

# Florida Custom Mold



## Employee Handbook

Florida Custom Mold Employee Handbook dated January 2022  
**TABLE OF CONTENTS**

**1.0 INTRODUCTION**

	<b>Page</b>
• Welcome	4
• Employee Acknowledgement	5
• About This Handbook	5

**2.0 EMPLOYMENT**

• Equal Employment Opportunity	5
• Non-Harassment Policy	5
• Authorization to Work in the U.S.	6
• Emergency and Current Information	6
• Probation Period	6
• Performance Evaluations	6
• Exit Interviews	6

**3.0 WAGE PROCEDURES AND PRACTICES**

• Wages	6
• Hours of Work and Overtime	6
• Call In and Report In Pay	6
• Time Clock Procedures	7
• Breaks and Lunch Periods	7
• Pay Schedule	7
• Seniority	7
• Transfers and Promotions	7
• Lay off and Recall	7

**4.0 EMPLOYEE BENEFITS**

• Medical Insurance	8
• Life Insurance	8
• Disability Insurance	8
• Dental Insurance	8
• 401(k) and Profit Sharing	8
• Tuition Reimbursement	8
• Worker's Compensation	8
• Bereavement Pay	9
• Paid Time Off/Gratis Pay	9
• Holiday	10
• Cobra	10

**5.0 ABSENCES AND LEAVES**

• Leave of Absence	10
• Military Leave	10
• Jury Duty	10
• Sick Leave	11
• Family and Medical Leave	11

**6.0 ATTENDANCE**

• Regular Attendance	11
• Excused Absences	11
• Habitual Absences/Tardiness	11
• Meetings	11
• Disciplinary Procedures	11

## 7.0 POLICIES

• Conduct	12
• Solicitation and Dist. of Literature	13
• Bulletin Boards	13
• Off Duty Visits and Visitor Policy	13
• No Smoking Policy	13
• Firearm/Weapon Policy	13
• Drug Free Workplace Policy	13
• Employee Search Policy	14
• Electronic Comm. Guidelines	14
• Cell Phone / Social Media Policy	14
• Disciplinary and Corrective Action	15
• Solutions to Problems	15

## 8.0 SAFETY AND HEALTH

• Reporting Dangerous Conditions	15
• Accidents and Injuries	15
• Clothing and Equipment (Dress Code)	15
• Operating Equipment Safely	16
• Housekeeping	16
• Fire Prevention	17
• Evacuation Procedures	17
• Emergency Procedures – Hurricane	17
• Emergency Procedures – Tornado	17
• Chemicals in the Workplace	17
• Power Failure	17

## 9.0 CONCLUSION

## 1.0 INTRODUCTION

Welcome to Florida Custom Mold, Inc. We feel one of the things that has made our company grow is our consideration of people as “individuals” . . . individuals all working together for advancement and progress.

Our company enjoys an excellent reputation for quality and service, and we are counting on you to help us keep this reputation and to help us grow. Each, and every one of us was new on the job at one time – we all had to ask questions. To help you along and to make your first days on the job as easy and instructive as possible, we offer you this booklet. It will tell you more about the Company and the art of becoming an able part of a fine team of people.

We are proud of the progress which this Company has made and proud, too, of the people of this Company, without whose efforts our present position could not have been reached. We take a lot of pride in each man and woman who has “cast his lot” with us.

We hope that you will find Florida Custom Mold, Inc. a friendly and positive place to work. We hope that you will be with us for a long time to come.

Sincerely,

*Mike Cave, President*

January 2023

# **EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

## **ABOUT THIS HANDBOOK**

The purpose of this Employee Handbook is to provide general information on the company's current policies and practices and to serve as a guideline for most questions.

The Handbook is not intended to create a contract or binding agreement between the Company and any employee. Any employee is free to leave the Company at any time, and the Company has the same right to end the employment relationship at any time, with or without cause.

From time to time, it may be necessary to modify or change policies and procedures for more efficient administration. The Company reserves the right to change policies, rules, and procedures at any time, in whole or in part, with or without notice. Any amendments will be distributed upon completion.

No supervisor or member of management, except for the Company's Chief Executive Officer, has the authority to bind the Company to any employment contract for any specified length of time with any employee whether verbally or in writing. The only valid contract for employment between the Company and any employee must be in writing and signed by the Chief Executive Officer.

I hereby acknowledge that I will receive via email the Florida Custom Mold, Inc. employee handbook, dated January 2023. I understand that it is my responsibility to acquaint myself with the contents of this booklet, read it entirely, and to conduct myself accordingly.

I understand that any provisions of this handbook may be amended or revised at any time by the company and these revisions or addendums will be electronically sent under the email address that I have furnished the HR Department. I understand that it is my responsibility to keep the HR department up to date with my current email address, home address, and telephone number. I further understand that the handbook does not guarantee any specific policies, procedures, rules, or length of employment. All references to policies and procedures are discretionary guidelines.

Employee Signature

Date

Please Print Name Clearly

\*Signature Page signed under separate page and filed in employee folder.

## **2.0 EMPLOYMENT**

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Company to provide equal opportunity to all our employees and applicants for employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity, genetic information, national origin, citizenship, disability, marital status, military status, veteran status, age or on any other basis prohibited by law.

This policy extends to but is not limited to recruiting, hiring, advancement and promotion, compensation and benefits administration, training and development, and all other personnel actions. These decisions will be based solely on an individual's ability, performance, qualifications and valid requirements for the position or benefit.

### **NON-HARASSMENT POLICY**

It is the policy of Florida Custom Mold to provide a work environment free of discrimination and harassment. Any form of harassment relating to an employee's race, gender, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, disability, veteran status or on any other basis is a violation of this policy.

Harassment includes but is not limited to slurs, jokes, and verbal, graphic or physical conduct which is offensive or abusive. It also includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Employees that experience or witness sexual or other unlawful harassment in the workplace, must report such harassment to their supervisor, Human Resources, or a member of management immediately.

Retaliation or discrimination against any employee for reporting harassment or for participating in any investigation concerning harassment is prohibited. However, knowingly making false accusations or statements regarding harassment by another employee is also prohibited as such conduct will impede the Company's efforts to effectively enforce this non-harassment policy.

#### **AUTHORIZATION TO WORK IN THE U.S.**

In keeping with the regulations set forth by the Immigration & Naturalization Services, Florida Custom Mold requires all new hires to submit proof of authorization to work in the United States before beginning work. Anyone who cannot provide adequate, valid documentation will be denied employment.

#### **EMERGENCY AND CURRENT EMPLOYEE INFORMATION**

At all times employees are responsible for making sure that Human Resources has a current address, phone number and emergency contact information. It is also important to keep a current address on file with the Company after terminating to maintain communications concerning post-termination benefits.

#### **PROBATION PERIOD**

For a new employee, the first ninety (90) days of continuous service is an introductory period. (During this period FCM expects employees not to have any absences and/or written warnings and hereby announces that a termination may result). This introductory period is to provide the new employee with an orientation period and give the Company an opportunity to assess the employee's potential contribution to the Company. In addition, the employee will complete a medical questionnaire to keep in their medical file; at this time, it should be known if any disabilities need to be addressed for accommodation. Due to the nature of our business, FCM is unable to accommodate disabilities regarding use of limbs, deafness, blindness, color-blindness, lack of manual dexterity of both hands, inadequate grasp, reaching, bending, lifting under 25 lbs., standing throughout an entire shift. The before mentioned is not a complete list and each case will be reviewed upon request. This applies to all employees working with any manufacturing equipment.

During this period, supervisors may also conduct performance evaluations and/or private conferences to coach and train the employee on the job, expectations, work standards and other factors that make a good and valuable employee. These reviews may occur more-or-less frequent at the discretion of management. Upon the successful completion of the introductory period, the starting day for seniority purposes will be the first day of employment with the company.

#### **PERFORMANCE EVALUATIONS**

The Company believes that performance evaluations are a constructive means of improving the performance of both the employee and the Company. Therefore, in addition to being evaluated during the introductory period, all employees are given an annual performance evaluation.

During these performance evaluations an employee will be counseled concerning the strengths and weaknesses of that employee's job performance, attitude toward work, attendance records, and other relevant areas. Additionally, an employee is encouraged to express ideas and comments about the Company and his/her job.

Performance Evaluation forms is signed by the employee and become a part of the employee's personnel record.

#### **EXIT INTERVIEWS**

We encourage all employees to stay and grow and prosper with the Company. However, we know that circumstances can arise that may cause employees to leave.

When that happens, employees are requested to give Human Resources a 14-day notice prior to their last day to discuss their employment, the reasons for leaving and to get information about post-termination benefits.

### **3.0 WAGE PROCEDURES AND PRACTICES**

**WAGES** – Your wage rate is based on your job classification and level within that classification.

**HOURS OF WORK AND OVERTIME** – The regular work week for purposes of computing overtime pay begins at the start of the regular scheduled work week and consists of forty (40) hours of work.

When overtime is needed it is balanced so that everyone participates based on job classification and business requirements. Overtime may be mandatory. Business requirements may necessitate mandatory weekends with full or partial production.

**CALL IN AND REPORT IN PAY** - If you are called back to work after leaving the plant at the conclusion of your regular shift, you will be guaranteed a minimum of two (2) hours pay at the appropriate rate. Meetings, which are pre-scheduled such as shift meetings, Department meetings, and training are not considered "call in". These types of meetings will be paid as time worked.

- If you report to work on your regularly scheduled shift, without having been notified not to report, you will be entitled to a minimum of two (2) hours, at straight time, even if no work can be provided.
- Florida Custom Mold reserves the right however to assign you to any available work. If you refuse the assignment, you will forfeit your report in pay.
- Report in pay eligibility will not apply if a lack of work is the result of an act of God, fire, flood, storm and inability to obtain power or materials or other causes beyond the control of the company. Nor will it apply if you are not at work on the preceding workday to receive instruction on not to report to work.

**TIME CLOCK PROCEDURES/ELECTRONIC ACCESS** – Each hourly employee should clock in daily at the start of their shift, for lunch (in and out) and at the end of their shift for a total of 4 punches daily. Employees are not to clock in more than 7 minutes prior to their scheduled start time or more than 7 minutes after they stop work for the day. Hourly employees are paid to the nearest quarter hour.

Time clock reports provide the Company with a record of the hours worked by each employee, and it is important that they are accurate. All work records are reviewed and approved each week by the supervisor. Under no condition is an employee allowed to work "off the clock". All hourly employees should check their electronic timecard before and after the supervisor approves it. Any changes or punching errors need to be reported to your supervisor by Monday morning for time adjustments from the previous work week.

**BREAKS AND LUNCH PERIODS** - Florida Custom Mold has two basic schedules that determine breaks and lunch periods:

- Tooling, Molding, Manufacturing Support, and Secondary Operations are on a standard eight (8) hour schedule and include a 30-minute unpaid lunch and two 10-minute breaks.
- Employees may not leave the premises during breaks but may leave during lunch. Reminder: employees are required to clock out whenever they leave the premises.

**PAY SCHEDULE/ELECTRONIC ACCESS** – Paychecks are issued weekly on Thursdays for the previous workweek. All employees will be enrolled in Direct Deposit and have electronic access to view paystubs. Once you are entered into the payroll system you will receive an email to register for access to view timecards and paystubs along with ability to change address and view tax forms.

**SENIORITY** – There are two types of seniority recognized at Florida Custom Mold:

- Company Seniority
- Seniority within a classification

Company Seniority – The total time, from date of hire, of continuous service within the company. This seniority defines eligibility for vacation, savings plan and other benefits.

Seniority within a Job Classification – is the total time in a job classification and can be totaled excluding periods of time spent in other classifications.

Example: An employee with 1 year as a Press Operator bids on and gets a job as a Material Handler. After six months, he or she goes back to Press Operator for an additional six months. To this date his or her classification seniority is 18 months / Press Operator and 6 months / Material Handler.

This type of seniority is used when reduction within a classification is necessary or for promotions.

#### **TRANSFERS AND PROMOTIONS**

When a position becomes available, all employees with the appropriate skills are encouraged to apply for that position if it is a promotional opportunity. Candidates (both internal and external) will be evaluated for the position based on background, training, prior work experience and special skills required for the job. Human Resources and the Management team, at its discretion, may internally post the job.

Hiring managers shall select the individual who, in their opinion, appears to be the best fit for the job. In no case will the decision be based on race, color, religion, sex, national origin, citizenship, age, or disability (except for a bona fide occupational qualification). The following guidelines apply to filling vacancies:

- A posting will be posted for five (5) working days describing the job and the qualifications.
- If the employee is disqualified from their new position, they will be put back to their former position, providing an opening exists. If no opening exists in their former classification, they will go to whatever lower classification is open at the time.

**LAYOFF AND RECALL** – In the event business circumstances require a reduction in the work force, our policy is to do so by:

- Determining which department and classification will be reduced. *Classification seniority will determine who is reduced. With all Salary employees, President/HR makes the call based on business levels.*
- Matrix levels will be used to determine the order of levels to be laid off. Example: Level I-D-0 being the first to be laid off and Level I-A-3 being the last in the operator classification to be laid off.
- When it is determined how many within a classification are to be reduced those being reduced will be able to bump down to the next classification they are qualified to fill. Seniority will determine if they stay in the lower classification or bump down further. Pay level will be adjusted to the level of classification.
- When classification seniority and/or level are the same, Company Seniority will be the deciding factor.

Recalls from the layoff will be made in inverse order. If you have completed ninety (90) days of continuous employment, you have a period of recall privileges up to thirty calendar days. If you are subject to layoff before completing 90 days, you will be terminated with no recall privileges.

If you are recalled from layoff before expiration of recall privilege, you will maintain your continuous services for purposes of vacation eligibility, adjusted for layoff time.

You will be eligible for your Continued Medical coverage under COBRA during the layoff period, not to exceed the maximum allowable coverage under COBRA.

You will not be eligible for continued enrollment in life insurance or disability benefits while you are on layoff.

If you are rehired after your recall privilege is expired, you will be considered a new employee with a new employment date and 90-day training / probationary period.

#### **4.0 EMPLOYEE BENEFITS**

##### **MEDICAL INSURANCE**

The Company pays a portion of the premium on group medical insurance for all of its employees who work 30 hours or more per week. **Participation begins the month after your completion of 60 Days of Employment.** Employees may, at their own expense, purchase medical insurance at group rates for a spouse and/or family.

##### **LIFE INSURANCE**

The Company pays the premium on \$25,000 term life insurance for each of its employees. It also offers coverage of \$2,000 each for spouse and \$500.00 for dependent children. Coverage begins on the 1st day of the month following completion of ninety days of full-time employment (32 or more hours per week). Supplemental Life Insurances are available for purchase, and you will have to undergo an Evidence of Insurability process with the carrier if over the allotted guaranteed limit set by the carrier.

##### **DISABILITY INSURANCE**

Disability insurance is offered by the Company at a low weekly cost to the employee, dependent on the employee's age and salary. Coverage begins on the 1st day of the month after the employee has completed ninety days of full-time employment (32 or more hours per week). If you do not enroll at **60** days and wait for an open enrollment period, you must undergo an Evidence of Insurability with the carrier and could be rejected the coverage.

##### **DENTAL INSURANCE**

The Company offers dental insurance at group rates to employees and their families. Dental insurance may be purchased at any time after the employee has completed ninety days of full-time employment (32 or more hours per week). **Participation begins the month following your completion of 60 Days of Employment.**

##### **FLORIDA CUSTOM MOLD 401(K) AND PROFIT-SHARING PLAN**

Upon completion of one year of service, an employee 21 years of age or older, who has worked at least 1,000 hours in the preceding year, is eligible to participate in the company 401(k) plan. On the 1<sup>st</sup> of the following month after one year of service employees will be automatically enrolled at a default rate of 3% of gross wages. Approximately 35 days prior to eligibility employees will receive a welcome package mailed to your home from the plan administrator with further instructions. To prohibit extensive paper usage, cost, and timeliness the employee agrees to accept all bulletins and notices required by law via their personal or work email and that it is the responsibility of the employee to let HR know of any email address changes. All plan documents, annual summary reporting, and fees are available to view at any time within the mykplan.com website or mobile APP in lieu of these notices being emailed. The employee understands that this is a self-service 401(k) plan and HR has a limited role. ADP is the current provider, and their customer service number will be provided to you once they mail out your welcome package. The company has the discretion to contribute to eligible employees' 401(k) account from a prior year's profits. A company announcement will be conducted on given contribution years. There is a vesting schedule to receive any said funds upon terminating employment, and the employee must be employed on the last day of the calendar year to receive any of that company contribution.

##### **TUITION REIMBURSEMENT**

Tuition Reimbursement can be discussed with Human Resources to evaluate what the company policy is at the time of enrollment. Before registering it must be approved by upper management.

##### **WORKER'S COMPENSATION**

Company employees are insured in accordance with the state Workers' Compensation laws. If you are injured or become ill as a result from performing your job, you must inform your supervisor immediately. In turn, the supervisor will assist you in obtaining any required medical treatment (at a medical facility approved by the Company) and help you prepare an Incident Report. If you do not report your injury immediately you are subject to disciplinary action and/or termination. FCM practices a return to work/light duty/modified work program while recuperating from injury while a claim is active. FCM will not practice the "return to work" if the injury is severe enough to put the employee or business at risk of further injury. Workers' Compensation or other injury, return to work paperwork must be filled out completely and processed through Human Resources and given to supervisors before employee can clock in.

## **BEREAVEMENT PAY**

To compensate the loss of scheduled work time due to a death in the immediate family a non-probationary full-time employee (32 or more hours per week) **will receive up to three (3) paid leave days for the death of Father/Mother, Brother/Sister, Husband/Wife, Son/Daughter, Grandparents and 1 paid leave day for Uncles/Aunts or Cousins.**

## **PAID TIME OFF (PTO)**

### **PTO Eligibility**

Paid time off is given to encourage employees to spend a period of relaxation and recreation away from the workplace. To qualify for PTO or gratis pay, an employee must have completed one full year of service.

### **Time off Scheduling**

Supervisors and/or department heads shall approve scheduling of personal time off. It shall be the responsibility of each department head to schedule time off so that there is a minimum disruption of production and communication with the Company's customers. In the case of conflict in scheduling, seniority of employment will be given priority. Based on business levels, management has the right to deny vacations, but will endeavor to always allow to be granted. Production support personnel is restricted to 5 consecutive days per request.

### **Hourly Employees' Gratis Pay**

Gratis pay shall be paid in one lump sum, based on the previous year's hourly rate, as follows:

After one (1) year of service	40 hours
After two (2) years of service	60 hours
After three (3) years of service	80 hours
After four (4) years of service	100 hours
After five (5) or more years of service	120 hours

Gratis pay will be paid in the week in which the employee reaches his/her anniversary. Vacation time may be taken, unpaid and with supervisor's approval, at the employee's discretion.

Gratis pay will be moved further out on the calendar further than an anniversary date to deduct for any leaves of absences that last more than 30 days. For example: 6 weeks leave the adjusted date will extend out six weeks after anniversary date for that year the leave is taken.

### **Part-time Employees' Gratis Pay**

Gratis pay for part-time employees will be based on average hours worked per week for previous 13 weeks.

Any employee who terminates his employment of his own accord or is discharged prior to his anniversary date shall not be entitled to any gratis pay.

### **Salaried and Negotiated Hourly Employees' PTO**

Salaried and negotiated hourly employees will be eligible for PTO as follows:

1 – 3 years of service	2 weeks
4 - 9 years of service	3 weeks
10+ years of service	4 weeks

Paid time off will be awarded on the employee's hire date anniversary and may carry over up to a total of two (2) weeks only. Salaried employees may take available time at their own discretion with prior notice, providing there is no negative impact on the business. Salary will continue during the absence depending on his/her available time. Your PTO balance is available and updated monthly within the HR department and viewable on your electronic pay statement under important notes. PTO approval slips must be given to HR prior to processing payroll and should be entered into the digital calendar prior to taking for scheduling purposes. PTO approval slips are stored in the HR Department for your review.

PTO is typically paid out in 8-hour increments and for payroll purposes PTO hours will be taken to reach only a 40-hour paycheck unless otherwise instructed no matter how many hours the employee usually works on a daily or weekly basis.

In the event a holiday observed by the Company falls within an approved time off period, the employee will either be paid in addition to PTO pay, or another regular workday will be designated as a substitute holiday at the Company's discretion.

**Upon Termination or Resignation of Employment, PTO time will be considered as forfeited time and will not be paid to the employee upon separation of employment.**

## **HOLIDAYS**

To be eligible for holiday pay, an hourly employee must have completed the probationary period. The employee must also have worked his/her regularly scheduled shift on the workdays immediately preceding and following the holiday. Part-time employees must work an average of 32 hours per week to be eligible for holiday pay.

Holiday pay will not be paid to any employee when the plant has been shut down for lack of work, or when the employee is on a leave of absence that extends beyond the holiday.

### **Observation of Holidays**

Eligible employees will be given the following paid holidays each year:

New Year's Day	Memorial Day
Fourth of July	Labor Day
Thanksgiving Day	Christmas Day
A floating holiday (usually the day after Thanksgiving)	

If a holiday falls on Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

### **Computation of Holiday Pay**

Employees who work on a holiday will receive holiday pay (8 hours) plus their standard pay for hours worked. An employee who is scheduled to work on a holiday but fails to report to work will forfeit the eight (8) hours holiday pay.

## **COBRA**

Under the requirements of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), an employer must offer to continue group health care benefits to qualified employees and dependents. A person who would otherwise lose coverage as a result of a "Qualifying Event" is entitled to elect medical continuation under the plan.

A "Qualifying Event" is any of the following:

1. For an employee, termination of employment (other than for gross misconduct) or reduction of hours worked to render the employee ineligible for coverage.
2. For a spouse and eligible dependents, death of the employee.
3. For a spouse, divorce, or legal separation.
4. For a spouse and eligible dependents, loss of coverage due to the employee becoming eligible for Medicare; or
5. For a dependent child, ceasing to qualify as a dependent under the plan.

The employee is required to notify the Human Resources Department of qualifying events within thirty (30) days of the event.

Coverage is not automatic. It must be elected within sixty (60) days of either a) the Qualifying Event or b) the date the employee is advised by Human Resources of the right to continued coverage.

The employee or dependent will be required to pay the entire premium for the continued coverage and has the option to make these payments in monthly installments.

## **5.0 ABSENCES AND LEAVES – Some of the policies below have been paused/adjusted per Covid-19 regulations as of March 2020 up to and including this date of January 2022; but will be re-installed when regulations are lifted. These policies are posted throughout the building per CDC and/or DOL regulations.**

### **LEAVE OF ABSENCE**

In the case of a need for Leave of Absence contact Human Resources.

### **MILITARY LEAVE**

The Company, pursuant to state and federal laws, will grant appropriate military leaves of absence.

### **JURY DUTY**

The Company recognizes jury duty as a civic responsibility and will allow reasonable excused absences without pay for jury duty.

## **SICK LEAVE**

Hourly employees will not be paid for days not worked. Please contact Human Resources if you believe your absence meets the requirements for disability insurance.

## **FAMILY AND MEDICAL LEAVE**

The Company recognizes the need for employees to participate in the child rearing and care of family members who have serious health conditions or with their own serious health conditions from time to time. To promote the stability of families and to comply with the Family and Medical Leave Act of 1993, the Company has established the following policy:

1. Leaves of absence are granted under the Family and Medical Leave Act (FMLA) if the employee has been employed by the Company for at least twelve (12) months and worked for at least 1250 hours during the preceding 12-month period.
2. Except for "key" employees, where different considerations may apply, employees will be returned to the same or an equivalent position upon their return from leave.
3. The FMLA ensures up to twelve (12) weeks of unpaid leave for qualifying circumstances. Any accumulated but unused paid days off must be substituted as part of the twelve weeks.
4. All employees who meet the length of service requirements may be granted FMLA leave for the following reasons:
  - Birth, adoption, or foster care of a child.
  - Care of a family member with a serious health condition.
  - Employee's own serious health condition.
  - A qualifying exigency arising out of a family member's active duty in the armed forces in support of a contingency operation.
  - Care of a covered service member with a serious illness or injury.

Additional information, and forms requesting and supporting FMLA are available in Human Resources.

## **6.0 ATTENDANCE**

Regular attendance at work for your scheduled shift is required. Every employee will experience situations which may require them to miss work, however when absences and/or tardiness become excessive it is a problem and affects everyone.

## **EXCUSED ABSENCES**

Absence for the following reasons will be excused, provided you notify your supervisor.

- Absence in accordance with approved leave (STD, FMLA)
- Personal Illness with medical verification. (Personal illness of more than three (3) consecutive working days, a doctor's note is **mandatory** prior to returning to work.)
- Death in immediate family (reference Bereavement Policy)
- Jury Duty- Documentation required (reference Jury Duty Policy)
- Military Leave- (reference Military Leave Policy)
- Court Subpoena- if you are subpoenaed for appearance by County, State or Federal Court, you will be given a leave of absence for the time you are subpoenaed, provided you provide a copy of the subpoena to personnel)
- Weather (at company discretion)
- Medical- with proper documentation. (Note: Medical appointments should be scheduled whenever possible to least interfere with work hours. Employees are expected to work prior to or following scheduled appointments when possible.)

Documentation must be provided within 24 hours of your return to work. Failure to do so will result in an unapproved absence.

Habitually Absent = Warning leading to termination (The supervisor/company has the discretion to determine habitual behavior.)

Habitually Tardy = Warning leading to termination. (The supervisor/company has the discretion to determine habitual behavior.)

(1) No Call/ No Show = Disciplinary action, suspension, and/or Termination

(3) Days or more of being absent and not returning with a doctor's note = eligible for termination; determined by upper management.

## **MEETINGS**

Mandatory meetings – A time infraction will be given for missing a pre-scheduled mandatory meeting.

## **DISCIPLINARY PROCEDURE**

Disciplinary action will be based on frequency of occurrences and if appropriate approval and documentation was received. Disciplinary action can include verbal and written warnings and if necessary, the decision to terminate.

All attendance records will be reviewed and maintained by personnel. The timecard / record will be the control documents. It is the responsibility of each employee to bring any time clock errors or problems to your supervisor's attention immediately.

## 7.0 POLICIES

### CONDUCT

The Company expects its employees to observe "common sense" rules of honesty, good conduct, general job interest, safe practices and respect for others, and to adhere to generally accepted customs of good taste. Below is a list of behaviors that is not all inclusive but will serve as a guideline for generally acceptable conduct.

#### Rules of Conduct

Major Infractions – Representative conduct (not all-inclusive), which is normally grounds for immediate termination, depending on the seriousness of the offense and its consequences as determined by management:

- Falsifying timecards, personnel, production, or other Company records.
- Theft, misappropriate, or concealment of property from fellow employees, the Company or customers of the Company or theft of government property.
- Deliberate waste of, damage to, or attempting to damage materials, supplies, products, property, or equipment.
- Fighting on Company premises.
- Violation of safety practices that could cause serious injury or death to self or fellow workers.
- Being absent from work one (1) day without proper notification to the company.
- Any type of threat to voluntarily quit or walking off the job.
- Reporting for work or working under the influence of alcohol or drugs; possessing, selling, or consuming any alcoholic beverages or illegal drugs.
- Refusing to take a drug screen or tampering with a drug test
- Immoral, indecent, or illegal conduct on Company property.
- Giving or taking a bribe of any nature as an inducement to obtain or retain a position.
- Deliberate misrepresentation of facts to a supervisor or any other Company representative concerning any work-related matters.
- Coercing, bribing, inciting, or otherwise inducing employees to engage in any practice in violation of company rules.
- Illegal Possession of weapons, ammunition, firearms, firecrackers, or other similar items on Company premises.
- Refusal to leave the premises when placed on disciplinary suspension and requested to leave by an authorized Company representative.
- Violation of the Company's policy on harassment.
- Creating a disturbance within the facility (plant).
- Insubordination in any form (willful, deliberate refusal to follow directions, order, or assignment by Company official) or using abusive language to Company supervisors.

Minor Infractions – Representative behavior (not all-inclusive) subject to disciplinary action, up to and including termination, depending on the seriousness of the offense and its consequences:

- Refusal to carry out assignments relating to the work of the Company.
- Leaving the Company premises during working hours without permission from a supervisor or authorized Company representative.
- Entering working areas of the Company's premises unless on duty and scheduled for work or otherwise on Company business.
- Defacing Company bulletin boards or the material posted on them or posting or removing notices of any kind on the bulletin boards or Company property without approval of the Company.
- Failure to properly report an accident.
- Sleeping while on duty.
- Cell phone usage when not on scheduled break.
- Leaving work areas without supervisor's permission.
- Handling personal affairs during working time without receiving permission from a supervisor.
- Unnecessary waste of materials or supplies.
- Inefficiency, lack of initiative on the job, or unsatisfactory work performance.
- Tardiness
- Speeding or reckless driving on Company property or while operating Company vehicles.
- Attempting to perform electrical or other repairs unless authorized by the Company to do so.
- Engaging in horseplay or any physical activity that would cause inattention to duties.
- Operating machines, tools or equipment by anyone who has not been specifically assigned to these by a supervisor.
- Stopping work or preparing to leave work before the specified time for breaks, meals, or quitting time, or returning late from meals or breaks.
- Smoking in prohibited areas.
- Gambling in any form on Company property.
- Committing any act that has been brought to the employee's attention by a supervisor as being contrary to the Company's standard of conduct.
- Obtaining materials or tools under fraudulent orders or misrepresentation.
- Violation of no solicitation/distribution policy.

## **SOLICITATION AND DISTRIBUTION OF LITERATURE**

Many employees are involved in worthwhile causes and fund-raising activities. However, solicitation and distribution of literature can disrupt normal company operations and put unnecessary pressure on employees to participate. Therefore, solicitation and distribution of literature is prohibited on the Company premises. If non-employees are involved, the activity can involve trespassing.

## **BULLETIN BOARDS**

Important bulletins and notices of interest to all will be placed on bulletin boards located throughout the building. Please make a habit of checking these boards frequently. Only authorized notices or bulletins are permitted to be posted. Notices or personal items must have the approval of Human Resources. Bulletin boards will be monitored for non-approved items and will be removed.

## **OFF DUTY VISITS AND VISITOR POLICY**

An employee is not to remain at or return to the plant for any purpose unless the employee is either on duty or scheduled for work except during a reasonable amount of time before and after a scheduled shift.

Exceptions will be allowed for the purpose of attending to Company business in administrative and supervisory offices, such as picking up paychecks or submitting insurance forms, etc.

Due to safety and insurance considerations, an employee may not have visitors while working or while on Company property. Trespassing is prohibited.

Vendors, customers, and other business-related visitors must check in at the front desk. Unescorted access is not permitted within the plant and/or offices.

## **NO SMOKING POLICY**

Florida Custom Mold, Inc. is a non-smoking / Vaping facility. Employees are prohibited from smoking and or vaping at any time inside the building. Smoking and Vaping areas are provided outside for smokers/vapers who wish to use their breaks or lunch periods to smoke or vape. Outdoor ashtrays are provided, butts are not to be thrown on the ground and vaping cartridges should be disposed in the trash cans accordingly.

## **FIREARM/WEAPON POLICY**

In the case of the employee possessing a current concealed weapons permit, there needs to be a copy of the document in their personnel file. Firearm/Weapon is to be safely locked and secured in the employee's vehicle. No firearm/weapons are to be permitted in the building at any time.

## **DRUG FREE WORKPLACE POLICY**

"In order to establish Florida Custom Mold as a Drug-free Workplace and thereby increase the safety and health of our employees and their families, this policy requires that employees of our Company shall not use drugs illegally at any time, shall not use or be under the influence of alcohol while working, shall refrain from reporting to work or working with the presence of drugs or alcohol in his or her body, and shall not use or be under the influence of medications that could affect their ability to work safely."

### **Drugs**

- Reporting to work or attempting to work while under the influence of illegal drugs is strictly prohibited.
- Using, possessing, selling, distributing, or manufacturing unlawful drugs in the workplace are prohibited.

### **Alcohol**

Reporting to work or attempting to work while under the influence of intoxicating liquor is strictly prohibited. Drinking, attempting to drink, selling, bartering, giving, or distributing intoxicating liquor while on Company property are prohibited.

### **Medications**

Employees who are taking medications that have the potential to alter or adversely affect their judgment, motor skills, induce sleepiness or otherwise detract from the safe job performance must notify their supervisor before attempting to work.

### **Drug Testing**

Prior to any testing, all employees will be given this Drug-free Workplace Policy and will be required to sign a form which acknowledges receipt of this policy.

All employees and job applicants subject to drug testing and other enforcement procedures set forth in this policy will be required to sign consent forms or other documentation required by such drug testing or enforcement procedures.

### **"Reasonable Suspicion" testing**

Employees will be given a drug test when there is a reasonable belief that an employee is using or has used drugs in violation of this policy.

This belief must be drawn from specific, objective and articulate facts through: a) using, having ingested, or being under the influence of drugs, alcohol or medications while working, b) tampering with a drug screening test, or c) causing, contributing to or being involved in an accident involving a reportable injury (i.e., an injury sufficient to require the attention of a medical professional), lost time, and/or property damage sufficient to delay or halt work.

All specimens must be provided by the employee as soon as possible, but no later than 24 hours after the accident.

#### **Random Testing**

Random testing is unannounced. Employee's identification data are placed in a testing pool from which a scientifically random selection is made. Every employee in the pool has an equal chance of being chosen for testing every time a random selection is drawn.

#### **Consequences of Drug Testing**

Employees who test positive under the "reasonable belief" conditions will be immediately terminated. Employees refusing to submit to a drug or alcohol test will be terminated.

#### **Follow-up Testing**

Employees who have been enrolled in a rehabilitation program and return to work may be tested periodically.

### **EMPLOYEE SEARCHES**

Employees who bring items onto Company property do so with the knowledge that they do not have an expectation that these objects/items will always remain private.

The Company will conduct a search only if it has a reasonable suspicion that the search will uncover information or evidence of violations of the Company's work rules. Searches of an employee's personal property will only take place in the presence of the employee, his/her supervisor, and a member of senior management. All searches under this policy will occur with the utmost discretion and consideration for the employee involved.

In this case, the employee will be required, upon the Company's request, to submit to a search of any package, purse, wallet, briefcase, toolbox, lunch box, pocket or other container brought onto the Company's premises; to submit to a search of a desk, file, locker, computer or container provided by the Company or used in connection with the business of the Company and to submit to a search of any vehicle brought onto the Company's property. Refusal to submit to such searches will result in discipline, up to and including discharge.

### **ELECTRONIC COMMUNICATIONS GUIDELINES**

Florida Custom Mold, Inc., provides telephone, fax, e-mail, and Internet capability systems to designated employees and encourages the use of electronic information as essential business tools for efficient communication.

Therefore, employees are responsible for the appropriate business use of these systems and upholding the policies of the company including, but not limited to, those regarding corporate communications, confidentiality, non-solicitation, and non-harassment. Employees should be aware that:

- The use of the e-mail's delete function does not always completely destroy the targeted e-mail message, and such messages may be stored in the system and at-a-later date be retrieved by the Company.
- Anything written or sent by an employee may be held against the Company, the Company's clients, or the employee.
- Only authorized passwords are permitted. All passwords must be provided to a designated member of management at the time they are established.
- The use of unauthorized software is prohibited.
- Employees are not permitted to provide e-mail access to any unauthorized persons or gain access to another employee's e-mail without authorization.
- Harassing, discriminatory, offensive, hostile, suggestive, defamatory, or otherwise inappropriate language is strictly prohibited. (See Anti-Harassment Policy.)
- Attachments to e-mail messages, such as pictures and other graphics are also subject to this e-mail policy.

The Company's e-mail system is the sole property of the Company and is provided to employees for business use only. The company has the right to review e-mail messages at its sole discretion. Employees should have no expectation of privacy in their e-mail, Internet, or other company messages.

Violation of this policy may be grounds for disciplinary action, up to and including discharge.

### **CELL PHONE USAGE**

Employees are not allowed to use cell phones in the capacity of taking pictures, videos or livestreaming in any production areas per customer agreements. Supervisors will deem where and when an exception applies.

### **SOCIAL MEDIA**

If Florida Custom Mold, Inc. (The Company) or any of our employees are being defamed, slandered, bullied, or harassed on ANY social media platform an immediate termination will follow.

## **DISCIPLINARY / CORRECTION ACTION**

The Company will not attempt to list all of the types of conduct for which corrective action or termination could result. Generally, employees must avoid conduct which is not in the best interest of the Company or which adversely affects other employees.

In the event it becomes necessary to correct an employee's behavior, any one of the following written warnings may occur:

- Verbal Counsel— documentation of verbal warning will be kept in your personnel file. Considered as a warning only.
- First written warning – the documentation of the first exchange between supervisor and employee regarding an offense in the spite of a verbal warning. It includes a description of the corrective action which must be taken on the part of the employee.
- Second written warning – documentation that, in the spite of the warning, the offensive behavior on the part of the employee has not improved to meet the standard. It may include a time frame in which behavior/performance must change.
- Final written warning – last opportunity for employee to make appropriate changes in-order to retain employment. Could include provisions for suspension without pay. Will include statement that failure to change behavior by certain date will result in termination.

Depending on the seriousness of the offense, any of these steps may be omitted at the discretion of management.

Normally if a problem develops, the employee's supervisor will attempt to correct it with a verbal exchange documented as a First Written Warning. If no improvement is evident, the employee may be given a Second Written Warning, which is more specific and time related. Continued failure to improve will result in a Final Written Warning, which indicates that immediate improvement is required to retain employment.

The employee will be requested to sign any record of discipline, which will be placed in the employee's personnel file.

## **SOLUTIONS TO PROBLEMS**

The Company recognizes that certain situations may arise in which an employee has a need to discuss or ask questions about job-related matters and discrimination. Problems and misunderstandings grow if they are not handled promptly and openly. We encourage employees to come forward with concerns, and we are committed to do our utmost to arrive at a mutually satisfactory resolution. To assist you in bringing problems to our attention, the following guidelines have been developed.

- Work-related issues, problems and questions should first be discussed with your supervisor, who will make every effort to resolve your complaint within company policies.
- If it is inappropriate to discuss the problem with your supervisor, or a discussion with your supervisor does not resolve the matter, you may bring your case to the next level of supervision, where it will be reviewed along with an appropriate member of the Human Resources Department. If the matter is still not resolved, it may be referred to the President of the Company.
- If the matter is of such a personal or confidential nature that you do not want to discuss it with your direct line management, you may go directly to Human Resources for counsel and guidance in pursuing a resolution.

Employees who use this approach are assured that no harassment, reprisals, retaliation, or other penalties will be imposed because of making a complaint.

## **8.0 SAFETY AND HEALTH**

### **SAFETY**

The company has invested both time and money to protect you from injury while at work and will continue to search for ways to make our plant as safe as possible. However, there are precautions you must take. To help us protect you, we ask that you become familiar with and always abide to the Plant Safety Rules. We encourage you to become proactive in safety by reporting all unsafe working conditions to your supervisor immediately, and by participating in plant safety meetings, inspections, and training programs.

The Company is sincerely interested in the health, safety, and welfare of each employee. While the Company does all it can to ensure a safe working environment, employees must do their part by following all safety and health rules. Failure to do so could result not only in disciplinary action, but also in serious injury or death to you, your co-workers, or customers. Safety is a mutual concern and responsibility for the employee and the Company.

### **REPORTING DANGEROUS EQUIPMENT / CONDITIONS**

Learn the safety rules of your department and take every precaution to protect yourself and your fellow employees. If you should see any condition that you believe could be potentially dangerous or unsafe, report it immediately to your supervisor or Human Resources.

The Company welcomes any ideas or suggestions employees may have concerning the safe operation of the Company. An employee should inform his/her supervisor of any safety suggestions or complaints he/she may have.

### **ACCIDENTS AND INJURIES**

If you have an accident or injury, no matter how slight, you must immediately notify your supervisor or a member of management. Failure to report your injury will result in immediate disciplinary action up to termination. We ask you to do this for your own safety, since

a minor accident could result in an infection or severe complications. You should also report any old injuries that become red, painful, or swollen.

First-aid kits and PPE are located inside the Production Manager's office and Human Resources. Employees should always obtain the necessary protective equipment (gloves, etc.) before rendering first aid.

Never run in the plant or the parking lot.

Always lift heavy objects correctly using your legs, not your back, to take the strain.

If an employee is taking prescription medication that contains warnings about operating machinery, he/she should report it to the supervisor at the beginning of the shift.

### **CLOTHING AND EQUIPMENT (DRESS CODE)**

All employees in the plant should wear the protective safety clothing and use the safety equipment required for their respective jobs or which they have been instructed by supervisors to use. Certain jobs may require safety glasses, hard hats, gloves, safety-toe shoes, and/or hearing protection.

**Shirts-** A suitable shirt or blouse covering the shoulders, body and waist is required for all employees. Short sleeves are acceptable, but long sleeves offer the most protection for the arms. Fabric should be close knit without fringes or dangling accessories. Tank tops must have at least a one-inch strap with proper coverage. All shirts that are revealing the stomach or see-through materials are not permitted.

**T-shirts-** are acceptable with out guidelines for "logos". Employees are asked to consider whether the shirt is appropriate to a work environment, and/or maybe offensive to coworkers, customers, or vendors.

**Skirts/Dresses/Shorts-** If choosing to wear skirts, dresses, or shorts when standing it needs to be at fingertip length above the knee or longer. Use of stairs is not permitted.

**Hair-** Long hair should be contained or tied back to prevent entanglement with machinery.

**Shoes-** All employees will wear shoes that have sturdy uppers and non-skid soles. Employees are not permitted to wear open toed, open heels, or high heeled shoes in any of the production areas.

**Jewelry-** large rings, bracelets, large earrings, and/or necklaces can cause injury or damage and should not be worn. Employees should check with their supervisor if they have questions concerning jewelry. You should not wear any kind of jewelry on your hands while operating a semi-automatic job that requires you to put your hand into a mold

Violation of this policy may be subject to be sent home without pay. The best rule of thumb is to dress for the position and the people you serve.

### **OPERATING EQUIPMENT SAFELY**

Do not operate any machinery unless the supervisor has authorized you to do so.

While machinery is running, be sure to keep the protective guards in place. Do not reach into, adjust, or clean machinery while it is running. Do not leave running machinery unattended.

Always use tools and equipment only for the purpose for which they were developed. Keep work area and equipment clean and in good condition.

Do not risk shock or electrocution by tampering with any electrical equipment. Immediately report problems to your supervisor so that repairs can be made.

Only authorized employees may operate transportation or material handling equipment. No employee may ride or give rides on plant material handling equipment.

### **HOUSEKEEPING**

Our clean work environment has captured the respect and admiration of customers, suppliers, and visitors. Florida Custom Mold expects you to help us maintain a clean and safe work environment. The impression you make is one our customers remember. The following guidelines should be practiced:

- Maintain a well-groomed appearance.
- Keep your workstation / area clean and well organized.
- Monitor oil leaks and condensation keeping the floor clean and dry and notify maintenance of any problems.
- Return all tools, supplies, and equipment to their proper location.
- Keep electrical panels, exits, fire extinguishers, and first aid kits clear and easily accessible.

## **FIRE PREVENTION**

At all times employees are required to know the location of the nearest fire equipment. Never hang material, clothes, or equipment on the fire hose rack or extinguishers. Keep all fire exits and aisles clear. Store and carry gasoline only in an approved container. Use gasoline only as a motor fuel, never as parts cleaner.

## **EVACUATION PROCEDURES**

At the sound of the fire alarm, all employees are to immediately evacuate the work area in a safe and orderly manner through the nearest exit. Stay together so that an accurate roll can be obtained. After attendance is taken, employees will be instructed further by supervision. Fire extinguishers are located throughout the facility and are to be used to assist in personal evacuation and safety. Employees are not to attempt to fight a fire; this is best left up to the Fire Department. It is your responsibility to make sure your contact information is up to date with Human Resources and your supervisor.

## **POWER OUTAGES**

In the event of a power outage all employees other than supervisors are to immediately evacuate the work area in a safe and orderly manner through the nearest exit. No one should be in any offices during the 2<sup>nd</sup> or 3<sup>rd</sup> shift. All employees are to wait outside or in their vehicles until the power is restored and the supervisor deems it safe to return to the work area.

## **EMERGENCY PROCEDURE - HURRICANE**

In the event of a Hurricane the following procedures will apply:

- When the National Weather Service has issued a *Hurricane Warning*, an announcement will be made to go home.
- Stay calm – Leave the building immediately.
- The plant will shut down. No one is authorized to stay in the facility when it has been shutdown. Employees should monitor the appropriate weather information and follow instructions given.
- When the *Hurricane Warning* has been cancelled unless otherwise notified regular plant operations will resume the following day with 1<sup>st</sup> shift.
- Human Resources maintains a call down list if a shutdown will be occurring before your shift, you will be notified as soon as possible not to come in. Please make sure that your cell phone numbers are updated with the HR department.

## **EMERGENCY PROCEDURE - TORNADO**

If weather conditions are favorable for tornadoes, supervisors will monitor the Weather band radio and observe the weather. If an announcement is made that a tornado is sighted all employees should immediately proceed to the employee restrooms located in the center of the building. These restrooms offer the best shelter in the event of a tornado. Duck and cover. Stay calm. Do not leave the shelter until your supervisor has notified you to do so.

## **CHEMICALS IN THE WORKPLACE**

Large quantities of chemicals are not stored in the production facility, however in the event of a small spill, regardless of the chemical the following procedures apply:

- Evacuate the area.
- Alert other employees in the area who may be affected by the spill.
- Immediately notify management, Supervisor, Department Manager, etc.
- Do not return to the area until instructed to do so.

## **POWER FAILURE**

Emergency lighting is located throughout the building to allow for safe evacuation in the event of a power failure. As soon as the emergency lighting is activated all employees should proceed to the lunchroom area and wait for further instructions. Employees are not to wander around or leave the building. Supervisors will take attendance when power returns and you will be instructed to return to your duties.

## **9.0 CONCLUSION**

We hope that this booklet will be helpful to you and that you will refer to it as questions arise.

If, after reading the booklet, you have questions you would like to discuss further please do not hesitate to ask your supervisor or Human Resource department.

The main factor in customer satisfaction is quality. There is only one-way to produce high quality products – every person connected with making that product must take personal pride in his or her workmanship. You are an important part of our team and whatever your job, you should take pride in doing it well. We hope your career with us will be a mutually satisfying and rewarding one.