

AMERITEX

MACHINE & FABRICATION

Employee Handbook

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INTRODUCTION

AmeriTex Machine & Fabrication, LLC and Amplify are your co-employers. This information is specific to your worksite employer, AmeriTex Machine & Fabrication. This information may be revised as policies change or occur.

ABOUT THE COMPANY

AmeriTex Machine & Fabrication LLC, (“the Company”) was established in 2004, has set the standard in custom metal fabrication and machining. We provide the highest quality at competitive prices and unsurpassed customer service, and our phenomenal growth speaks for itself. Our Employees are the reason for our success. Over the years, we have put together a team of industry professionals dedicated to providing our customers with the highest quality products.

The Fennell family has been manufacturing metal products since 1966. Partners and brothers Kenny and Larry Fennell have spent a lifetime building, advancing and perfecting AmeriTex. We take great pride in our employees, our facility, our vendors and of course, our customers.

Quality assurance, expedient delivery, and a safe work environment are top priority. We have the facilities, the modern equipment, and the dedicated talented employees to handle our clients’ fabrication and machining needs, and we will continue to earn their confidence.

AT-WILL EMPLOYMENT RELATIONSHIP

Employment at the Company is “at will.” This means that employees are free to resign at any time. Similarly, the Company may terminate the employment relationship at any time, with or without cause or prior notice, as it deems appropriate. Employees who have decided to resign from the Company are requested to provide two weeks’ notice as a courtesy. This will enable Company to arrange for a replacement and assist in the smooth transition of responsibilities. Company retains discretion to take other actions affecting employment, such as transfer, reassignment or disciplinary action. In addition, because the employment relationship is at will, Company may change its employment policies from time to time in its discretion. The only policy not subject to change is this At-Will Employment Relationship policy, which can be changed only in a written agreement with an individual employee that is signed by The Company’s President/Chief Executive Officer.

EQUAL EMPLOYMENT OPPORTUNITY

Ameritex adheres to all federal, state and local laws regarding equal employment opportunity that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information and any other legally protected status. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

EEOC interprets and enforces Title VII's prohibition of sex discrimination as forbidding any employment discrimination based on **gender identity or sexual orientation**. These protections apply regardless of any contrary state or local laws.

Through investigation, conciliation, and litigation of charges by individuals against private sector employers, as well as hearings and appeals for federal sector workers, the Commission has taken the position that existing sex discrimination provisions in Title VII protect lesbian, gay, bisexual, and transgender (LGBT) applicants and employees against employment bias.

We provide equal opportunities for all employees and applicants for employment without regard to any service, past, present, or future, in the uniformed services of the United States. It is the responsibility of everyone in management to ensure that equal consideration be given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, recalls, and terminations.

Work Related Injuries

Being injured on the job is an unfortunate event and a challenge for everyone involved. Returning to work healthy and productive is your goal and ours. If you need any help getting your workers compensation policy information and phone numbers, we are here to help. Please feel free to call the Amplify office Monday-Friday 8am to 5pm for assistance.

Benefits Administration

The Benefits Department is here to assist you with questions or issues regarding your benefits, including 401(k), health insurance, dental, vision, life and other ancillary benefits. We can answer questions regarding available benefit plans and when you are eligible to enroll.

Human Resources

The Human Resources Department is here to assist you with questions or concerns you may have about your employment that your immediate worksite supervisor may not be able to answer. Feel Free to check with us if there is anything in your handbook you want clarification on or if you have any suggestions.

The Payroll Department

The Payroll Department can assist you with any questions you may have from rates of pay to deductions that come out of your pay. The payroll department is made up of experienced payroll representatives who can answer your concerns or point you in the right direction to get you the help you need. We understand that your income is very important to you and it is to us as well. We are committed to handling your compensation accurately and efficiently.

CLASSIFICATIONS OF EMPLOYMENT

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

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under local, state and federal wage and hour laws:

- **Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are generally executives or managers or professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Company Job Classifications

The Company has established the following categories for both nonexempt and exempt employees:

- **Full Time employees** are hired to regularly work at least 40 hours per work week. These employees may be further categorized as "exempt" or "non-exempt" from overtime pay requirements.
- **Part Time employees** are hired to regularly work fewer than 40 hours per work week. These employees may be further categorized as "exempt" or "non-exempt" from overtime pay requirements.

BUSINESS CODE OF CONDUCT

The Company is committed to the highest standard of integrity in all its business activities. Our standards begin with strict compliance with all Federal, State, and Local laws, rules and regulations where we do business. It is the Company's expectation for all employees to understand Company policies and all laws and regulations that apply to Company operations and within the scope of the employee's job duties. The successful business operation and reputation of the Company is built upon the principles of fair dealing and ethical conduct of our employees.

Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity. We will comply with all applicable laws and regulations and expect all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with immediate supervisor or department manager. Compliance with this policy of business ethics and conduct is the responsibility of every employee.

COMMUNICATION AND BEHAVIORAL PRACTICES

The Company strives to create a positive and productive work environment which encourages the growth and development of all employees and enables the organization to meet needs of our clients and business objectives. Every employee is commissioned with the responsibility of conducting his or her self in a manner in which the organization's mission can and will be achieved.

To achieve the positive and productive work environment, employees are discouraged from participating in discussions involving and/or conveying “hear say”, perceived gossip, or 3rd party personal information that is intended to have a counterproductive objective and does not pertain to or benefit the daily operations of Company business. Participating in “hear say”, perceived gossip, or conveying 3rd party personal information can have negative consequences on the Company including but not limited to:

- Erosion of trust and morale
- Deterioration in the quality of work
- Lost productivity and wasted time
- Increased anxiety among employees as rumors circulate without clear information as to what is and isn't fact
- Lack of communication and teamwork
- Divisiveness among employees as individual take sides
- Hurt feelings and reputations
- Attrition due to good employees leaving the company because of an unhealthy work environment.

Employees are encouraged to participate in positive discussion, reinforcing behavior and supportive communication which will have positive consequences on the Company. Please remember to:

- Recognize coworkers' accomplishments
- Offer assistance without being asked
- Have and encourage others to have the positive “Can Do” Attitude
- Be courteous and friendly
- Take responsibility for work and actions
- Be a problem solver
- Provide Customer Service to co-workers, customers and our community
- Set an example for others
- Be a team player
- Work out differences with coworkers privately, don't involve others
- Express concerns or complaints to manager(s), not co-workers, customers, or other parties

WORK HOURS

The Company's regular business hours are from 8:00 a.m. - 5:00 p.m. Monday through Friday, with lunch from 12-1pm. The shop employees work various shifts, so please see your direct supervisor for exact times.

Shifts are as follows:

- First shift is from 8:00 a.m. – 5:45 p.m. Monday through Thursday and 8:00 a.m. - 3:30 p.m. on Friday and some Saturdays with 45-minute lunch break.
- Second shift is from 3:00 p.m. until 2:45 a.m. Monday through Thursday with 45-minute lunch break.
- Third shift is from 6:00 a.m. – 6:45 p.m. Friday through Sunday with 45-minute lunch break.

Clocking In for Work Schedule

Employees are not permitted to clock in more than 5-minutes prior to the beginning of their scheduled shift. The Company may adjust clock-in time for any employee that clocks in more than 5-minutes prior to the beginning of their shift without prior approval from a supervisor. Clocking in more than 5-minutes prior to beginning shift or failure to begin work immediately upon clocking in may result in disciplinary action.

Employees should contact their direct supervisor for any modification to their work schedules.

LUNCH BREAKS

Lunch breaks are from 12:00 through 12:45 p.m. The Company does not offer any other breaks. Employees must clock out for lunch and clock back in when they return to work. All employees are required to take a lunch break; exceptions must be authorized by the employee's direct supervisor. At least 45 minutes will be deducted from employee's daily time for lunch, unless otherwise instructed by their supervisor. Employees who "work through" their lunch, without prior approval from their direct supervisor, will be subject to disciplinary action.

PAYCHECKS

A workweek is defined as Monday through Sunday and paychecks are deposited weekly on Friday. Please review your paycheck for accuracy and promptly notify your supervisor of any discrepancies. It is the employee's responsibility to notify their supervisor of address changes to ensure timely delivery of paychecks and other pertinent information from the company. Paychecks will not be issued to anyone other than the employee.

TIMEKEEPING PROCEDURES

Employees are responsible for accurately recording their hours worked. Hourly, non-exempt employees must record hours worked including any departure from work for any non-work-related reasons. Hourly, non-exempt employees are not permitted to clock in more than 5-minutes prior to commencement of their scheduled shift. Exempt employees are required to report full days of absence from work for reasons such as vacation, holiday, leaves of absence, or illness to ensure proper accrual and accounting of leave benefits.

All actual time must be accurately recorded for hourly employees. Employees who are absent during the week for any reason, must submit a request for vacation or sick time to their supervisor, including the date and the reason they were not at work. Employees without prior approval or proper notification for absence time will be subject to disciplinary action. Repeated unexcused absences may result in termination of employment.

It is the responsibility of each employee to submit correction to their timesheets to his/her supervisor. Under no circumstances should an employee falsify his/her own or another employee's timesheets. Altering or falsifying timesheets of either the employee or another employee is a violation of company policy and will result in disciplinary action up to and including termination of

employment.

Employees may not leave the premises during scheduled working hours without the approval of their supervisor. If permission is granted for reasons other than company business, each employee must clock out and clock back in for the time away accordingly. Employees who repeatedly fail to follow timekeeping procedures will be subject to disciplinary action up to and including termination of employment.

Prohibited “Off the Clock” Work

Employees are not to work “off the clock” and are required to ensure that all time worked is properly recorded. If an employee is given directions to perform work “off the clock,” the employee should promptly notify their supervisor. If an employee’s supervisor has given the employee directions to work “off the clock” and/or has told the employee not to properly record all hours worked, the employee must immediately notify human resources.

OVERTIME

The Company may at times, require employees to work overtime to meet business demands. Employees will be given as much notification as possible if overtime work is required so they can plan their personal schedules accordingly.

Hourly employees who are approaching overtime must notify their direct supervisor unless the overtime has been previously authorized. Employees who work overtime without prior authorization from their direct supervisor may be subject to disciplinary action up to and including termination of employment.

Hourly employees will receive overtime compensation at the rate of one and one-half times their regular post hourly rate for work performed in excess of forty hours in a work-week. Paid time off associated with vacation, sick, paid holidays, or paid personal days will not be counted as hours worked for the purpose of calculating overtime pay.

ATTENDANCE/PUNCTUALITY

Scheduled Time Off

The Company understands that illness of an employee or family member may prevent an employee from coming to work, and that sometimes, personal business must be taken care of during business hours. For minimum disruption to our operations, employees are encouraged to schedule time off, for reasons other than illness, as early or as late in the day as possible. All hours for unplanned time off will be taken from the employee’s vacation time. If there is not any vacation to take, time will be unpaid, or approved on a case-by-case basis. Employees are required to have their supervisor’s written approval for their scheduled time off.

Tardiness and Absences

The company has strict rules regarding tardiness and unscheduled absenteeism. Employees must notify their supervisor immediately if he or she is going to be absent or tardy. All hours for unplanned time off will be taken from the employee’s vacation time. If there is not any vacation to take, time will be unpaid, or approved on a case-by-case basis. The Company knows that occasionally employees are ill or must miss work, although an unexcused absence is not acceptable to the Company.

The following constitutes unexcused absences:

- Failure to call within one hour of the start of shift.
- Not calling at all.
- Calling in sick when not sick.

Employees should be clocked in and at their workstations a minimum of five (5) minutes before the start of their shift. Failing this will be considered an unexcused tardiness and subject to disciplinary action.

An employee's request to leave work early must be approved by their direct Supervisor. Approval of such absences will be based upon the urgency of the reason for absence and department staffing needs. Leaving early cannot exceed one instance per month and/or five instances in a calendar year.

Employees are required to work weekend shift that may or may not be on turn by turn basis as per finalized by the Supervisor. Weekend shift schedules are determined by the Supervisor and can be suspended or terminated if it does not comply with business needs.

Punctuality

Employees are expected to be at their workstation prepared to work at the beginning of their schedule each work date. The Company expects employees to punctually follow the work hours designated by management of the Company and to be reliable and punctual in reporting for scheduled work. Dependability and diligent attendance are required for employment with the Company. An employee's failure to be at their workstation, prepared to work, at the beginning of his/her shift will be construed as tardiness.

Call-In Procedures

The Company expects employees to be at work on time and to work their full schedule except in cases of emergency.

If an employee is absent and cannot perform their duties, they are required to personally notify their supervisor at least one hour prior to their scheduled shift. Text messages or messages left with the office staff are unacceptable and will be viewed as failure to follow proper procedures. It is unacceptable for friends and family members to call on behalf of an employee unless extenuating circumstances prevent that employee from following call-in procedures.

Employees will be given the company phone number and their direct supervisor's extension.

This is the ONLY phone number to call regarding your shift. Reaching out via cell phone to your supervisor is NOT an acceptable form of communication. If your supervisor does not answer, please leave a detailed message.

Employees are required to call in every day for each day of an unscheduled absence. Failure to do so may result in disciplinary action up to and including termination of employment. If an employee is absent for one business day or more and fails to properly report the absence(s), it will be reported as a no call/no show and considered a voluntary resignation of employment. Additionally, if an employee is absent for three or more consecutive business days due to illness, a statement from a physician may be required before they will be permitted to return to work.

INTRODUCTORY PROBATIONARY PERIOD

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. 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. 11 ~

The Company has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that the Company, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the Company takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the Company's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the Company need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some Company policies like sexual harassment, workplace violence, safety and attendance issues may contain specific discipline procedures.

Progressive discipline may be issued on employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

Probationary employees are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary employees.

The Company will normally adhere to the following progressive disciplinary process:

1. Counseling or verbal warning;
2. Written reprimand and warning;
3. Suspension or Suspension pending investigation and final determination;
4. Specific warning of termination; and
5. Termination.

These steps are usually taken in sequence when an employee exhibits behavior or performance issues. However, depending on the situation, any step may be repeated, omitted, or taken out of sequence. The Company reserves the right to effect immediate termination should the situation be warranted. Each case is considered on an individual basis.

Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her position on the matter. If necessary, the corrective action documentation would then be put together which would summarize the issue, considering any additional information the employee may have provided during the preliminary meeting.

In the case of serious misconduct, an employee may be suspended and/or discharged on the first offense. Serious workplace misconduct includes, but is not limited to:

- Theft;
- Fighting;
- Sexual Harassment;
- Behavior/language of a threatening, abusive, or inappropriate nature;
- Misuse, damage to, or loss of Company property;

- Falsification, alteration, or improper handling of Company-related records;
 - Unsatisfactory customer service;
 - Disclosure or misuse of confidential information;
 - Unauthorized possession or concealment of weapons;
 - Insubordination (e.g. refusal to carry out a direct assignment);
 - Misuse of the Company's electronic information systems;
- Possession, use, sale, manufacture, purchase, or working under the influence of non-prescribed or illegal drugs, alcohol, or other intoxicants.

Again, while the Company will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

VACATION

The Company highly values its employees and recognizes the need for designated time away from their everyday work schedule. The Company provides paid vacation and sick leave for all regular, full-time employees as a benefit to be used for planned vacation days, emergencies, sickness, or any approved time.

Vacation Leave

Full-time employees will be granted 40-hours paid vacation leave after completion of one-year of employment on their anniversary date. Employees will be granted an additional 40-hours paid vacation leave upon completion of 18-months employment, with employee accruing 40-hours paid vacation leave every 6-months thereafter.

Vacation time must be used in the 6-month period in which it is earned. Vacation hours will not carry over to subsequent 6-month periods and unused vacation hours will be relinquished at the end of each 6-month period. Additionally, unused vacation and sick will not be paid out upon termination or resignation. If an employee or manager goes into a negative balance, the time owed will be taken out of the final paycheck. All hours for unplanned time off will be taken from the employee's vacation time. If there is not any vacation to take, time will be unpaid, or approved on a case-by-case basis.

Employees must submit requested for paid vacation leave to their supervisor at least 2-weeks in advance. The Company does not permit employees to take more than 40-hours vacation leave consecutively, without prior written approval by a Company Manager. Employees are not permitted to schedule vacation leave in December, other than designated time of Company Closing for the holidays, or take vacation leave before or after a scheduled holiday without prior written approval by a Company Manager.

Unpaid Time Off

Full and part-time employees may request unpaid time off after they have successfully completed ninety (90) days of employment. Employees are required to follow the procedures for scheduling time off as indicated in the Vacation Leave and Attendance & Punctuality sections above.

HOLIDAYS

Upon completion of 90-days employment with the Company, employees will receive 9 paid holidays per year. Company scheduled holidays are:

- Christmas and New Year Holiday (3 days)
- Good Friday
- Memorial Day
- Independence Day - July 4TH
- Labor Day
- Thanksgiving (Thursday and Friday)

To be eligible for holiday pay, employees work the day before and the day after the holiday. Any exceptions must be requested at least 2-weeks prior and subject to management approval.

The company is typically closed between Christmas and New Year's when possible. The actual schedule varies from year to year based on the how the days fall on the calendar. All eligible employees will receive 24-hours (3-days) paid holiday leave. Employees may use their available vacation leave time for the additional days during which the company is closed between Christmas and New Year's. If the employee does not have vacation leave time available, the additional days of closure will be unpaid.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA), amended by the implementation of new family leave entitlements enacted under the National Defense Authorization Act of 2008, provides eligible employees with an entitlement to 12 workweeks of unpaid leave during any 12-month period for certain family and medical reasons. As a general rule, full-time and part-time employees are covered, if the company employs 50 or more employees in 20 or more workweeks in the current or previous calendar year, the employee has 12 months of service in the personnel system in which they are currently working, and 1,250 hours over the previous 12 months, in appointments which were not limited to one year or less. The 12 months are not required to be recent or consecutive. Employees serving under appointments limited to one year or less, or under intermittent appointments, are not covered.

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12

week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post- deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Under certain conditions, FMLA may be taken intermittently, or employees may work under a reduced work schedule by taking family and medical leave for part of each workweek. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

An employee may elect to substitute other paid leave, as appropriate, for any of the 12 weeks of unpaid leave under the FMLA. Current law and regulations governing granting and using annual and sick leave (including advanced leave) apply.

Job Benefits and Protection

During FMLA leave, the employee may continue health benefits coverage; however, for periods of unpaid FMLA leave, s/he will be responsible for paying the employee contribution upon return to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Advanced Notice

An employee is required to provide notice of his or her intent to take family and medical leave to Amplify Human Resources Department and his/her supervisor not less than 30 days before leave is to begin when the leave is foreseeable. When 30-days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with normal call-in procedures.

Medical Certification

A supervisor may require medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee. Employees must provide sufficient information for the employer (HR) to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. Employees also must inform their direct supervisor or Amplify Human Resources Department if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide periodic recertification supporting the need for leave.

MATERNITY / PATERNITY / ADOPTION LEAVE

The FMLA gives eligible employees the right to take up to 12 weeks off in a 12-month period for certain health and caretaking needs, including leave for pregnancy-related issues (including basic prenatal care) and parental leave. Eligible employees are entitled to 12 weeks of unpaid leave total, whether they use that time off for pregnancy disability or for parental leave. For example, if an employee is unable to work for the last two weeks of their pregnancy, they would have ten weeks of FMLA leave left to use after having their baby.

To be eligible for FMLA leave, an employee must meet all three of these requirements:

- Employee must have worked for the Company for at least 12 months as of the date when their leave will start. These months need not be consecutive, but the Company doesn't have to count any time the employee worked before a break in service of seven years or more.
- Employee must have worked at least 1,250 hours (about 24 hours per week) for the Company in the 12 months immediately preceding the start of their leave.
- Employee must work at a worksite with at least 50 employees within a 75-mile radius. If the employee is part of a small group of employees that works at a remote satellite office, for example, the employee might not be eligible to use the FMLA, even if the Company employs thousands nationwide.

Parental Leave Under the FMLA

Employees that are eligible for the FMLA, may take up to 12 weeks of parental leave to bond with their new child. This leave is available equally to mothers and fathers, and to new parents of biological, adoptive, or foster children.

FMLA leave is unpaid. However, employees may choose to use other accrued paid leave during their FMLA leave, if they have time available. While employees are out on FMLA leave, the Company will continue their health insurance as if they were still working, as required under the FMLA. Employees will be required to reimburse the Company for their portion of premium for health insurance and ancillary insurance.

Employees must finish taking their parental FMLA leave within one year after their new child arrives. In accordance with the guidelines of the FMLA, all parental leave must be taken all at once.

If Both Parents Work for the Company

If both parents work for the Company, both employees may be entitled to less time off. Here's how it works:

- If the employees are married. If the parents are married to each other and both work for the Company, the parties are entitled to a total of 12 weeks of parental leave, not 12 weeks each. (The purpose of this odd rule is to avoid creating a disincentive for employers to hire married couples.) However, each parent is entitled to take the rest of their 12 weeks of leave for other purposes. For example, if one of the parents needs three weeks of FMLA leave during the pregnancy, that Employee has nine weeks of FMLA leave available for parental leave. If the Employee uses the full nine weeks, their spouse may take only three weeks of FMLA parental leave. However, the spouse will still have nine weeks of FMLA leave available for other purposes, such as a serious health condition.
- If the employees are not married. If the employee and their child's other parent are not married to each other, both parents are each entitled to a full 12 weeks of FMLA leave for parenting.

Accommodation for Lactating Mothers

As part of our family-friendly policies and benefits, the Company supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The Company will provide a designated room for this purpose. A small refrigerator reserved for the specific storage of breast milk will be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

BEREAVEMENT LEAVE

To allow an employee time off for an adjustment period after the death of a loved one, all regular full-time and part-time employees may request unpaid bereavement leave for up to three (3) days upon the death of any member of their immediate family. Upon approval from the supervisor, the employee may request additional time or leave of absence, if needed.

For purposes of this policy, immediate family is defined as the employee's spouse, domestic partner, child, brother, sister, parent (or legal guardian), grandparent, grandchild, and like members of the spouse's family. The Company does not differentiate between biological, step, foster or adopted relations under this policy.

All requests for bereavement leave must be directed to the immediate supervisor for approval. The Company may require proof of death of the family member such as a copy of the newspaper obituary or printed memorial tribute.

JURY/WITNESS DUTY

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who are summoned to report for jury duty may do so in accordance with this policy. Employees must notify their direct supervisor by showing the official notification as soon as possible from the time it is received.

Employees may request unpaid jury duty leave for the length of the absence provided official proof of service is received. Employees are permitted to retain the allowance received from the court for such service. All employees are allowed unpaid time off if summoned to appear in court as a witness. To qualify for approved jury or witness duty leave, an employee must submit to his or her supervisor a copy of the summons as soon as it is received. Additionally, employees must submit to their direct supervisor a related proof of service when the period of jury or witness duty is

completed.

Employees are expected to report for work whenever the court schedule permits. No adverse employment action will be taken against employees due to their service either as a juror or as witness in a court of law. Employees who fail to follow the procedures above, attempt to abuse this policy, or falsify information will be subject to disciplinary action up to and including termination of employment.

DRESS CODE/PERSONAL APPEARANCE

Overall, safety is paramount! Setting aside prescribed Personal Protective Equipment (PPE), such as eye, hand, face, foot and/or hearing protection (that will be provided at your work site as required), how you dress can affect your personal safety. Further, how you dress can affect the concentration and work productivity of those around you. Although it is a machine and fabrication environment, it is a professional environment. Inappropriate or revealing clothing that either intimidates, distracts, or sends a leading message will not be acceptable. The following dress code rules are very typical requirements for most machine and industrial work environments.

OK to wear

- Long pants or jeans
- Discrete blouses / tops
- Collared Shirt
- Collarless Shirt, such as a T-shirt (esp. for clean room applications)
- Work boots
- Steel-Toed shoes **(Required for machine shop /warehouse)**
- Tennis Shoes, rubber soled, closed toe or heel shoes (acceptable in Office only – not permitted in machine shop or warehouse)

Not to wear

- Open Toed or Open Heel shoes
- High heels or platform shoes in the machine & fabrication shop
- Sandals, Flip-Flops, Moccasins
- Bare feet
- Loose or baggy clothing
- Dresses or skirts in the machine & fabrication shop
- Loose hair in the machine & fabrication shop
- Low cut tank-tops
- Halter-tops
- Exposed Midriff / low cut blouses
- Other indiscrete clothing
- Shorts or Capri pants
- Jewelry in the machine & fabrication shop
- Sun or Tinted Glasses

Employees are expected to wear clothing appropriate to their position and the nature of the work they perform. The company may require employees with a high degree of visibility and/or contact with clients and customers to conform to a more professional dress code. Employees should contact their direct manager or supervisor with questions or concerns.

If a supervisor or manager deems that an employee's dress or appearance is not appropriate, the employee will be required to leave the work area to make the necessary changes. Employees who must clock out and leave work to change clothes or comply with hygiene will be required to use

personal time or vacation time.

Management may from time to time, make changes to this policy according to business circumstances, temporary situations, and other reasons, as they deem necessary and appropriate. Such changes will be communicated in writing and in advance to all staff. Employees who repeatedly fail to follow the dress code/personal appearance procedures will be subject to disciplinary action up to and including termination of employment.

ANTI-HARASSMENT / ANTI-DISCRIMINATION

The Company strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the Company should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to the success of the Company. For that reason, the Company will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the Company will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

Prohibited Conduct Under This Policy

The Company, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of the Company's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, citizenship, familial status, veteran status or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, Civil Rights Act of 1968, Pregnancy Discrimination Act, Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Harassment is a form of employment discrimination defined as unwelcome conduct that is based on

the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, citizenship, familial status, veteran status or marital status.

Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality of be considered harassment. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.
- Any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of the Company.
- Verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job
- Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs
- Offensive objects or pictures which may create interference with work performance.

Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.

Unlawful harassment may occur without economic injury to, or discharge of, the victim.

The Company prohibits harassment if any kind and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. is included in the definition of harassment.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under the Company's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment

decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment."

There are two types of sexual harassment:

- **“Quid pro quo” harassment**, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- **“Hostile work environment,”** where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Reporting Procedure

Any employee, supervisor, or manager **must promptly report any incident of harassment or discrimination**, whether they are the victim of harassment or just have knowledge of the harassment, to both their employer's management team and Amplify's HR department. Every employee of the Company is responsible reporting discrimination and harassment. If the complaint involves a member of the employer's management team, the reporting individual must inform the highest-ranking manager available and / or report it to Amplify's HR department.

False Reporting and Noncooperation

Making a report knowing it is false, or willfully disregarding its truth or accuracy, or engaging in any other bad faith use of the policy violates the policy. Refusal to cooperate in the investigation of a complaint is grounds for disciplinary action which could include termination of employment.

Complaint procedure

The Company has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The Company will treat all aspects of the procedure confidentially to the extent reasonably possible.

- An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by notifying his or her supervisor or manager, or by filing a formal complaint in writing (Exhibit "A") with the Amplify HR Department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation, being notified by a third party or due to an employee's coming forward, the supervisor or manager must immediately report it to the owner and Amplify HR Department.
- Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the Amplify HR Department will notify the Company and review the complaint.
- Once a complaint has been received, the Amplify HR Department will notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
- The Amplify HR Department or other person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the Company.
- If it is determined that harassment or discrimination in violation of this policy has occurred, the Amplify HR Department will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
 - a) the severity, frequency and pervasiveness of the conduct;
 - b) prior complaints made by the complainant;

- c) prior complaints made against the respondent; and
- d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
- If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the Amplify HR Department may recommend appropriate preventive action.

Confidentiality

The employee assistance program (EAP) provides confidential counseling services to Company employees. Individuals wishing to discuss an incident confidentially or seeking information and advice of a personal nature are encouraged to contact the EAP. The role of the EAP in such cases will be limited to personal counseling and treatment for the person who is then an EAP client. Contacting the EAP will not qualify as notification to the Company of a potential harassment or discrimination issue (see below complaint procedure for more on how to notify the Company of an issue or complaint).

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to as great a degree as is possible.

The expressed wishes of the complaining person for confidentiality will be considered in the context of the Company's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the Company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

DRUG AND ALCOHOL - FREE WORKPLACE

Prohibited Substances

The Company wants a drug and alcohol-free work environment, so we prohibit the use of certain substances. "Prohibited substances" include alcohol, illegal drugs, prescription drugs taken without a prescription or not taken in accordance with the prescription or synthetic substitutes for those substances. We strictly prohibit:

- The use, possession, solicitation or sale of prohibited substances while on your worksite employer's premises or performing any work assignments, except for the use or possession of alcohol at a worksite employer-sponsored and approved event;
- The use of prohibited substances at any time if it causes the employee's work performance to fall below acceptable standards, jeopardizes the safety of the employee or others or jeopardizes your worksite employer's reputation; and
- The presence of any detectable amount of prohibited substances in the employee's system while performing any work assignments or on your worksite employer's premises.

Drug and Alcohol Testing

Employees may be asked to submit to drug or alcohol testing as an integral part of the drug and alcohol-free workplace policy. We will strive to keep test results confidential to only those employees who have a business purpose for knowing.

Please remember that we take our drug and alcohol-free workplace policy seriously and consider the failure to submit to a drug or alcohol test to be a disciplinary infraction. Employees may be selected at random for drug or alcohol testing at any interval determined by your worksite employer

in its sole discretion.

Employees may also be asked to submit to a drug or alcohol test at any time it appears that you may be or may have been under the influence of drugs or alcohol. For example, employees may be asked for drug or alcohol testing when your worksite employer finds that:

- There is evidence of drugs or alcohol on or about your person or in your vicinity;
- Unusual conduct on your part suggests impairment or influence of drugs or alcohol;
- Negative performance patterns or excessive and unexplained absenteeism or tardiness suggest impairment or influence of drugs or alcohol;
- Employee was involved in an on-the-job accident or injury (including any employee who was injured in the accident) under circumstances that suggest the possible use of drugs or alcohol.

The Company is free to choose the method for a drug test. This means, urine, saliva, hair follicle, alcohol breathalyzer, alcohol strip and/or any other method to collect a donor's sample for the purposes of drug testing.

A drug test which confirms the presence of illegal substances or alcohol is grounds for discipline up to and including termination of employment, as is the refusal to take a drug test, and the use of any device or substance intended to influence the outcome of a drug screen. The use of any device or substance intended to influence the outcome of a drug or alcohol test is grounds for immediate disciplinary action.

ANTI-VIOLENCE

The Company has a **Zero Tolerance Policy for Workplace Violence** because it recognizes that workplace violence is a growing nationwide problem, which needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Company, or which occur on the Company property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Company or to create a hostile, abusive, or intimidating work environment for one or several of the Company employees. Examples of workplace violence include, but are not limited to the following:

- All threats or acts of violence occurring on the Company premises, regardless of the relationship between the Company and the parties involved in the incident.
- All threats or acts of violence occurring off the Company premises involving someone who is acting in the capacity of a representative of the Company.
- All threats or acts of violence occurring off the Company premises involving an employee of the Company if the threats or acts affect the legitimate interests of the Company.
- Any acts or threats resulting in the conviction of an employee or agent of the Company, or of an individual performing services for the Company on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of the Company.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual

- Threatening an individual, his/her family, friends, associates, or property with harm
- The intentional destruction or threat of destruction of the Company property
- Harassing or threatening phone calls
- Harassing surveillance or stalking
- Recording of conversations without prior approval by other parties to conversations
- The suggestion or intimation that violence is appropriate
- Possession of firearms or weapons of any kind anywhere on the Company property

The Company's prohibition against threats and acts of violence applies to all persons involved in the Company's operations, including but not limited to the Company Personnel, Contract, 3rd Party Vendors, temporary workers and anyone else on the Company property. Violations of this policy by any individual on the Company property, by any individual acting as a representative of the Company while off the Company property, or by any individual acting off the Company property when his/her actions affect the Company's business interests may result in termination and/or legal action as appropriate. No provision of this policy shall alter the at-will nature of the employment relationship at the Company.

Every employee and every person on the Company property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to their immediate manager, Company Owner and/or Amplify HR Department. Nothing in this policy alters any other reporting obligation established in the Company policies or in state, federal, or other applicable law.

COMPANY OWNED ELECTRONIC EQUIPMENT

Cell Phone, Computer, E-Mail, and Internet Use Policy

The company prohibits employees using cell phones for business or personal use while they are driving for work purposes, and also while in the shops in all locations. If you are driving and need to use a cell phone, you should pull off the road and stop before you place a call or talk on the phone or utilize a hands-free device. If you are in the shop and need to use your personal phone you must speak with your supervisor and request a break to leave the shop and use your cell phone outside of the shop area. If employees are using personal cell phones without proper authorization, they are subject to Ameritex's progressive disciplinary policy. The use of earbuds or headphones is strictly prohibited while in the shop and proper PPE should be used at all times.

Cell Phone Usage for Texas Employees

Texas bans the use of hand-held cell phones while driving in school crossing zones.

Company contacts, customer contacts, project information, Company Emails and any Company related information must be stored and accessed through the Company issued cell phone and/or computer only. Employees are not permitted to use their own personal cell phones and/or computers for Company business.

The use of AmeriTex Machine & Fabrication company electronic systems, company issued cell phones, computers, laptops, and all forms of Internet/intranet access, is for company business and for authorized business purposes only. Company issued cell phone, computer, email and internet usage may be monitored, with brief and occasional personal use acceptable if it is not excessive or inappropriate and does not result in expense or harm to the Company or otherwise violate this policy.

Employees who leave the Company for any reason must turn in Company issued cell phone and/or computers. Company issued cell phones are not to be erased or reset for any purpose without prior consent of Company management.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company cell phones, email, computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of Company files or other Company data;
- Destroying, deleting, erasing, or concealing Company files or other Company data, or otherwise making such files or data unavailable or inaccessible to the Company or to other authorized users of Company systems;
- Misrepresenting oneself or the Company;
- Violating the laws and regulations of the federal government or any state, city, county, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using Company electronic systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the Company anti-harassment policies and subjects the responsible employee to disciplinary action. The Company's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way.

Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Company will comply with reasonable requests from law

enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Electronic Data and Files

The Company owns the rights to all data and files in any cell phone, computer, network, or other information system used in or on behalf of the Company and to all data and files sent or received using any company system or using the Company's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The Company also reserves the right to monitor phone calls, text messages, electronic mail messages (including personal, private, and/or instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages or texts sent and received using Company equipment or Company-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. The Company has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with Company policies and state and federal laws. No employee may access another employee's computer, computer files, electronic mail messages or voice mail without prior authorization from either the employee or an appropriate Company official.

The Company uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with Company equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on Company electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and Company use at any time. Further, employees who use Company systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than Company systems or the company-provided Internet access.

The Company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Company policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the Company's mission, to provide effective service of the highest quality to the Company's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All Company policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

Company and/or Personal Electronic Equipment

The Company prohibits the use in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, cell phone recording or other form of recording device to record the images, conversations, activities or other personal information of another person, if such use would constitute an invasion of the person's right to be free from harassment or from invasion of the person's right to privacy. The Company reserves the right to report any illegal use of such devices to appropriate law enforcement authorities.

Due to the significant risk of harm to the company's electronic resources, or loss of data, from any unauthorized access that causes data loss or disruption, employees should not bring personal computers or data storage devices (such as external hard drives, USB / flash drives, "smart" phones, iPods/iPads/iTouch or similar devices, laptops or other mobile computing devices, or other data storage media) to the workplace and connect them to Company electronic systems unless expressly permitted to do so by the Company. To minimize the risk of unauthorized copying of confidential company business records and proprietary information that is not available to the general public, any employee connecting a personal computing device, data storage device, or image-recording device to Company networks or information systems thereby gives permission to the Company to inspect the personal computer, data storage device, or image-recording device at any time with personnel and/or electronic resources of the Company's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the data-

storage device in question in order to ensure that confidential company business records and proprietary information have not been taken without authorization. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not connect them to Company computers or networks.

Violation of this policy, or failure to permit an inspection of any device under the circumstances covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from the Company, from law enforcement officials, or from individuals whose rights are harmed by the violation.

Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and including employee termination.

SAFETY COMMITTEE AND LOSS PREVENTION PROGRAM

The Company's Safety Committee is an important part of our company safety management efforts. Managers and supervisors can gain valuable assistance in their areas by a joint effort with their committee members. Committee membership is a voluntary service to the company. All managers, supervisors and employees are to fully support the efforts of the Safety Committee.

Goals of the Safety Committee

- Involve employees in safety management Lower the rate and severity of accidents and injuries.
- Maintain a safe workplace.
- Involve all employee participation in safety programs Safety Committee Formation

The committee represents all departments at the facility and is designed to assist in accomplishment of committee goals. Membership on the committee is voluntary and volunteer membership will rotate every six (6) months to one year. Standing members to the committee will include a representative from Management, Maintenance and Safety. The purpose of the standing membership is to provide continuity, lend experience and provide a resource for the Committee. The Committee Chairperson is elected from the employee membership. The Committee Chairperson will conduct the meetings and develop agendas and maintain meeting minutes and notes.

Committee Operation

The Safety Committee will:

- Meet on a regular basis and/or at least monthly.
- Rotate membership every 6 months or at least annually.
- Develop short and long-term goals.
- Discuss accident prevention methods.
- Review previous accidents and injuries.
- Conduct monthly safety inspection of the plant.
- Recommend changes to safety procedures and policies.

Duties and Responsibilities Chairperson

The Chairperson will lead the meeting and will report Committee activities to Management. Safety Committee Members Safety Committee Members have the following responsibilities:

- Attend each monthly meeting
- Discuss safety activities and unsafe acts/conditions
- Encourage all Employees to work safely
- Report Safety Committee actions to their department during normally scheduled safety training

Records

Records of all Safety Committee Meetings and actions shall be maintained by the Safety Coordinator for at least 18 months.

Training

Each Safety Committee Member will be provided the necessary training in: Function of the committee Safety Programs Safety Policies

The Safety Statement and Objectives

The Company Loss Prevention Program is based on the premise that every employee is entitled to a safe and healthful work environment. Our Loss Prevention Program is designed specifically for the protection of our employees and visitors. Management and all employees are directed to make safety and loss prevention a top priority.

We believe every employee is concerned for his or her own safety and the safety of coworkers and will recognize that these rules and policies are for their protection. The goals we have set for our Loss Prevention Program are achieved through a cooperative effort among all employees and management. Safe work habits and the awareness and knowledge of all safety rules and policies are a condition of your employment at Company. All employees are required to attend training to become familiar with rules and policies and to abide by them. These rules and policies will be enforced just as any other company policy. Failure to comply can result in reprimand, suspension or employment termination.

All employees are encouraged to make suggestions that will assist in maintaining safe work conditions and should bring these suggestions to their supervisor's attention. It is through our joint participation that accidents can be prevented, but only you can make safe work practices a habit. Accidents cause pain and suffering, wasted time and money, and can cost someone his or her life. Company is committed to providing you with a safe place to work. We require your assistance and participation in keeping it that way. We will never ask you to commit an unsafe act or violate a safety rule. We expect the same from every employee.

Our policy toward safety is in no way limited to the rules that follow. All unsafe practices, whether listed here or not, will be addressed.

Company Safety Goals and Objectives

The Company is committed to providing its employees with a safe and healthful working environment. To achieve this environment the company has established the following goals, objectives and tactics:

Goals

- Annually reduce employee accidents and injuries until they stand at or near zero.
- Help develop safe work habits and attitudes among employees.
- Provide a channel of communication between employees and management.

Objectives

- Establish a Loss Prevention Program that will reduce the number of injuries and accidents to a minimum, not merely keeping with, but surpassing the best experience of other operations similar to the Company's.
- Achieve Zero Accidents and/or Injuries.

Tactics

- Review past injuries quarterly for trends and causes of accidents.
- Review our Loss Prevention Program annually to meet the current safety needs of the company.
- Provide supervisors and employees with safety training

Safety Responsibilities

All responsibilities should be clearly communicated and understood. No person should be held responsible for performing a function unless that person also has the authority to accomplish it. At AmeriTex Machine and Fabrication, safety responsibilities are assigned to the Operations Manager, shift supervisors, and all employees, as well as the Amplify Risk Management Consultant. Everyone is responsible for safety in the workplace.

President Responsibilities

Management accepts the responsibility for impressing upon all employees that safety and injury prevention have a high priority at Company and that all rules and policies will be followed.

- Provides leadership and guidance to middle management for the acceptance, maintenance and enforcement of the Loss Prevention Program.
- Provides resources for training and monitoring the Loss Prevention Program.
- Periodically reviews the safety records and reporting functions.
- Promotes and attends safety functions.
- Maintains open lines of communication between employees, supervisors and management relative to the free exchange of safety suggestions and information.
- Monitors the follow-up on recommendations made to improve performance and prevent accidents.

Safety Coordinator Responsibilities

At the Company the primary responsibility for the Loss Prevention Program rests with the

Operations Manager. He or she is responsible for the daily maintenance of the Loss Prevention Program and provides leadership to the Shift Supervisors in their daily functions related to safety.

- Works closely with all company operations and insurance carrier representative to ensure that safety compliance interfaces with operating procedures, and that safe work methods are established and maintained as policy.
- Establishes and implements all necessary employee safety training and develops controls that ensure that safe procedures are followed.
- Makes periodic inspections of all areas of the organization to identify safety hazards. Takes action to correct all unsafe conditions or practices.
- Ensures compliance with all company, local, state and federal safety regulations.
- Enforces safety procedures for interviewing, testing, investigating, hiring and orientation of new employees.
- Complies with proper procedures for accident investigation and reporting.
- Reviews job safety inspection forms with supervisors and schedules job tasks to be reviewed.

Manager Responsibilities

The manager is responsible for translating top management's policies into action and for promoting safety activities among employees. He or she provides leadership for his employees in their daily functions related to safety and production.

- Periodically inspects all areas to identify safety hazards and takes action to correct all unsafe conditions or practices.
- Ensures compliance with all company, local, state and federal safety regulations.
- Assists in establishing procedures for interviewing, testing, investigating, hiring and orienting new employees.
- Orients new employees to safe job procedures, job assignments, job requirements and all rules related to their job.
- Trains employees involved in accidents and those whose performance or actions make additional training necessary.
- Enforces the use of required personal protective equipment.

Supervisor Responsibilities

Supervisors are key in the success of our Loss Prevention Program. Their responsibilities must be met on a daily basis and with a high degree of proficiency. They must be able to communicate and enforce all safety policies and procedures. All employees must feel confident that the supervisor cares about their personal safety.

- Orients new employees to safe job procedures, job assignments, job requirements and all rules related to their job.
- Reports any unsafe conditions or equipment to Operations Manager and follows up to ensure that any defective equipment or unsafe conditions are corrected.
- Brings forth information on all accidents and incidents and assists in determining steps to prevent recurrence.
- Reviews the daily activities of each employee and assists the Operations Manager in enforcing the Loss Prevention Program and all safety rules.
- Maintains satisfactory standards of housekeeping throughout the organization.

- Knows how to operate all emergency equipment in his or her areas of responsibility.
- Enforces the use of required personal protective equipment.
- Thoroughly investigates all accidents and injuries, and files all necessary reports in a timely manner.
- Retrains or instructs employees involved in accidents and those whose performance make additional training necessary.
- Makes periodic inspections of all areas of the organization to identify safety hazards. Acts to correct all unsafe conditions or behaviors.
- Performs job safety inspections by establishing methods, and files necessary reports in a timely manner.

Employee Responsibility

The Company wants all employees to be the safest, most knowledgeable and most conscientious employees in our industry. To develop and maintain this professional image, our management must provide all employees with proper training. Company employees must:

- Understand all safety rules and policies and work in such a manner that abides by these rules.
- Maintain the physical and mental standards necessary for the job.
- Daily inspect his or her assigned work area and equipment and immediately report any unsafe conditions.
- Immediately report all accidents or near accidents involving property damage or injuries, regardless of who was at fault.
- Become familiar with and abide by all local, state and federal regulations that apply to his or her job activity.
- Attend all required safety meetings.
- Help extend the life of equipment through proper operation and avoidance of abuse.
- Be familiar with the proper maintenance of required personal protective equipment and use it.

Safety Committee Responsibilities

A safety committee will be formed and will meet on a regular basis. This can be a most valuable tool in maintaining an effective safety program and communicating management's commitment and concerns for safety throughout the organization. To be effective, the safety committee should:

- Include all levels of employees and promote active participation from top management.
- Meet on a regular basis with a pre-planned agenda and careful documentation of who attended, what was discussed and what action was taken.
- Conduct regular safety inspections of all areas in the plant and suggest corrective action on all hazards noted.
- Be responsible to promote safety awareness that will lead to accident and injury prevention.
- Ensure that this is a position of prestige and importance. People should be honored to participate on the committee.
- Bring ideas and suggestions before management that will encourage safety awareness in all employees.
- Keep management informed of situations that will jeopardize safety or the compliance with the Company Loss Prevention Program. Under the direction of the President and the safety

committee, he or she should reach every department in the company and keep the employees aware of the importance of accident prevention and safety.

Work Standards and Rules

All Company employees are expected to be familiar with and abide by all the following rules. Our policy toward safety is in no way limited to the rules that follow and all unsafe practices, whether listed here or not, will be addressed. Failure to comply with any safety rule will be cause for disciplinary action and can lead to reprimand or termination.

- Always report any injuries or accidents to Operations Manager.
- Know where first aid facilities are located.
- All injuries should be treated at once.
- All employees must wear personal protective equipment such as hard hats, hearing protection and others when in designated areas that require such protection. Appropriate footwear is required.
- Do not remove safety guards from any saw, machine or hand tool. Do not operate any saw, machine or hand tool without a safety guard.
- Practical jokes and horseplay can lead to accidents and will not be tolerated. Never distract another employee.
- Obey all warning tags and signs posted throughout the workplace or affixed to machinery or hand tools.
- Be careful when lifting or pushing heavy objects. Avoid unnecessary back injuries by following rules of common sense:
 - Keep neutral curve in low back.
 - Keep head up.
 - Lift with legs.
 - Bring load in close.
- Know where a fire extinguisher is located and how to properly operate it. Do not play with fire extinguishers.
- Keep all areas neat, orderly and free from trash and debris.
- Check the condition of all personal protection equipment, machinery and extension cords daily. Never remove ground wires from electrical tools. Unless it is a part of your regular job, never attempt to make electrical repairs.
- Possessing, using, selling or being under the influence of alcohol, marijuana, hallucinogens or any other drugs or controlled substances on company property at any time or when on company time away from the workplace is strictly prohibited and could result in immediate termination of employment.

Enforcement Procedures

Responsibilities do not stop with the management. Employees are responsible to obey all company rules and to work in such a manner that will prevent injury to themselves or fellow employees.

The Company's intent is not to discipline employees who are involved in non-preventable accidents. Company's position is to work with those employees to make them safer workers. Disciplinary procedures are established to deal with any employees who disregard company policies and rules, or who are repeatedly negligent in their duties. Our procedures are set up to first warn, then if properly communicated warnings are not heeded, to discipline problem employees. Company cannot and will not permit negligent people to repeatedly injure themselves or to put their fellow employees in danger.

To that end, the Company has implemented Non-Conformance Notification forms (NCN's) to enable managers to identify processes that need to be corrected. These will be completed and given to the employee so that they can have a collaborative conversation about what needs to be improved, and if additional training is needed. Each manager will use discretion in the amount of NCN's that an employee receives before determining if disciplinary action is needed.

Should there be a violation of safety rules or policies, the following disciplinary procedures will apply:

1. **Verbal warning:** Employee will be given a verbal warning for a minor offense. A record of this warning will be placed in employee's personnel file.
2. **Written warning:** Employee will be given a written warning for relatively serious or repeat offenses. Copies of the written warning are filed in the employee's personnel files.
3. **Suspension:** Employees may be suspended from work duties without pay and with a written warning for continual repeated offenses or severe violations that result in injury to him or herself and others.
4. **Termination of employment:** Employee may be terminated for flagrant violations of company policies and procedures. Termination may also occur if employee persists in continued or repeated violations of company rules after repeated warnings and continues at an unacceptable level of performance.

Employee Training

The training of supervisors and other employees is vital in a successful Loss Prevention Program. Company management provides training to all supervisors and supports their training of all other employees. Employee training is the responsibility of the Operations Manager.

- Safety training is not a one-time occurrence. Continual monitoring and interaction between employees and supervisors demonstrates accident prevention efforts.
- Safety rules and safe work procedures should be discussed specifically with each employee on an ongoing basis. Work routines should be reviewed periodically. Employees should be given explanations of potential hazards to avoid and safeguards to follow.
- It is vital to our Loss Prevention Program that all safety training programs and meetings be carefully documented. Written records of all training activities are the responsibility of the Operations Manager.

Worksite Review and Inspections

Job safety review and inspection is a process for identifying hazards and developing safe job procedures. The Company is committed to providing a safe and healthful environment for its employees. Part of providing this environment involves uncovering potential hazards in the workplace. These hazards may have been overlooked in the layout of the building or the design of equipment; been developed after production started or resulted from changes in work procedures or personnel.

The four basic steps in doing a job safety review and inspection are:

1. Select the job to be reviewed. Selecting jobs to be reviewed should be based on frequency of accidents, injury severity, potential injury severity and whether the job is newly established.
2. Break the job down into successive steps or actions and observe how they are performed.
3. Identify the hazards or potential accidents. Look for accident types -- what can the employee be struck by, caught on, contacted by, etc.?

4. Develop solutions for potential accidents. This may include writing a standard operating procedure, finding a new way to do the task, changing physical conditions or reducing the number of times the task has to be performed.

The major benefits of job safety reviews come after completion. Safety attitude and awareness among employees is improved. The analysis can also be used for initial job safety training and as pre-job safety instructional tools. Properly used, job safety review and inspections can reduce accident frequency and severity.

All reviews and inspections will be documented by Operations Manager and Risk Safety Consultant for follow-up in the future to determine if recommendations have been implemented.

Reporting process and accident Investigation

The Company management accepts the responsibility for minimizing losses due to unsafe practices by promptly and accurately investigating all accidents whether an injury occurs or not. Accident investigation is a vital part of our Loss Prevention program and is designed to prevent or control unsafe practices. The information obtained in a thorough investigation will assist in determining when an accident occurred and then give a basis for taking corrective action. The investigation must include a written report.

Accident Investigation Procedure

Usually the Operations Manager, Safety Committee and designated Amplify Risk Management Consultant are responsible for accident investigation. However, the President of the Company may find it necessary to also be involved in the investigation.

An investigation should always be done as soon after the accident as possible. Facts will be gathered, and statements taken while the accident is still fresh in the minds of those involved. If possible, every employee who is involved or who witnessed the incident should be interviewed. All possible causes should be studied, and accurate details should be obtained. The accident investigator should interview witnesses separately and caution should be used in jumping to hasty conclusions.

Preparing A Written Report

All possible questions related to the accident must be answered and corrective actions must be recommended.

- **Personnel and background information.** Name of the person involved in the accident. What are the employee's regular job tasks? What are the nature of the injuries and the injured body parts?
- **Accident description and related information.** Give the exact location of the accident. What was the job task the injured was doing at the time? What was the exact step or part of the job being done? What type of accident occurred?
- **Analysis of accident causes.** What did the injured employee do or fail to do that contributed directly to the accident? What defective or otherwise unsafe condition of tools, equipment, machinery, structures or work contributed directly to the accident? What was the primary type of unsafe action or condition involved?
- **Actions to prevent accident recurrence.** Indicate actions needed to prevent recurrence.

Identify persons responsible for planned corrective actions.

- **Miscellaneous information.** When was the last job hazard analysis of the job conducted? Who investigated the accident?

Reporting Procedures

All accidents must be reported to a supervisor as soon as possible. If an employee is injured, be sure to get the injured employee the necessary medical attention first. Then, the Operations Manager is responsible to report the injury to the Company's workers' compensation provider as soon as possible to be sure the claim is processed as efficiently as possible.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on Company premises. Employees should contact the Safety or Emergency Coordinators, their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the Company provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work on corporate premises or at a job site, the accident must be reported immediately to the employee's supervisor and an Accident Report completed with details of the accident and action taken and turned to Management in within 24 hours of the incident. Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

WORKERS' COMPENSATION BENEFITS

The Company provides Workers' Compensation in compliance with statutory state Workers' Compensation Laws. Should an employee sustain a work-related injury, they must immediately notify their department supervisor and the appropriate member of Company Management. In the case of an emergency, employee will be sent or transported to the nearest hospital emergency room for treatment and then utilize the Network Referral Unit if additional treatment is necessary.

RETURN TO WORK PROGRAM

AmeriTex Machine & Fabrication supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position in the organization compatible with any physical restrictions the employee may have. The Company believes this practice serves the best interests of the employees and organization.

The prompt return of injured employees to positions within their medical restrictions will minimize the impact of work-related injuries. Coming back to work early helps employees remain functional as they recover while providing our organization with the valuable use of employees' talents. It also helps control workers' compensation costs.

If an employee is injured at work, they must report the injury to their supervisor immediately — no matter how minor the injury is. The Employee and their supervisor will then call the Worker's Compensation Hotline to report the injury and get a treatment recommendation. The Employee's supervisor and/or claims coordinator will help arrange for medical treatment following an injury.

Current positions may be modified to fit the medical limitations of injured employees by modifying workstations, altering specific tasks or working reduced hours. If this is not possible, temporary transitional jobs may be made available either with your department or through a temporary

assignment with another department. This return-to-work program is an important part of our organization's commitment to manage work-related injuries in a way that's best for our employees and for this organization.

If the employee is unable to report for any kind of work, the employee must call in at least weekly to report medical status. While off work, it is the responsibility of the employee to supply their Supervisor and/or Human Resources with a current telephone number (listed or unlisted) and an address where the employee can be reached. The employee will notify Human Resources within 24 hours of all changes in medical condition.

FACILITIES

Employee Parking

Employee parking is provided to employees in designated areas. Please be considerate when parking your vehicle as to not block other vehicles. The Company is not responsible for loss, damage or theft of your vehicle.

Smoking/Tobacco Use

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the Company shall be entirely smoke free. Additionally, the use of all smoking products, including smoke free electronic cigarettes (any electronic product that can be used to simulate smoking in the delivery of nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, electronic cigar, electronic cigarillo, or electronic pipe, and any cartridge or other component of the device or related product) and tobacco products (including chewing tobacco) are banned from the Company workplace.

Smoking and use of tobacco is prohibited in all of the enclosed areas within the Company worksites, without exception. This includes common work areas, the warehouse facilities, training, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities.

Employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on the Company premises.

While the Company makes the parking lot available to smokers, in no way does the Company have any legal responsibility to do so nor does the Company promote smoking or the use of smoking products. Employees who choose to use these smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes.

Company Equipment & Personal Property

All company workspace, including desks, file cabinets, lockers, storage areas, computer systems, telephone systems, and vehicles are the property of the company and must be available to management at all times.

The use of personal locks on any company property is strictly prohibited. All tools and equipment that are property of the Company must remain on the premises and are not to be loaned out. Possession of any company property off the premises is grounds for termination. Personal use of

company property must not interfere with the company's business, violate other company policies, or cause the company to incur additional charges.

Please do not house personal files or other personal items in company provided storage areas. Company equipment, including computers, photocopiers or printers is for business purposes only. The company does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk.

Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others. If uncertain of the appropriateness of an item, please err on the side of caution and do not bring the item to the workplace. The Company reserves the right to determine what is appropriate for the workplace. If an item is deemed to be inappropriate, the employee will be asked to remove that item from company premises.

The Company reserves the right to require employees while on company property to agree to the inspections of their persons, personal possessions and property, personal vehicles parked on company property, work areas, and company-provided electronic equipment (on or off the property).

This inspection includes, but is not limited to, desks, work areas, cell phone, furniture, lockers, files, disks, data files, e-mail, personal mail sent to the company and any other areas on company property. Inspections may be conducted at the company's discretion at any time without advanced notice.

Employees should not attempt to use any machine or equipment unless they know how to operate it, have completed any required training in its proper use, and have been authorized by the company to do so. If employees find that equipment is not working properly or that it appears to be in any respect unsafe, they should notify their supervisors immediately. Under no circumstances should employees start or operate equipment they deem unsafe, nor should they adjust, modify, disable, remove, circumvent or otherwise fail to properly use the safeguards provided.

Return of Company Property

Any company property issued to employees including ID cards/badges, business cards, uniforms, software, computer equipment, tools, materials, databases, files, cell phones, pagers, wireless devices, keys, parking passes or credit cards must be returned at the time of separation.

Upon separation of employment from the company, regardless of the reason, or if we are re-issuing equipment for any other reason, employees are required to return all company property that has been entrusted to them for use during their course of employment/position/location. Property is to be returned to the employee's direct supervisor within three (3) days of final service or a mutually agreed upon time. If the equipment is not returned, the applicable charges that were signed at the of hire will be taken from the employees' final paycheck.

TRAVEL, LODGING AND REIMBURSEMENTS

The Company recognizes that employees may be required to travel or incur other expenses from time to time to conduct Company business. The Company is committed to ensuring that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide uniforms, boots and safety glasses reimbursements to employees in a timely manner. The company will reimburse employees up to \$75.00 for safety glasses and \$50.00 every 6 months for work boots.

When incurring business expenses, the Company expects Employee to:

- Exercise discretion and good business judgment with respect to those expenses;
 - Be cost-conscious and spend Company money as carefully and judiciously as the individual would spend his or her own funds; and
- Report expenses, supported by required documentation, as they were actually spent.
- Expense Report

All Company related expenses, including Corporate Credit Card expenses, must be submitted for payment utilizing the approved Expense Report and/or Mileage Reimbursement Log, copies of which are attached hereto and made a part of this Policy. If reimbursement is requested, the expense report must be submitted monthly or within two weeks of the completion of travel and include:

- The individual's name;
- If reimbursement for travel is requested a Mileage Reimbursement Log must be completed with details of trip, mileage and other designated information;
- The name and affiliation of all vendors, projects or companies for whom expenses are claimed (i.e., people on whom money is spent (e.g., supplies, tools, meals) in order to conduct Company business);
- An itemized list of all expenses for which reimbursement is requested; and
- Original Receipts must be attached to the Expense Report.

Receipts are required for all expenditures billed directly to the Company, either paid personally by Employee or charged to a Company Corporate Credit Card. No expense will be reimbursed or paid unless the individual requesting reimbursement submits the proper with Expense Report with original receipts.

Company Issued Credit Cards

At the company's direction some employees may be issued or authorized to use a Company Corporate Fuel or Credit Card. All expenses charged to a Corporate Fuel or Credit Card must be documented on an Expense Report in accordance with the Expense Policy and must be accompanied with an original receipt. The Expense Report must be signed by the Employee that incurred the expense as well as the Employee's direct manager. Only fuel and/or related product, such as brake fluid, windshield wiper fluid, etc., expenses are permitted to be charged to the Company Fuel Card.

If a corporate credit card is issued to or utilized by a Company employee, the Corporate Credit Card is to be used only for official Company business, not personal expenses. Charging personal transactions to Corporate Cards is not acceptable under any circumstance. Cardholders may not use Corporate Credit Card to obtain cash advances from banks, building societies, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents. Credit card transactions will be scrutinized to ensure compliance with this policy. Infractions of the conditions of this Policy will result in cancellation of the card and withdrawal of Corporate Credit Card privileges.

Breaching of this policy can lead to disciplinary action against the employee concerned. In all cases of misuse, Company reserves the right to recover any monies from the cardholder. Cardholders agree to sign a declaration authorizing this Agency to recover, from their salary, unauthorized or

undocumented charges.

General Travel Requirements

Necessity of travel. In determining the reasonableness and necessity of travel expenses, personnel and the person authorizing the travel shall consider the ways in which the organization will benefit from the travel and weigh those benefits against the anticipated costs of the travel and alternatives. Less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered in this process.

Air Travel

General: Air travel reservations should be made as far in advance as possible in order to take advantage of possible reduced fares.

Frequent flyer miles and compensation for denied boarding. Employee traveling on behalf of the Company may accept and retain frequent flyer miles and travel credits or other forms of compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

Lodging

All lodging arrangements will be coordinated and booked through the Company's corporate office. Appropriate accommodations will be provided through hotels with at least 2.5-star rating, if available. If two or more employees are traveling together, employees of the same gender may be expected to share a hotel room. Employees of different gender are not permitted to share hotel accommodations when traveling on company business.

Out-of-Town Meals

Employee traveling overnight on behalf of the Company will generally be reimbursed up to \$35 per day for meals and incidentals when he/she actually incur the cost of a meal. Employees will not be paid the daily pre-diem if meals and incidentals are provided by the Company or others during travel.

Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- **Courtesy cars.** Many hotels have courtesy cars, which will take guests to and from the airport at no charge. Employees should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.
- **Taxis** - When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.
- **Rental cars** - Car rentals are often expensive, so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Personal Cars

Employee will be compensated for use of their personal cars when used for Company business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate.

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare (plus the cost of local transportation if it would otherwise be required).

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Employee traveling on organization business will be reimbursed. Employee are required to utilize free parking when available. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Employee should use off-airport facilities.

Other Expenses

Reasonable Company-related telephone and fax charges due to absence of Employee from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

Non-Reimbursable Expenditures

- The Company maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a Company. Expenses that are not reimbursable include, but are not limited to the following:
 - Travel insurance;
 - First class tickets or upgrades;
 - Movies, alcohol, or bar costs;
 - Membership dues at any country club, private club, athletic club, golf club, tennis club, or similar recreational organization;
 - Participation in, or attendance at, non-Company sporting events or entertainment venues;
 - Clothing purchases unless preapproved by the company for work purposes;
 - Car washes;
 - Cable TV Cost
 - Cigarettes
 - Loss of personal property
 - Loss of petty cash advances
 - Medical Expenses
 - Toiletry articles; and
 - Expenses for spouses, friends, or relatives (if a spouse, friend or relative accompanies Employee on a trip, it is the Employee's responsibility to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request).

When out-of-town lodging accommodations are available and has been arranged by the Company and Employee elects to drive home at the end of the work shift, then he/she will not be compensated for drive time from work site to residence. Employee's shift will end at the commencement of the drive at which time, Employee acknowledges he/she is on personal time.

COMPANY CREDIT CARD POLICY

Employees issued or given access to Company credit cards, fuel cards, general company accounts, etc. will be responsible for recording all transactions and reporting all transaction(s) to accounting on a weekly basis. Employee(s) must keep accurate receipts, write client or file name on each receipt and attach original to documented report.

Employees are not authorized to use Company credit cards, fuel cards, general company accounts, etc. for personal use. Employee agrees and understands that if credit cards, fuel cards, general company accounts, etc. are used for personal transactions or in excess of their approved transaction, the company has a right to process disciplinary action up to and including termination of employment. All unauthorized charges will be the responsibility of employee to reimburse to the company for any unauthorized amounts.

FLEET MANAGEMENT PROGRAM

Employees driving on Company business, whether in a company-owned or leased vehicle, a rented vehicle, an employee's own vehicle, or any other vehicle are not permitted to engage in unauthorized activity or travel. The use of company-owned or leased vehicles and rental of vehicles for company business are limited to authorized employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

The operation of motor vehicles is a necessary part of the Company business. The operation of motor vehicles exposes our company to the risk of loss – through injury to employees or the public, damage to property and to our company's overall reputation. Therefore, as a part of management's commitment to operate all aspects of the business in a safe and responsible manner, we have created the following Fleet Safety Program.

The purpose of this Fleet Safety Program is to detail the policies and procedures the Company takes to minimize the frequency and severity of vehicle accidents. All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Fleet Safety Program Administrator.

All employees authorized to drive company-owned or leased vehicles must possess a current, valid Driver's license, be a minimum age of 21 years old, maintain an acceptable driving record, and be insurable by the company's automobile insurance carrier. Employees must also be listed on the Company's approved drivers list in order to operate a company vehicle. Non-compliance or unauthorized use of company vehicle may result in disciplinary action.

Employees must possess the proper state issued licenses necessary to operate company-owned or leased vehicles. Any change in license status or driving record must be reported to management immediately. It is the employee's responsibility to make sure his or her driver's license is valid at all times.

Program Responsibilities

Management. The management of the Company is committed to the Fleet Safety Program. Management supports the efforts of the Fleet Safety Program Administrator by pledging financial and leadership support towards the identification and control of hazards related to motor vehicle operation.

Fleet Program Administrator. The Program Administrator reports directly to upper management and is responsible for this program. All driver selection, vehicle maintenance, training and other program components will be coordinated under the direction of the Program Administrator in collaboration with management. The Program Administrator monitors the results of the program to determine needed modifications or additional areas of focus. The Program Administrator also performs the following duties:

- Evaluates applicants to determine if they are eligible to drive our vehicles or other vehicles on company business
- Authorizes those persons who are allowed to operate vehicles
- Ensures vehicles are maintained in safe condition
- Develops and enforces fleet safety rules and policies
- Investigates all vehicle accidents and recommends any necessary corrective actions
- Coordinates driver training programs
- Annually, reviews this written program and makes any changes needed. Documents the annual review on the proper forms, found in Appendix A, and submits the report to upper management

Employees. Every employee of the Company is responsible for conducting himself/herself in accordance with this program. Employee involvement is an essential element to the success of our fleet safety efforts. Employees may be solicited for their input regarding vehicle selection, safety features, training programs and other topics related to this program.

Driver Selection. The Company will check the driving history of all applicants through the use of a Motor Vehicle Record (MVR) before they are granted driving privileges and obtain an updated MVR for all approved drivers annually thereafter. MVRs will also be checked whenever an employee is involved in a motor vehicle accident. A driver list is maintained and updated annually, including the last date of an MVR for each driver. The approved drivers list will be recorded on the proper form found in Appendix B and maintained by the Program Administrator.

Employees will be prohibited from operating vehicles on company business under any of the following conditions:

- Employee does not have a valid driver's license, or the license has been suspended or revoked
- Employee does not have at least one year of verifiable driving experience.
- Employee's MVR indicates more than two at-fault accidents, three moving violations, or two moving violations and one at-fault accident in the past three years
- Employee's MVR indicates any one of the following major violations within the past five years;

- Driving under the influence
- Reckless driving/speed contests
- Hit and run
- Vehicular manslaughter/homicide
- Leaving the scene of an accident
- Fleeing/eluding a police officer
- Passing a stopped school bus
- Speeding 15 or more miles over the speed limit
- Refusing a chemical test
- Operating with a suspended or revoked license
- Employee has tested positive in an alcohol or drug test while in our employment

Authorized Vehicle Use. The Program Administrator determines who is authorized to operate vehicles on company business. No employee or non-employee (for example, the use of a company vehicle by an employee's spouse or child) is allowed to operate a company vehicle, or their own vehicle on company business, unless the Program Administrator has authorized that person to drive. Before any non-employee is permitted to use a company vehicle, he or she must meet the same qualifications as those for employees. Use of company vehicles by employees and non-employees under the age of 18 is prohibited.

Vehicle Maintenance. To extend the useful life of vehicles, regular inspections and maintenance will be completed on all company owned and operated vehicles per the manufacturer's recommendations. If during an inspection any of the items found "not ok" the vehicle will be removed from service until it can be repaired or replaced. All problems must be promptly reported to the Program Administrator. Each driver will inspect their vehicle before each use. The inspection will consist of all items listed in the Vehicle Self-Inspection Report, which will be obtained from the Program Administrator. All vehicle Self-Inspection Reports will be submitted to the Program Administrator within one business day.

Driver Safety Rules. All motor vehicle operators must obey all state laws and posted signs when operating vehicles. In addition, the following rules must be followed at all times.

Seat Belts. Seat belts must be properly worn by all drivers and passengers while the vehicle is in operation. Children being transported in a company vehicle must remain properly secured in a child safety seat or booster seat according to state law.

Fatigued Driving & Driving Under the Influence. Drivers will not operate a motor vehicle at any time when his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

Severe Weather. Extreme caution must be exercised when driving in severe weather conditions. If a driver has any doubt about the safety of travel, they must contact their supervisor or the Program Administrator for guidance.

Radar Detectors. The use of radar detectors or any other device with the purpose of detecting or interfering with police radar is prohibited.

Glass. Damaged glass should be reported immediately to the Program Administrator. To reduce windshield damage drivers will:

- Keep a safe distance between vehicles, especially on gravel roads.
- Use clean, greaseless, dry cloths to wipe the windshield.
- Replace worn wiper blades as soon as they begin to streak.
- Use plastic or rubber ice scrapers, never metal.

Towing. Only vehicles specifically approved for towing by the Program Administrator may be used to tow trailers of any size or type.

Wireless Communication Device Guidelines

The Company values its employees and the safety of others and expects employees to put safety first while driving. Employees are prohibited from using wireless communication devices while driving unless using a hands-free device. Texting (including composing, sending, or reading) while driving is strictly prohibited. Employees are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call or before reading or writing an e-mail or text message. Employees should take special care in situations where there is heavy traffic, inclement weather or if driving in an unfamiliar area.

Employees who are charged with any traffic violations or toll charges are completely responsible for all liabilities that result from such actions. An employee who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone while driving, whether the business conducted is personal or company-related. The prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, or any other purpose related to their employment.

Any damage to a company-owned or leased vehicle caused by employee carelessness or neglect is the responsibility of the employee. In the event of damage, the employee assigned to the vehicle may be responsible for expenses up to the current insurance deductible. Any employee who misuses a company vehicle or is no longer insurable by the company's insurance carrier may be subject to dismissal. No driver may pick up or transport unauthorized passengers while in a company vehicle or on company business, unless there is a work-related need to do so and has been authorized. Unauthorized passengers include family, friends, hitchhikers, etc. Employees who fail to follow the procedures above, attempt to abuse this policy, or falsify information will be subject to disciplinary action up to and including termination of employment.

Traffic Violations and Citations

Drivers are responsible for all citations received. Traffic citations must be reported to the Program Administrator as soon as possible. The Program Administrator will review the driving privileges of any employee charged with a serious offense. Disciplinary action may include warnings, probation or suspension of driving privileges. For those jobs that require operation of a company vehicle, loss of driving privileges may result in termination.

Vehicle Accident Investigation. Vehicle accident investigations are handled internally and may utilize external documents such as police reports. Vehicle accident reports are to be filled out by the driver and returned to the Program Administrator as soon as reasonably possible. The Program Administrator will determine accident preventability and the proper course of any disciplinary action that might be necessary. The Program Administrator will also determine if additional training is needed to prevent similar accidents from occurring in the future. Trends in accident types, or multiple accidents by the same driver, will receive additional scrutiny, as they may signal the need for additional training or changes to driver selection procedures.

If you are involved in an accident, perform the following steps:

- Stop your vehicle and protect the scene. You do not want a secondary accident to occur.
- Call for medical assistance and assist any injured people if necessary. Call the police and the Program Administrator or supervisor as soon as possible.
- Locate any witnesses and get important information from them. If possible, get names, addresses and phone numbers.
- Exchange pertinent information with other drivers.
- Take photos of the accident.
- Fill out a vehicle accident report form and send it to the Program Administrator (Vehicle Accident Report forms can be obtained from the Program Administrator).

When in an accident, drivers must:

- Never admit fault or apologize. Apologies could be interpreted as an admission of fault.
- Never argue with other drivers or witnesses.
- Never argue with the police.
- Never make a statement to the media. Refer them to the Program Administrator.
- Never discuss details of the incident with anyone except a representative of the Company or the police.
- Report every accident no matter how small to the Program Administrator.

Vehicle Accident Report forms must be kept in each company vehicle for use after an accident. If the vehicle you are driving does not have a Vehicle Accident Report form in it, contact the Program Administrator.

Driver Training. Upon initial assignment of driving privileges, driver may be required to attend a training session that outlines the rules and procedures outlined in our Fleet Safety Program. Ongoing training may be offered to all drivers to ensure they are kept up to date with defensive driving techniques and changes to the policies and program. Driver ride-a-longs may also be conducted upon initial hire and periodically thereafter as deemed appropriate by the Program Administrator. Training and retraining will be documented the Program Administrator.

Periodic Program Review

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the Fleet Safety Program. The review will consider the following:

- Evaluation of all training programs and records
- The frequency and severity of vehicle accidents during the previous year
- The need for changes to the Fleet Safety Program based on evaluation of the program and the results
- The need for changes to the driver selection/disqualification criteria

Any employee driving a company or leased vehicle or driving on company business must obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits. Seat belts/shoulder harnesses must be worn at all times. Cell phone use of any type is prohibited while driving company vehicles. Employees must report any accidents immediately, regardless of perceived damage.

SOCIAL MEDIA

Employees using social media must realize that various laws, regulations and Company policies impact their conduct. You must follow this policy to avoid creating undue risk of legal liability for the Company and for yourself. This policy applies to any employee's use of social media that either:

- Uses Company information systems; or
- Refers to the Company or its business, products, services, people, employees and former employees, work, policies, research, relationships and competitors (the "Company's Interests")

Social media are digital technologies and practices that let people use, create and share content, opinions, insights, experiences and perspectives. Social media can take many forms, including text, images, audio, video and other multimedia communications. The hallmarks of all social media are user-generated content and interaction. Popular examples are blogs, social networking websites like Facebook, Twitter and LinkedIn, and video sharing websites like YouTube.

Every employee who uses media covered by this policy is personally responsible for ensuring the accuracy and truthfulness of his communications and for complying with this policy and the law. All employees are personally and legally responsible for the content of the commentary they post and can be held liable for unlawful activities, such as defamatory, libelous, obscene, or discriminatory statements or posting material that violates intellectual property laws or improperly discloses confidential or proprietary information of the Company or any other party. This policy will not be interpreted to prohibit employees from exercising any right guaranteed by federal laws such as the National Labor Relations Act.

Media Contact

The Company values its positive public image. Protecting that image is important to every single member of our team – it allows the Company to compete effectively and succeed as a team.

Only certain employees are authorized by the Company to make public statements for the company to media or press contacts. Unless an employee has been explicitly authorized to deal with the media for the company, the employee must not do so.

Disclosures

Be transparent and make necessary disclosures. Anyone who refers to the Company's Interests in posts on external social media must disclose in his post that he is an employee of the Company.

If the Company has not authorized the employee to make the statement, the employee's post must also say that: "The statements or opinions expressed on this site are my own and do not necessarily represent those of the Company."

Respect

Respect others in your social media use. No employee may publish any defamatory, libelous, obscene or discriminatory statements. Your statements must also comply with the Equal Employment Opportunity and Anti-Harassment policies. For example, employees may not:

- Post explicit pictures of another employee;
- Make derogatory comments about another employee's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, genetic information, age, uniform service member status, marital status, registered domestic partner status, gender (including sex stereotyping), or sexual orientation; or
- Make false statements about the products of the Company or its clients, vendors or competitors that have no relationship to the terms and conditions of your employment.

Confidential Information

On social media, do not disclose any of the Company's proprietary or confidential information. Your social media activity must comply with the Proprietary Information Agreement.

Permission Required

Some social media activity requires permission. **Do not:**

- Say that your comments represent the Company, unless you have received authorization from a member of the Company's management team;
- Post photos, videos or other media on any social media sites without the consent of all those exhibited in the media; or
- Post or use any material that would violate the copyright, trademark or intellectual property rights of others

PROPRIETARY INFORMATION/CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and the success of the Company. Employee agrees that they shall not during or at any time after the termination of their employment with the company, use for themselves or others, or disclose or divulge to any person, firm or corporation, any trade secrets, confidential information, or any other proprietary data of the company.

Employee understands that “confidential Information” means any company proprietary information, technical data, trade secrets or know-how, including, but not limited to, research, product plans, products, services, customer lists and customers (including, but not limited to, customers of the company on whom employee called or with whom employee became acquainted during the term of their employment), markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances or other business information disclosed to me by the company either directly or indirectly in writing, orally or by drawings or observation of parts or equipment.

Business information is contained in all forms of the company’s information systems, including hardware, software, applications, databases, and communications. Employees who improperly use or disclose trade secrets or confidential business information will be in violation of company policy and may be subject to legal action, even if they do not actually benefit from the disclosed information. The Company reserves the right to require all prospective and current Employees to sign a Non-Disclosure Agreement.

SPECIALIZED TRAINING AND REIMBURSEMENT

The Company may provide employees specialized training to facilitate employee’s knowledge and understanding of products or trades needed to perform his or her job. The investment provided by the Company is with the understanding that employee has all intentions of continuing to work for the Company for at least six (6) months so that the Company may recover some of the benefit of the investment in the training.

Employee understands and acknowledges that if they fail to complete the training or voluntarily terminates his/her employment with the Company within six (6) months following the date of the completion of the training, employee agrees to reimburse Company the cost of the training incurred as determined by the schedule shown below.

Number of Months of Service from the Completion Date of Training:	Reimbursement by Employee
Failure to Complete Training	100%
Months 0-2	100%
Months 3-4	75%
Months 5-6	25%

The training cost incurred by the Company on behalf of employee will be determined after the date of the completion of the training, and the accumulation of all receipts, invoices or other supporting documents. The training cost incurred will include but may not be limited to registration fees, transportation to and from the training site, food, lodging, salary and/or wages for any time spent by Employee traveling to and from the training and attending the training, and any other costs or expenses directly related to the training incurred by the Company.

Employee understands and agrees that should Employee fail to meet the terms and conditions of training reimbursement policy, that the amount owing to the Company is a legal debt and obligation and the amount owed by employee may be totally or partially offset against and deducted from employee's final payroll check or any other funds owing to employee by the Company.

CONFLICT OF INTEREST

In all situations, an employee is expected to conduct his/her activities with integrity, ethically and in accordance with applicable laws and regulations. Employees should not engage in any activity, practice or conduct which conflicts, or appears to conflict, with the interests of the Company, its customers, suppliers, contractors, competitors or any person doing or seeking to do business with the Company.

An employee is to act in the best interests of the Company, regardless of personal preference, and must not create the perception of personal advantage. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative (related by blood or marriage, or a similar relationship). The mere existence of a relationship with outside firms does not necessarily create a conflict of interest. However, if an employee has any influence on transactions involving purchases, contracts or leases, the employee must disclose the existence of the relationship to his/her supervisor as soon as possible.

BENEFITS

Full-time employees are eligible to enroll in the Company's Group Health Plan after they have satisfied the health benefits waiting period. The Company pays for a portion of the employee's health insurance premium. Family plans are available at an additional premium paid 100% by the employee.

Additionally, employees are eligible to enroll in several various types of supplemental insurance products. These plans are voluntary and are paid 100% by the employee. Dental, Vision, Heart Disease, Cancer, Disability, Accident, and Life Insurance are some of the products available.

Please contact your supervisor for information on eligibility and benefits. To review your employee New Hire Packet, or for more information, or you may reach the Amplify Benefits Department. This policy is subject to change, including waiting periods and premiums paid by the company. The Company will give employees as much notice as possible.

SEPARATION FROM EMPLOYMENT

Employment with the Company is based on mutual consent. Both the employee and the Company have the right to terminate employment at will, with or without cause.

Employees who voluntarily resign their position are required to provide a two-week written notice. Failure to provide a two-week notice will reduce the employee's wages to minimum wage for the last pay period. In addition, it will also disqualify employees from receiving any unused, accrued vacation payouts upon separation, if applicable. At the discretion of the Company, the resigning employee may be granted early release. Unused, accrued vacation time will not be paid out to employees who are involuntarily discharged from the Company.

Upon separation of employment from the Company, regardless of the reason for the separation, employees are required to return all company property that has been entrusted to them for use during their course of employment. Property is to be returned to the employee's immediate supervisor within three (3) days of final service or a mutually agreed upon time. Failure to return property will result in authorized deductions from the employee's final pay and pursuing legal action if necessary.

ENDING EMPLOYMENT

The Company and Amplify hope that your employment relationship is long term and mutually rewarding, however, your employment is at will, and the Company reserves the right to terminate the employment relationship at any time, with, or without cause or notice. The employee also has the right to end their employment at any time and with or without cause or notice.

The Company requests that if an employee wants to resign, they please provide at least two weeks' advanced notice of their last day of work as a courtesy. The notice should preferably be given in writing to their immediate supervisor or Department Manager.

FINAL PAYCHECK

In accordance with Texas Payday Law, an employee who resigns will receive his or he final paycheck not later than the next regularly scheduled pay day, or in accordance with local or state laws. When an employee is involuntarily discharged, final wages will be paid not later than the 6th calendar day from the date the employee is discharged, or in accordance with local or state employment law requirements.

ARBITRATION

The Company and Amplify are looking forward to working with you or continuing to do so. No disputes are anticipated. Yet we believe in planning ahead for all contingencies and believe that arbitration benefits everyone.

If a dispute about your employment comes up, all parties shall make every effort to resolve the dispute amicably. Should informal resolution not be possible, all parties agree to resolve the dispute in binding arbitration. You, the Company or Amplify may invoke arbitration with respect to any claim, dispute or controversy about or arising out of your employment, except for a matter that related to post-employment obligations concerning trade secrets, confidential information, competition or solicitation, or a matter that related to unpaid wages (and not overtime wages) made only through the appropriate state agency ("Non-Covered Disputes"). All claims, disputes, or controversies that are related to your employment, except for Non-Covered Disputes, shall be decided by binding arbitration with the American Arbitration Association in accordance with its arbitration rules for employment disputes. As used in this policy, the Company and Amplify also includes their parent companies, subsidiaries, affiliated entities, executives, directors, employees, agents, attorneys and owners. All parties are waiving their right to a jury or bench trial in favor of binding arbitration.

Certain procedures will apply in any arbitration proceeding between the parties. The arbitration hearing shall be held the designated state of your employment. The final hearing must be concluded within no more than eight months after a party institutes the arbitration proceeding. Subject to any additional limits imposed by the arbitrator, neither party may depose witnesses for more than 15 hours or serve more than 40 individual document requests and 25 interrogatories. The arbitrator's award shall be rendered with reasons in writing, stating the facts and findings. The award shall be final, and judgement may be entered upon it in court. The policy shall be enforced consistent with the Federal Arbitration Act.

Either party is still free to file, maintain or cooperate with any government investigation or proceeding even if it relates to a claim, dispute or controversy covered by the promise to arbitrate. That right is not being waived in any way. Instead, the parties promise not to bring a lawsuit grounded on those claims, disputes or controversies.

This arbitration policy can be revised or eliminated only on ten days' advanced notice, and any such changes will apply only to disputes that arise after the effective date of any announced changes. Any dispute that arises during the notice period for the revised policy will be governed by the policy that applied before the changes.

Your employment is conditioned on accepting this policy. For clarity, you are being asked to sign an acknowledgement that you have received, read and understood the employee handbook which contains this policy. But even without your signature, this policy applies to any disputes that arise after the day which you first received it based on your continued employment. Another stand- alone copy of this policy is included in your new hire package.

ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF EMPLOYEE HANDBOOK

The employee Handbook contains important information about AmeriTex Machine & Fabrication (the "Company") and I understand that I should consult with my supervisor or Human Resources Manager regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of the Company has the authority to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or Human Resources Manager any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Company following any modifications to the handbook, I thereby accept and agree to such changes.

By signing below, I acknowledge that I have read, understand and agree to the above. I have also read and understand the AmeriTex Machine & Fabrication employee Handbook. I further agree to return the employee Handbook upon termination of my employment.

Signature of employee

Date

Employee's Name - Printed