>rd</sup> week shortage	Placed on Part-time status (loss of vacation & personal time earnings as well as Insurance Benefits for shortage weeks)

Habitually LATE is defined as: Being Excessively LATE (10 or more minutes), 2 or more times per week. If classified as habitually late, employees will be notified in writing by a supervisor.

After notification:

1 <sup>st</sup> week	Nothing (within 6-week period)
2 <sup>nd</sup> week	Will result in employee being sent home (within 6-week period)
3 <sup>rd</sup> week	Will result in employee being placed on Part-Time status (loss of vacation & personal time earnings as well as Insurance Benefits for shortage weeks)

Any further attendance problems may lead to other disciplinary action, which may include termination of employment.

Employees without any shortage weeks within a 6-week period may submit in writing a request to remove probationary status.

#### 410 ABSENCES

Should it be necessary to be absent, the reason for your absence should be reported as soon as possible to your supervisor. If you should be absent for more than one day, this same notification must be given, with an estimate of when you expect to return.

A written request to your supervisor must be made if you wish to be paid for Personal Leave or Vacation Leave for your absence. The written request must be submitted within or before the pay period. If no Personal Leave is available, Vacation Leave may be taken in 1 day increments.

Unpaid absences are discouraged and 1 day increments of Vacation Leave will be paid for any days off whenever Vacation Leave time exceeds 1 day.

Unpaid absences in excess of 2 consecutive weeks must have written approval by the General Manager or will result in automatic termination. Employee may apply for reemployment if the position is still available and job performance was satisfactory.

#### 420 PERSONAL LEAVE BENEFITS

Bonitron provides paid personal leave benefits to full-time employees for periods of temporary absence. It is intended to provide compensated time for absences for medical, dental, legal, automotive, financial or recreational needs. Employees may use personal leave benefits for any absence. See form BONITRONVAC2 (Personal Time Off Only form), within document **vacation time off forms.xls**

Employees who are unable to report to work or wish to apply personal leave time should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Part-time, Introductory, and Temporary employees will not receive personal leave time. Employees will not accrue personal leave time for any payperiod during which:

- Receive less than 78 hours of paid compensation (worked, personal, vacation)

Paid personal leave must be used in minimum increments of 1 hour. Use of 1 hour of prior earned personal time may be used to excuse either a late arrival or a early departure. Employees must receive supervisor's approval on their time card on the day of the late arrival or early departure to apply personal time. Employees who arrive late are expected to clock in on arrival and begin work. Personal time plus other paid time may exceed 40 hours.

Earned Personal leave will be allocated at a rate of 1 day per calendar quarter (32 hours / 26 = **1.24 hours** each week). A maximum of **120 hours** of personal time may be accumulated.

Personal leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Personal leave benefits will not be paid to employees upon termination of employment for cause.

#### **430 MEDICAL LEAVE**

Bonitron provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility. Employees in the following employment classifications are eligible to request medical leave as described in this policy

Full-time employees may request medical leave only after having completed 365 calendar days of service. Part-Time, Introductory, and Temporary employees will not receive medical leave time.

The amount of Medical Leave employees receive each year increases with the length of their employment as shown in the following schedule.

<b>YEARS OF SERVICE</b>	<b>MEDICAL LEAVE EACH YEAR</b>
After 1 year	5 days
After 5 years	10 days
After 10 years	15 days

Bonitron will provide Medical Leave to an employee for full working days spent in the health facility. No Medical Leave will be issued the day of admission or the day of discharge.

Medical leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

In the event that available Medical Leave is not used by the end of the benefit year, employees will forfeit the unused time.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Bonitron. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Bonitron will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, personal leave, and holiday benefits, will continue during the approved medical leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Bonitron with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, Bonitron will assume that the employee has resigned.

#### **440 BEREAVEMENT LEAVE**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to one day of paid bereavement leave will be provided to full-time employees.

Part-Time, Introductory, and Temporary employees will not receive bereavement leave time.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Bonitron defines "immediate family" as the employee's spouse, parent, child, sibling or grandparent.

#### **450 JURY DUTY**

Bonitron encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees may request up to one week of paid jury duty leave over any two year period.

Part-Time, Introductory, and Temporary employees will not receive jury duty time.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours, up to his/her normal scheduled working hours, the employee would otherwise have worked on the day of absence. Jury duty time will include actual time required plus 1 hour travel time in each direction. Employees must report to work each day after early release from service or whenever jury attendance is not required.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Bonitron will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, personal leave, and holiday benefits, will continue to accrue during unpaid jury duty leave.

#### **460 MILITARY LEAVE**

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Bonitron for the full term of the military leave of absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

#### **470 PREGNANCY-RELATED ABSENCES**

Bonitron will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave.

#### **510 EMPLOYEE BENEFITS**

Eligible employees at Bonitron are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Holidays
- Vacation Benefits
- Personal Leave
- Educational Financial Assistance
- Major Medical Insurance
- Cafeteria Plans
- Medical Leave
- Jury Duty Leave
- Bereavement Leave
- Christmas Savings Plan
- Dental

Some benefit programs require contributions from the employee, but most are fully paid by Bonitron.

## **520 WORKERS' COMPENSATION INSURANCE**

Bonitron provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

## **530 GROUP INSURANCE BENEFITS**

Group medical and Dental will be offered by Bonitron. Full-time employees will be eligible for coverage on the first day of the month after 2 months of employment. Bonitron medical insurance has 2 parts; group medical with a high deductible and coinsurance funded by Bonitron. Bonitron pays the premium for the group medical insurance with a minor deduction per week or month whichever applies. Employees are responsible for part of the deductible and Bonitron and the Employee share part of the deductible. Employee is responsible for all of the deductible for covered dependents or spouse. Employee pays 100% of the Dental Insurance premium. If an employee has outside group medical insurance coverage, he or she can choose to deny Bonitron coverage and will be offered additional compensation weekly or monthly, whichever applies. Additional compensation will not be paid for **bi-weekly period with less than 78 hours** of compensation (earned, personal, vacation). The current additional rate is \$1,560.00 per year. See the Office Manager for compensation amount. If dependent coverage is desired, additional personal funds must be deducted. See the Office Manager for this amount. The group medical plan covers major medical, hospitalizations and medicines, no dental. (see pamphlet given or copy found in Office Manager's area.)

## **535 CAFETERIA PLAN**

Bonitron offers a Cafeteria Plan that provides tax free advantages in 3 areas: 1) Medical expenses 2) Child Care Expenses 3) Special Insurance Expenses. This plan is drafted in accordance with Federal guidelines and may be modified each year. Each December Full-time employees may elect to participate. The election must be made by the last working day of the calendar year. While the medical expenses of the plan are structured as "use or lose", Bonitron will issue a pay a bonus of 75% of unused benefits as of end of the Cafeteria year ( end of February following calendar year).

## **540 BENEFITS CONTINUATION (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Bonitron's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, reclassification to Part-Time status, death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Bonitron's group rates plus an administration fee. Bonitron provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Bonitron's health insurance plan. The notice contains important information about the employee's rights and obligations.

## **545 FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)**

The FMLA entitles eligible employees to take up to twelve weeks of unpaid, job protected leave each year for specified family and medical reasons. Each covered company is allowed to establish some unique rules for eligibility for FMLA benefits, subject to the provisions of the law. The U.S. Department of Labor's Employment Standards Administration administers and enforces the FMLA for all private employees and all state and local government employees.

According to the law, an eligible employee may take a total of up to 12 work weeks of unpaid leave during any 12 month period for one or more of the following reasons:

- For the birth or placement of a child for adoption or foster care.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.

During the period of FMLA unpaid leave, the employer is required to maintain group health insurance coverage if the coverage was provided before the leave. Upon return from FMLA leave, the employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. An employee's use of the FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before taking leave

Bonitron is also permitted to establish some unique requirements for taking FMLA leaves, such as advance notice and professional medical certification in the case of a serious health problem.

The FMLA does not affect any federal or state law, which prohibits discrimination. It does not supersede any state or local law, which provides greater family or medical leave protection. Nor does it effect an employer's obligation to provide greater leave rights under some particular employee benefit plan.

Bonitron is permitted to establish the following guidelines concerning FMLA.

1. Employees seeking FMLA coverage will be required to submit a FMLA Request and Response Form. Bonitron will provide the employees with a copy with the administrative responses.
2. Bonitron will require that employees submit a Physician Certification for FMLA.
3. Up to 12 weeks of FMLA may be taken in any 12 month period. The 12 months will be calculated backwards from the leave dates.
4. Bonitron will require substitution of paid leave for unpaid FMLA. Vacation days will be substituted ( in 1 day increments) for days on FMLA. Personal Leave will be allocated ( in 1 hour increments ) for hours on FMLA or days after vacation time has been used up.
5. If employees do not receive compensation time for more than 24 hours while on FMLA, they will not accrue vacation time, personal time or receive Holidays, Jury Duty Leave, or Bereavement Leave.
6. Employees are required to make payments for their share (including dependent coverage) of health insurance premiums. Employees will be notified if payments are not received. If payments are not received within 30 days of late notification, employee's health insurance coverage will be stopped.
7. Employees are required to notify Bonitron each week that they are out and to provide an estimate of a return date.
8. If the employee does not return to work after the 12 weeks, then the employee will lose status as a full time employee and lose Bonitron health insurance benefits. Health insurance coverage will then be subject to COBRA guidelines.

#### **550 EDUCATIONAL ASSISTANCE**

Bonitron recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Bonitron.

Bonitron will provide educational assistance to full-time employees who have completed 1 year of employment. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible

for educational assistance. Bonitron has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the General Manager for more information or questions about educational assistance.

While educational assistance may enhance employee's performance and professional abilities, Bonitron cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Bonitron will reimburse tuition education expenses only for courses taken and completed at public institutions after prior approval by the General manager. Employee must receive a grade of A or B for reimbursement. Reimbursement will be limited to a maximum of \$2,500.00 per year.

## **610 TIMEKEEPING**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Bonitron to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by the Production manager, engineering manager or general manager before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, the supervisor must verify the accuracy of the changes by initialing the time record.

## **620 PAYDAYS**

The payweek period begins each Sunday morning at 12:00:01AM and ends the following Saturday evening at 11:59:59PM. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Shortage and Overage time will be rounded up or rounded down. The scale for rounding up or down is as follows:

1, 2, 3 minutes will be rounded down. 4, 5, 6 minutes will be rounded up. This holds true for all segments of .1 hours (6 minute increments). Shortage and overage time is accumulated over a weekly basis.

For daily time shortages in excess of 4 hours, Vacation time to the extent available will be automatically applied in standard increments.

All employees are paid Bi-Weekly each Wednesday for the previous 2 work weeks (pay period). In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay by 3:30PM on the last day of work before the regularly scheduled payday. No advance checks will be issued.

Pay will be distributed to the employee as scheduled. If an employee will not be available to receive pay on the regular scheduled payday, the employee may submit a written request to his supervisor or the Office Manager to have the check mailed to their residence. The employee may also submit to the Office Manager written approval for authorization for someone else to receive their check. This authorization will be placed in their personal file. The employee may then request release of pay to the designated person with a phone call or a specific prior written request.

Advance Vacation pay may be issued for entire workweeks that an employee has advanced scheduled all days off (Vacations, Holidays, and personal leave). A written request for Advance Vacation pay must be submitted at least 1 week prior to the scheduled vacation. Checks for Holidays and work days during vacation weeks will be paid as part of the regular payday schedule.

### **630 PAY DEDUCTIONS**

The law requires that Bonitron make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Bonitron also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Bonitron matches the amount of Social Security taxes paid by each employee.

Bonitron offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

### **640 ADMINISTRATIVE PAY CORRECTIONS**

Bonitron takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Office Manager so that corrections can be made as quickly as possible.

### **650 OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Compensation for overtime on business trips requires special approval and policies should be reviewed before the trip.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for vacations, Holidays, personal leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

### **660 PAY ADVANCES**

Bonitron does not provide pay advances on unearned wages to employees.

### **670 BUSINESS TRAVEL EXPENSES**

Bonitron will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the General manager.

Employees whose travel plans have been approved should make all travel arrangements through Bonitron's designated travel agency.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Bonitron. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Bonitron may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 10 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **680 EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

<b>RESIGNATION</b>	Resignation is a voluntary act initiated by the employee to terminate employment with Bonitron. Although advance notice is not required, Bonitron requests at least two weeks' written resignation notice from all employees.
<b>DISCHARGE</b>	involuntary employment termination initiated by the organization.
<b>LAYOFF</b>	involuntary employment termination initiated by the organization for nondisciplinary reasons.

Since employment with Bonitron is based on mutual consent, both the employee and Bonitron have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

## **710 SAFETY**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Bonitron has established a workplace safety program. This program is a top priority for Bonitron. The Production Manager has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Bonitron provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Production Manager or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

The following safe working practices will be required.

- Wash your hands each time before eating, drinking, or smoking during the work day.

- Do not eat in production areas. No food is permitted in production areas except in sealed containers. This is a primary purpose for the break table. Some chemicals may be transferred to ones food (solder lead) and ingested.
- Do not eat at your work station. This is a primary purpose for the breaktable. Some chemicals may be transferred to ones food (solder lead) and ingested.
- Be careful while using the soldering irons for they reach a temperature of 715 degrees. Blistering and burns may result if not careful.
- Floors should be kept clean and dry to prevent accidents. Wipe up any spills made or notify your supervisor. If the area is still damp get a sign to place over the area so that others will not surprisingly fall.
- Goggles and safety gloves must be worn when working with chemicals.
- Goggles must be worn when working with compressed air.
- Safety glasses are required when working with all power tools and clipping leads, drilling or sanding, or working
- Do not wear open toed or extremely high heeled shoes, or sandals. In fact to avoid accidents on the concrete floors we recommend you wear rubber soled shoes, not leather.
- Do not wear shirts with shirt tails out, very baggy or loose fitting clothing, dangling necklaces or bracelets.
- No firearms or alcohol are allowed on the premises. This includes the parking lot.
- Do not wear rings or metal bracelets while working with circuits with voltage turned on.

It is each employee's responsibility to adhere to these rules and to watch for others who have violated them. If you do not feel that you can nicely correct someone, notify your supervisor. We want to make you work environment safe for all employees.

## **720 SEXUAL AND OTHER UNLAWFUL HARASSMENT**

Bonitron is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Office Manager or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Office Manager or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **730 SMOKING**

In keeping with Bonitron's intent to provide a safe and healthful work environment, smoking and the use of smokeless tobacco products is prohibited throughout the workplace except for designated smoking areas and outside the building. Smokers are responsible for proper disposal of their smoking materials and the cleanliness of smoking areas. Smokers should only smoke during designated breaks. In the event that smoking breaks are taken during normal working hours, the time should be made up during rest breaks.

Employees must clock in and out for Smoking breaks. They will not be compensated during this time. Supervisors will deduct 15 minutes for each Smoking break that is not clocked out.

#### **740 VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees and the facilities at Bonitron, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Bonitron at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Bonitron's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

#### **750 USE OF PHONE, FAX AND MAIL SYSTEMS**

Personal use of telephones or fax for long-distance and toll calls is not permitted without prior approval by the office manager or general manager. Employees should practice discretion in using company telephones when making local personal calls.

Employees should not use the phones when most incoming lines are in use. Lines must remain available for our customers, for emergencies, for sales and other business uses.

Telephones and cell phones must only be used during break times or after hours. One should inform their friends and family of their break times and caution them that they are not allowed to receive calls during working hours. Employees will be paged for calls received during breaks, if there is no response to page, a message will be taken. Employees will be notified if an emergency call is received.

Employees should limit conversations on company phones. It is important that personal calls should be kept to a minimum to keep the lines free for customers.

Occasionally, employees will have a need to receive calls relating to a personal crisis, medical, insurance or business reason. Notify your supervisor if you expect to receive calls so that arrangements may be made to notify you.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace. Package shipments are not permitted without prior approval by the office manager or general manager.

Employees will be required to reimburse Bonitron for any charges resulting from their personal use of the telephone, fax or mail.

#### **760 SECURITY INSPECTIONS**

Bonitron wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Bonitron prohibits the possession, transfer, sale, or use of such materials on its premises. Bonitron requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Bonitron. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Bonitron at any time, either with or without prior notice.

## **770 SOLICITATION**

In an effort to assure a productive and harmonious work environment, Bonitron employees and outside visitors may not solicit or distribute literature, petitions, surveys or the sale of any merchandise, raffle tickets, etc. in the workplace at any time for any purpose.

Bonitron recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

If employees have a message of interest to the workplace, they may submit it to their supervisor for approval. All approved messages will be posted by the Production manager.

## **780 USE OF EQUIPMENT AND VEHICLES**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Employees need to request permission of their supervisors or management to use tools, equipment, or parts for personal business. Tool and vehicle sign-out authorization forms are available from the production manager. Written approval must be given for any material to use for personal business away from Bonitron.

## **810 EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, Bonitron expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Falsification of timekeeping records
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unsatisfactory performance or conduct

The following are examples of infractions of rules of conduct that may result in termination of employment without prior warnings:

- Unauthorized disclosure of business "secrets" or confidential information
- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Emailing obscene messages or accessing pornographic material

Employment with Bonitron is at the mutual consent of Bonitron and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **820 DRUG AND ALCOHOL USE**

It is Bonitron's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Bonitron premises and while conducting business-related activities off Bonitron premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Bonitron of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Office Manager without fear of reprisal.

## **830 PERSONAL APPEARANCE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Bonitron presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

## **840 PERSONAL USE OF COMPANY EQUIPMENT**

Nothing may be removed from the building unless written approval is given by the Production manager or General manager.

## **845 COMPUTER AND INTERNET USAGE**

Most of the employees have access to Bonitron computers. It is Bonitron's intention to provide employees the tools needed to work efficiently and effectively.

The computers, all data stored on those computers and data received or transmitted on networks maintained by Bonitron are the property of Bonitron. Bonitron reserves the right of management to access the computers, to monitor data on those computers and networks and limit usage.

The following should not be installed on Bonitron computers without specific written permission from management:

All games including those shipped with computer, installed later, or down loaded  
Any personal programs unless used for business use. Please notify management of all software that you may have on your PC that may be considered to be questionable.  
Any personal photographs, graphics, videos, music, documents, etc.

Games are not to be played on the PCs in the offices at any time.

The internet connections are provided as a resource to assist employees in their jobs. Employees should not access the internet for personal use by any means, except during approved breaks and during lunch. Employees are not to access sites that contain obscene, hateful, pornographic, gambling activities or are offensive with regards to race or religion through Bonitron resources or on Bonitron property. Accessing these sites may result in disciplinary action up to and including immediate termination.

Online video or music streaming for personal entertainment is prohibited as it reduces the bandwidth of the network for business purposes.

All computers with access to the internet must be set to retain at least four weeks, or 28 days of browsing history. This applies to all software used to browse the internet.

The Email system is provided as a resource to assist employees in their jobs. Email should not be sent that involve sex, pornography, gambling or are offensive with regards to race or religion. Emails should not post information that is defamatory to Bonitron, its products or services, and/or customers. Chain letters, solicitations, advertisements and personal email not related to company activities are likewise prohibited. Email on company accounts may be monitored at any time by management. Violations of this policy may result in disciplinary action up to and including immediate termination.

Postings on public blogs, social media, and other internet sites where the user is identified as a Bonitron employee are also subject to the same conditions as emails.

## **850 PERSONAL PROJECTS**

Employees are discouraged from conducting personal work, projects, and repairs at Bonitron. Prior approval by the Production Manager or General Manager must be obtained for any exceptions. When approval is given, the following restrictions apply.

- No outside business work is permitted.
- Parts must be signed out and approved by production manager or purchasing manager.
- Parts cost will be charged.
- Work is permitted during lunch break.
- Work is permitted after work hours only if supervision is available.
- Safety practices must be followed.
- Projects may not remain at Bonitron greater than 1 week.
- Projects must be kept off benches during work hours

Work areas must be cleaned up when the work is completed.

## **860 PERSONAL FOOD**

Food must be eaten in breakroom or outside of the building only. Food must be stored in closed containers if stored outside breakroom after work hours. Food may be stored in the breakroom refrigerators. Refrigerators will be emptied on a scheduled basis.

#### **865 PERSONAL MEDIA**

The use of personal radios, or CD players, TV's, IPOD's or entertainment equipment during work periods is restricted. Employees are permitted to listen to background music. They are not permitted to listen to talk radio, talk shows, news radio, comedy, weather, TV shows or sporting events during work periods. They should remove headphones and turn off equipment whenever working with another employee, whenever working with a supervisor, whenever customers are present or whenever they are not working at a specific workstation. An employee who falls in the introductory period is not allowed to have personal radio and/or headphones during that period.

#### **910 PROGRESSIVE DISCIPLINE**

The purpose of this policy is to state Bonitron's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Bonitron's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Bonitron is based on mutual consent and both the employee and Bonitron have the right to terminate employment at will, with or without cause or advance notice, Bonitron may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. As part of disciplinary action supervisor warnings may suspend progressive amounts of accrued personal or vacation time.

Bonitron recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Bonitron.

#### **960 LIFE-THREATENING ILLNESSES IN THE WORKPLACE**

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Bonitron supports these endeavors as long as employees are able to meet acceptable performance standards.

Medical information on individual employees is treated confidentially. Bonitron will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone

inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.