



Faurecia Emissions Control Technologies

North American Organization

Non-Exempt Employee Handbook

January 2022

This Handbook provides important information about **Faurecia's Emissions Control Technologies Division** (the "Company"), and its current policies, procedures and guidelines. Although we have made our best effort to fully address the most common policies and procedures this Handbook is not intended to cover every possible situation. **The Employee Handbook will not supersede, amend or alter the collective bargaining agreement.** If you have any questions about any of the information in this Handbook or about your employment, please contact your immediate supervisor or a member of the Human Resources Department.

TABLE OF CONTENTS

	<u>Page</u>
I. WELCOME	1
Corporate Mission	2
Corporate Vision	2
Quality Policy	2
Company Values	2
Faurecia Excellent System	3
II. GENERAL INFORMATION	4
Employee/Employer Relations	4
Visitors	4
Harassment	5
Social Security Number Privacy Policy	6
Bulletin Boards; Posting	7
No Solicitation/Distribution Policy	7
Electronic Media	8
Employment Applications	8
Personal Information	8
Performance Evaluations	8
Workers' Compensation Insurance	9
Tuition Assistance	9
III. LEAVES OF ABSENCE	9
Family and Medical Leave	9
Personal Leave	14
Military Leave	14
IV. PAYROLL AND ATTENDANCE	14
Timekeeping	14
Paydays	14
Payroll Corrections	15
Work Schedules	15
Attendance Policy	15
V. EMPLOYEE CONDUCT	17
Drug & Alcohol Policy	17
Security	19
Company Property	19
Identification Badges	19
Parking	20
Telephones	20
Health, Safety and Environmental (HSE) Policy; Work Rules	20
Dress Standards	23
Housekeeping	23

Break Rooms/Restrooms23

Tobacco Free Workplace23

Hazard Communications23

Personal Protective Equipment25

Regulated Materials25

Accident Reporting.....25

Unauthorized Electronic Recording.....25

I. WELCOME

We are pleased to welcome you to **Faurecia Emissions Control Technologies**. Our philosophy is to produce the highest quality products at competitive prices to satisfy our customers. In order to maintain our competitive position, it is important that we have the most qualified associates working for us. We are pleased to welcome you as a member of our team.

The Company has an outstanding reputation with our customers. We consider reliability to be the most important principle in conducting our business. We look to you and ask you to do your part in upholding our reputation through your daily work performance, diligence and adherence to our Company policies.

Our employees take great pride in creating a product that has successfully maintained customer confidence and trust.

We sincerely hope that you find your association with the Company to be pleasant and rewarding, and we wish you success and growth here.

CORPORATE MISSION

Our mission is to deliver high quality and innovative products, technical solutions and services that contribute to our customers' competitiveness and create value for our customers, employees and shareholders. We are committed to environmental preservation and social responsibility.

CORPORATE VISION

Be a global leader in each of our product lines. We will do this by focusing on customer satisfaction, becoming the reference in the original equipment marketplace and serving all major car and commercial vehicle OEM manufacturers. We aim to grow faster than the market and to generate sustainable profitability. We strive for technical perfection, and we are driven by automotive passion.

QUALITY POLICY

We are totally committed to understanding and meeting the quality needs and expectations of all of our customers. To this end, we offer the assurance to our customer of this quality policy:

We at Faurecia Emissions Control Technologies affirm this commitment, and have established a comprehensive Quality Management System, which will allow our Division to meet all of the requirements of our customers and the ISO/TS 16949.2002 Technical Specification. This Policy provides a framework for establishing and reviewing quality objectives and is reviewed for continuing suitability and improving its effectiveness.

COMPANY VALUES

State of Mind

We have defined specific behaviors that we expect from our employees. These behaviors, which we call **the 5 Values**, are necessary to reinforce our Company culture and contribute to the criteria for employee performance evaluation.

Continuous Improvement

- Self Improver
- Change Agent
- Customer Driven

Team Player

- Positive
- Cooperative
- Internationally minded

Commitment

- Energy
- Decision making
- Leverage Business pressure

Entrepreneurship

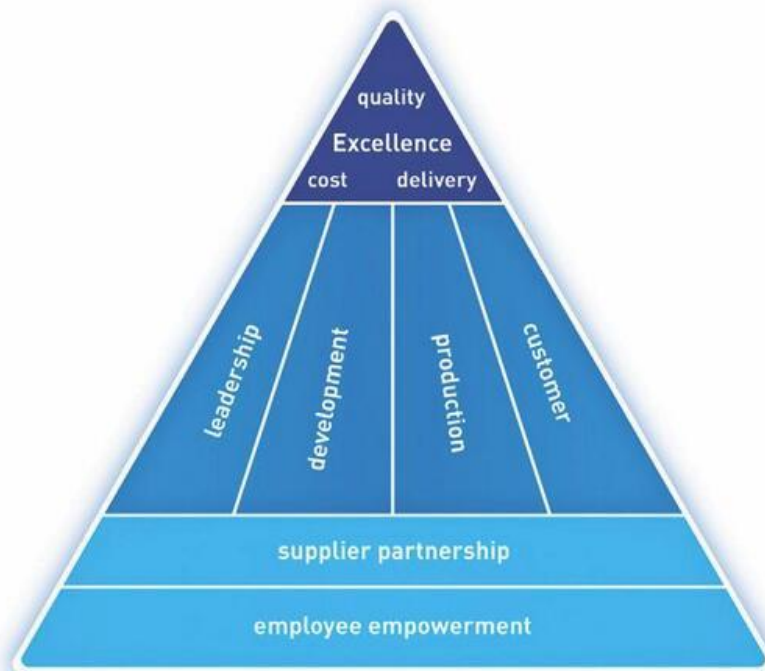
- Initiative
- Risk taking
- Reactivity

Transparency

- Integrity
- Openness
- Courage

FAURECIA EXCELLENCE SYSTEM

The Faurecia Excellence System (FES) is the way that Faurecia aims to operate. It conveys a comprehensive vision of how Faurecia should operate as a result of the implementation and continuous improvement of core processes. It provides a structured approach to achieving this vision. It includes tools and techniques designed to help each Faurecia employee progress and contribute to the Group's success.



EMPLOYEE/EMPLOYER RELATIONS

We intend to implement effective personnel policies and to require all employees to support the organization's best interests. Thus, we intend to:

- Provide ongoing communications with all employees.
- Provide equal employment opportunity and treatment to all applicants and employees regardless of race, religion, color, sex, age, national origin, disability, marital status; military status; or other status protected by law.
- Provide compensation and benefits commensurate with the work performed.
- Establish reasonable hours of work based on the Employer's production and service needs.
- Monitor and comply with applicable Federal, State, and local laws and regulations concerning employee safety.
- Offer training opportunities for those whose talents or needs justify the training.
- Be receptive to constructive suggestions about job duties, working conditions, or personnel policies.
- Maintain appropriate means for employees to discuss matters of concern with their immediate supervisor, UAP Manager, Human Resources, and/or the Plant Manager.

As part of its commitment to providing customers with excellent products and services and to creating a productive work environment, we expect all employees to:

- Deal with customers, co-workers and suppliers in a professional manner.
- Represent the Company in a positive and ethical manner.
- Perform assigned tasks in an efficient manner.
- Be punctual.
- Take initiative to correct problems and share your improvement ideas with others.
- Demonstrate a considerate, friendly, and constructive attitude toward fellow employees.
- Follow the policies adopted by the Company.
- Communicate problems to the appropriate parties in a transparent and constructive manner.

We are an equal opportunity employer and comply with the laws prohibiting discrimination on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability. This commitment includes the reasonable accommodation of persons with disabilities and sincerely held religious beliefs.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, terminations, compensation, benefits, training, working conditions and other terms and conditions of employment.

VISITORS

All visitors to the Company must register at the Plant's Security Office in the main visitor's entrance upon entering the building. Whenever possible, the Security Staff should be notified in advance of the visit so that the Visitor's Badge, PPE, and safety overview can be prepared and available. Visitor's Badges must be returned to the Security Office upon the departure of the visitor. No personal visitors are allowed in

areas beyond the lobby. Visitors must wear the required personal protective equipment when entering any area in which such equipment is required.

HARASSMENT

The Company is committed to providing a work environment that is free from all forms of discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon or derisive of a person's race, color, religion, sex, age, national origin, disability, veteran status or other legally protected characteristics or conduct, where the unwelcome conduct affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. All employees have a personal responsibility to keep the work place free of any such harassment. This policy applies to any relationship or dealings that a Company employee has in the work place or in connection with the performance of job duties. Therefore, the prohibition against harassment applies to employees, customers, vendors, and others with whom we do business.

Sexual Harassment

While all forms of harassment are strictly prohibited, the Company emphasizes its prohibition of sexual harassment. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, invitations, or emails.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Other Unlawful Harassment

Harassment on the basis of any other protected characteristic is also prohibited. Under this policy, verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, age, national origin, disability, veteran status or any other characteristic protected by law violates this policy. Harassing conduct includes, but is not limited to, the following conduct: making epithets or slurs; negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written, graphic or electronic material that denigrates or shows hostility or aversion and that is placed on walls or elsewhere on the Company's premises or property or circulated in the workplace.

Complaint Procedure

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If your supervisor is unavailable or if you are uncomfortable contacting that person, you should immediately report this harassment to the Human Resources Department or any other member of management.

All allegations of sexual harassment and other unlawful harassment will be quickly and discreetly investigated. The investigation may include interviews with the person making the complaint, the person against whom the complaint is made, any potential witnesses identified by either person, or any person whom the Company believes has relevant information. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The results of the investigation will be discussed with the person involved and appropriate disciplinary action, if any, will be taken, up to and including termination.

Managers' Responsibilities

All members of management are responsible for the effective administration of this policy. Should a manager, director or supervisor become aware of or advised of an infraction of this policy, he or she should immediately report the matter to the Human Resources Department so that a full investigation may be conducted.

No Retaliation

The Company will not permit retaliation against anyone who complains or participates in the investigation. If an individual attempts to retaliate, severe discipline, up to and including termination, will be imposed, regardless of the outcome of the investigation. If any employee believes that he or she has been retaliated against for exercising his or her rights under this policy, the employee should report such conduct using the complaint procedure set forth above.

Discipline

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

SOCIAL SECURITY NUMBER PRIVACY POLICY

The Company takes privacy seriously. To the extent possible, we will protect the confidentiality of your Social Security number. The Company strictly prohibits the unlawful disclosure of the Social Security number(s) of its employee(s), and will comply with applicable laws. Any employee who violates this policy is subject to discipline up to and including immediate discharge.

BULLETIN BOARDS; POSTING

In order to maintain an effective avenue for communicating with our employees, The Company maintains bulletin boards. Bulletin boards are located in our plant in order to ensure that employees have constant access to posted information. Bulletin boards are used to communicate official government information on EEO, wage and hour, health and safety, and other issues. They are also used to communicate information regarding the Company's policy and business and announcements. Job postings, safety rules, health items, benefit programs and notices announcing special events are primarily posted on the company bulletin boards.

Bulletins and bulletin boards are our "official" way of keeping everyone informed about new policies, overtime schedules, job postings, and special events. Information of general interest is posted regularly on the bulletin boards. Please form the habit of reading the bulletin boards regularly so that you will be familiar with the information posted on them as you are responsible for posted information that applies to you and your position with the Company. Only authorized personnel are permitted to post, remove, or alter any notice on the bulletin boards. If you would like to post a notice, you should see your Human Resources Representative for proper instructions. In addition to the exchanges of information and expressions of ideas and attitudes that occur daily, make certain you are aware of and use all Company methods of communication.

Employees may not post any form of literature, printed or written materials, photographs, or notices of any kind on the bulletin boards or their glass coverings, on the walls, in time clock areas, or any where else on the Employer's property. The bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcement, sales of personal property, or any other matters. Only work-related postings will be allowed and all postings will be performed only by the Human Resources Department.

In addition, you may receive letters from the Company. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information that will keep you up-to-date on the events at the Company. You are also invited to view the Company's Web-site, www.faurecia.com/ to learn about the other Company divisions and their products. Also, there will be business group and divisional publications, e.g. "Faurecia Info" and "ECOsystem" that help keep everyone informed regarding new technologies and business expansions in North America and around the world.

NO SOLICITATION/DISTRIBUTION POLICY

The Company prohibits non-work-related solicitation or distribution during working time. Prohibited solicitations include, but are not limited to fund-raisers, catalog, raffle, ticket, and other sales. Working time does not include break or meal times.

The Company also prohibits non-work related distributions of any kind to any employee in any work area during an employee's working time.

Individuals not employed by or affiliated with the Company are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or any other similar activities on Company premises at any time.

Off-duty employees should not visit any working area during their off-duty hours (except when reporting for work a reasonable amount of time in advance at the start of the shift).

ELECTRONIC MEDIA

The electronic mail system (e-mail), computer files, computer disks, voice mail and other forms of Company-owned electronic media and technology devices (computers, laptops, cell phones, PDA's, etc.) are the sole property of the Company and are intended for the purpose of carrying out Company business.

The Company owns all electronic messages and those created, sent, received or stored in the Company's system will remain Company property. Employees, therefore, do not have an expectation of privacy with respect to any data which is created, sent, received or stored in, on or by any Company owned equipment.

The Company reserves the right to enter the system and review, copy, delete or disclose any messages or files without providing notice to the sender or to the recipient.

The Company advises all staff members to keep their messages and files businesslike and to refrain from using the system for personal messages and files. Since there is no guarantee of privacy of any messages or files, employees must use good judgment when using the system.

EMPLOYMENT APPLICATIONS

The Company relies on the accuracy of information contained in the employment application, as well as other information presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions may result in the exclusion, by the Company, of an applicant from further consideration for employment. If such false information is discovered after a candidate has been hired, termination of employment may result.

PERSONAL INFORMATION

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in their personal information. Changes such as address, telephone numbers, tax withholdings, dependents, emergency contacts, educational achievements, and other such information is important to maintain the accuracy of an employee's file. In addition, certain state and federal regulations apply in the provision of employee benefits, and failure to communicate changes to HR within 30 days of a change could result in a loss of benefit plan coverage and discipline action could be taken.

PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis. The Company generally conducts formal job performance evaluations at the end of an employee's probationary period. The probationary period allows the supervisor and employee to discuss the responsibilities of the position, work standards and performance requirements. Subsequent performance evaluations will be conducted annually. Employees should also take advantage of the opportunity to make positive recommendations for improving communications as well as work practices.

WORKERS' COMPENSATION INSURANCE

The Company provides Workers' Compensation Insurance at no cost to employees. This program covers injuries or illnesses sustained as a result of a work-related incident or exposure that requires medical, surgical or hospital treatment.

An employee who sustains a work-related injury or illness must notify his/her supervisor immediately. An accident report must be completed for each injury, illness or near miss.

TUITION ASSISTANCE

The Company will reimburse full-time employees who have completed their probationary period for the cost of tuition and required fees, under the following circumstances:

- Courses must be at an accredited degree or certificate granting school.
- Approval for attendance at courses must be obtained prior to enrolling in the course.
- Courses must be business-related, or be required in a degree program.
- A grade of 'C' or better must be obtained. Courses not graded must be passed.
- The Company will reimburse after the employee submits proof that an acceptable grade was obtained and the course charges were paid
- The tuition reimbursement benefit will be limited local policy.

III. LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE

Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), the Company will provide up to twelve (12) weeks of leave in a rolling 12-month period (measured backward from the date the employee uses

any leave under the policy) to eligible qualified employees for the following reasons (collectively “FMLA Leave”):

1. To care for the employee's son or daughter after the birth of that son or daughter or to care for a son or daughter placed with the employee for adoption or foster care (hereinafter referred to as "New Child Leave"); and/or
2. To care for the employee's spouse, son, daughter or parent who has a condition defined as a "serious health condition" (hereinafter referred to as "Family Medical Leave"); and/or
3. To care for the employee's own condition defined as a "serious health condition" which renders the employee unable to perform his or her job (hereinafter referred to as "Employee Medical Leave").
4. Because of any Qualifying Exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty in the Armed Forces) (hereinafter referred to as “Qualifying Exigency Leave”).
5. To Care for a covered family member who has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member unfit to perform duties of the member’s office, grade, rank or rating (hereinafter referred to as “Servicemember Family Leave”).
6. In the case of qualified Servicemember Family Leave, an employee may take up to twenty-six (26) weeks of leave in a single 12-month period measured forward from the first day of leave.

Eligible Employees

An employee is eligible for FMLA Leave only if the employee has been employed with the Company for at least twelve (12) months and the employee has worked at least 1,250 hours during the past twelve (12) months. The employee must also be employed at a location with at least 50 employees employed within a 75 mile radius.

An employee is eligible for Servicemember Family Leave to care for a covered servicemember with a Serious Injury or Illness if, in addition to meeting the foregoing eligibility requirements listed above, they are the spouse, son, daughter, or next of kin of a covered servicemember who is needed to care for the servicemember.

Serious Health Condition

A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Serious Injury or Illness

A member of the Armed Forces is said to suffer from a “Serious Injury or Illness” if:

he/she has incurred such injury or illness in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating;
or

he/she is a veteran who is undergoing medical treatment, recuperation, or therapy, for a Serious Injury or Illness incurred in the line of active duty and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five (5) years preceding the date of medical treatment, recuperation, or therapy.

Covered Active Duty

The term “covered active duty” means:

in the case of a member of the regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member of the Armed Forces to a foreign country under a call or order to active duty.

Qualified Exigency

A Qualifying Exigency may include: attending certain military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.

Amount of FMLA Leave

Employees are not entitled to more than a total of twelve (12) workweeks of New Child Leave, Family Medical Leave, Employee Medical Leave and Qualifying Exigency Leave during a rolling 12-month period.

Employees who are the spouse, son, daughter, or next of kin of a covered servicemember who are needed to care for the servicemember may take up to twenty-six (26) work weeks of unpaid leave per injury/illness per servicemember during a single 12-month period. The single 12-month period is measured forward from the first day of leave for Servicemember Family Leave.

Employees are not entitled to more than a total of twenty six (26) work weeks of leave in a single 12-month period if Servicemember Family Leave is combined with other types of FMLA leave.

Manner in Which Leave May Be Taken

New Child Leave must be taken and completed within twelve (12) months of the birth of an employee's son or daughter or within twelve (12) months of the placement of a son or daughter with the employee for adoption or foster care. New Child Leave must be taken continuously. It may not be taken on an intermittent or reduced leave basis except with express written consent of the Company.

Family Medical Leave, Employee Medical Leave, Qualifying Exigency Leave and Servicemember Family Leave may be taken on an intermittent or reduced leave schedule if the employee provides appropriate medical certification setting forth the need for the intermittent or reduced schedule leave. (See Medical Certification provisions below). In the case of a Qualifying Exigency Leave related to covered active duty or call to covered active duty, eligible employees must provide a certification and/or documentation of the call to active duty. An employee who takes intermittent leave which necessitates an absence for only part of a shift, is expected to report back to work to complete the remainder of his/her scheduled shift (if applicable), unless specifically authorized by his/her supervisor prior to employee's departure.

If an employee requests intermittent leave or leave on a reduced leave schedule based upon foreseeable planned medical treatment, the Company may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, provided that such position has equal pay and benefits and can better accommodate recurring periods of leave than the regular employment position of the employee.

Request for Leave

An employee must provide the Company with sufficient information to support a determination that the leave qualifies as FMLA Leave. FMLA Leave request forms are available from the Human Resource Department.

Requests for a leave qualifying as FMLA Leave must be made at least thirty (30) days prior to the first date of the requested leave, if practicable. An employee requesting leave as a Qualifying Exigency Leave for active duty of a family member, must provide prior notice to the Company as is reasonable and practical under the circumstances.

If the need for a leave qualifying as FMLA Leave is not foreseeable thirty (30) days in advance, an employee must request the leave as soon as the need for the leave becomes foreseeable. If an employee is unable to provide any advance warning or a leave qualifying as a FMLA Leave, the employee must notify the Human Resource Department of his or her intent of requesting such a leave within one to two days of becoming aware of the need for leave.

If an employee does not provide information and notice in accordance with the above provisions, the absence will not be considered FMLA Leave and will be dealt with in accordance with the Company's attendance policy.

An employee who requests FMLA leave also must comply with the Company's call-in rules regarding absenteeism and tardiness.

Scheduling Planned Treatment

In the event an employee needs Family Medical Leave or Employee Medical Leave for planned medical treatment of a qualifying serious health condition, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the Company's operations. The employee is expected to consult with the Human Resource Department prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of the employee and the Company.

Medical Certification

Family Medical Leave, Employee Medical Leave and Servicemember Family Leave must be supported by certification from a health care provider. In the case of Servicemember Family Leave, only specified health care providers may provide the necessary certification. Please contact the human resources department for questions regarding this type of leave. If employees are absent from work because of their own serious health condition, the serious health condition/serious injury or illness of a family member, employees must have their health care provider complete the Company's Medical Certification form, which is available from the Human Resource Department or its substantial equivalent. Employees should direct their health care provider to give complete answers to the information requested on the Medical Certification. This information is necessary for the Company to ascertain whether an absence qualifies as FMLA Leave.

Failure to timely provide (within 15 days of a written request for such Certification) a completely answered the Company Medical Certificate to support a medically-related absence may result in delaying FMLA leave or a disqualification of the absence as FMLA Leave.

Verification of Certification

If the Company has reason to doubt the validity of medical certification provided by the employee, the Company may require second and third medical opinions in accordance with the FMLA. The Company shall bear the cost of such opinions. Additionally, the Company may require subsequent recertification from the employee on a reasonable basis (normally no more often than every 30 days unless changed circumstances requires more frequent re-certifications).

Exhaustion of Paid Time off as Part of Leave

Employees are required to use any unused paid time off they may have concurrently with any FMLA leave (including but not limited to medical leave for pregnancy, childbirth and care leave, short-term disability, long-term disability, vacation and personal days. All paid time-off days used will also count as part of the 12-week (or 26-week, if it is for qualifying Servicemember Family Leave) leave period available to employees. Employees on worker's compensation or may also have that time counted as running concurrently with the FMLA leave. However, employees will not be required to also use their unused vacation or paid personal days if they are on a qualifying worker's compensation leave or short term disability leave.

Pay During Leave

All FMLA Leaves are unpaid, to the extent not covered by another benefit program.

Group Medical Insurance

If you normally pay a portion of premiums for your group health insurance, these payment obligations will continue during the period of FMLA leave.

If an employee fails to return from FMLA Leave, the employee may be required to reimburse the Company for all group medical insurance premiums paid by the Company during the employee's leave, to the extent permitted by the FMLA.

Keeping the Company Informed

An employee must keep the Company apprised of his/her leave of absence status while on leave, including his or her intent to return to the Company at the end of the leave.

Reinstatement

When an employee returns from an FMLA Leave, the Company will restore the employee to the position he or she held when the leave commenced or to the same or equivalent position with equivalent benefits. Employees on leave shall be required to submit a fitness for duty certification in order to be reinstated.

Prohibited Acts

Providing a false reason for an FMLA leave will be considered grounds for disciplinary action up to and including termination. Employees are also prohibited from working for another employer while on a leave of absence, including FMLA.

MEDICAL LEAVE:

Employees who have completed their probationary period and who are unable to perform their regular duties may be granted a medical leave up to a maximum of 26 weeks, provided the length of the leave never exceeds the employee's length of service and provided they have submitted a physicians statement certifying the medical condition. The 26 weeks of Medical Leave is inclusive of eligible time under the FMLA and will run concurrently with the FMLA.

To return to work, you must provide a doctor's verification that you are released to work without restrictions. Reasonable accommodations will be made for ADA qualifies individuals.

All employees must first use one (1) week of earned vacation time, thereafter, or after the seven (7) days waiting period. If hospitalized, you will not be required to use vacation time.

PERSONAL LEAVE

A personal leave of absence may be granted by the Human Resources Manager when an extreme emergency or severe personal hardship is present. Leaves are generally granted for five (5) days or more. All personal leaves are unpaid and may not exceed ninety (90) days. Unused vacation must be taken before a personal leave is granted. Failure to return from a leave on the return date will result in your termination as a voluntary quit.

MILITARY LEAVE

Military leave for service in the Armed Forces will be handled in accordance with the Federal Uniformed Services Employment and Re-Employment Rights Act (“USERRA”) and/or any controlling state statute.

IV. PAYROLL AND ATTENDANCE**TIMEKEEPING**

Federal and State wage and hour laws require the Company to maintain an accurate record of time worked in order to properly calculate pay and benefits. Hourly employees must accurately record the time they work. Overtime work must be approved by the supervisor before work is performed. If corrections or modifications in your time record are necessary, your supervisor must verify the accuracy of the changes before they can be processed by Payroll.

Tampering, altering, failure to clock in or out, falsifying time records, recording another employee’s time, or allowing another employee to record your time will subject you to disciplinary action, up to and including termination of employment.

PAYDAYS

Employees will be paid each Friday. Employees are strongly encouraged to take advantage of direct deposit of pay. If you choose not to use direct deposit a TotalPay VISA card will be issued. Pay periods run from Monday through Sunday.

In the event that a regularly scheduled payday falls on a Company non-work day, e.g., holiday, employees will be paid promptly, when feasible, on the last day of work prior to the scheduled non-work day.

PAYROLL CORRECTIONS

The Company takes all reasonable steps to ensure that employees receive the correct pay for each pay period, and to ensure that employees are paid promptly. In the event that there is an error in your pay, bring this to the attention of your supervisor immediately. Adjustments will be made promptly.

Adjustments required by overpayment to an employee ordinarily will be collected on the next paycheck.

WORK SCHEDULES

There will be some variation in work schedules among departments within the plant. Your supervisor and/or a posting will advise you of your individual work schedule.

Staffing needs and operational requirements may occasionally necessitate changes in starting or ending times, hours worked, or days scheduled. Although every effort will be made to advise you in advance of schedule changes, this may not always be possible. You are expected to work the hours required to meet the needs of our customers.

Lunch and break schedules will be communicated to you by your supervisor and/or by posting. You are expected to work until the scheduled lunch or break time, and return to your work station in time to begin work at the end of the lunch or break period. All employees must clock out and when leaving company property and clock back in when returning. Violations of these schedules adversely impact your teammates and will result in disciplinary action up to and including termination of employment.

Food deliveries must be made outside the main lobby or Plant Security Office. No delivery persons will be allowed inside the Plant.

All employees are required to clock in no sooner than fifteen (15) minutes prior to the beginning of the scheduled start time.

ATTENDANCE POLICY

It would be ideal if you missed no work time. However, there will be occasions when, for reasons beyond your control, you cannot avoid missing scheduled work time. It is when this absence becomes excessive that the Company has a concern for production and satisfying our customers.

Our attendance policy is based on a “no fault” premise. That is, any type of absence is considered to be personal time, regardless of the reason, with the exception of those situations noted below. This no fault attendance system has no relevance or bearing on the family leave policy, or other exceptions classified below whose benefits are described in another section.

Exceptions:

If your absence occurs for any of the following reasons, the amount of time away from work will not count as a personal day:

- Work related illness or injury (reported on the day of the illness or injury).
- Summons or subpoena to attend legal proceedings, including any court appearance, except traffic violations, felony or misdemeanor charges. Verification of court appearance must be received by the HR department before the court date.
- Medical or family leaves approved by the Human Resource Department.
- Bereavement as covered under the bereavement policy, jury duty, or National Guard duty approved by the Human Resource Department.
- Any absence that is for a covered illness or injury under the Family and Medical Leave Act. If you have any question, please see the Family and Medical Leave policy contained in this handbook or consult with your Human Resource Department representative.

Personal Days:

You will be credited with eight (8) personal days. These personal days are available to be used at your discretion during a twelve (12) month rolling period of time. For example, if you have used a personal day on October 22, 2021, you will have seven (7) personal days that you may use through October 21, 2022. However, if you don't use a personal day within the next 3 months after you missed a day, you will get that personal day back.

Application of Personal Days:

An absence from scheduled work, including overtime, will utilize one (1) point (personal day). A partial absence from work, in the case of arriving late within two (2) hours at the beginning of your regular shift, will utilize one-half (1/2) point (personal day). A partial absence from work, in the case of leaving within two (2) hours of the end of your shift, will utilize one-half (1/2) point (personal day). If you miss more than two (2) hours of your shift, you will utilize one (1) point (personal day). However, if an employee is tardy six (6) minutes or less, a quarter (1/4) point (personal day) will be utilized. In order to adequately cover employee absenteeism, it is important for your supervisor to be informed as soon as possible. There is no requirement to explain your absence; simply state that you will be utilizing a personal day. Failure to call in your absence will result in disciplinary action, up to and including termination of employment.

Occurrence	Personal Day / Point Assignment
Absence less than 6 minutes	1/4
Absence less than 2 hours	1/2
Absence greater than 2 hours	1
No Call No Show	1*

Multiple day absences:

If you are absent for two (2) consecutive days or more for the same illness or injury, you will accumulate only one (1) point, provided you submit a physician's statement to the Human Resource Department, as follows. The physician's statement must:

- Be turned in to the Human Resource Department on your first day back at work.
- Indicate that you were examined by the physician no later than your second day of illness or injury.
- Indicate that you were unable to work during the period of your absence.

In order to ensure that we meet our customer's requirements, it is necessary to place personnel where they can most effectively meet our production needs on any given day. Therefore, an employee who will need to be absent and using a personal day should call in to the Call Off Line no less than one-half (1/2) hour before the beginning of his or her scheduled shift. Again, there is no need to explain your absence.

Further, any call-in later than two (2) hours after the beginning of a scheduled shift will be considered a No Call/No Show. Three (3) No Call/No Shows in a calendar year will be cause for disciplinary action up to and including termination.

Notification / Termination:

It is our hope that you will develop a sense of personal responsibility in using and monitoring the personal days allocated. Exceeding eight (8) points in a rolling twelve (12) month period will result in automatic termination. After utilizing your fifth (5th) day, the Human Resource Department will notify you

one (1) time of your status. It is your responsibility to monitor the utilization of your personal days. It is recommended that you use your personal days conservatively and, whenever possible, use the personal days in single day increments.

You may inquire about your attendance status by speaking with your Supervisor or Human Resource Department representative. These individuals are also available to discuss the Attendance Program on a personal basis. **Note: If you choose to use a Personal Day the day before or after a Holiday, you will not be eligible for Holiday Pay.**

V. EMPLOYEE CONDUCT

DRUG & ALCOHOL POLICY

Employees who abuse alcohol and/or drugs are a potential safety threat to themselves and others based on their impairment. Moreover, the decreased productivity of these individuals because of absenteeism, turnover, and substandard quality of work adversely affects the Company's ability to compete in the marketplace. The Company has a no tolerance policy regarding substance abuse.

Any employee determined to be in violation of this substance abuse policy, including any employee who tests positive or otherwise violates the policy, is subject to immediate termination or in the case of pre-employment screening, the withdrawal of a conditional offer.

This policy prohibits the possession, use, purchase or sale of illegal drugs, drug paraphernalia or alcohol on Company property or premises (including buildings, parking lots, Company owned or leased land or vehicles, etc.). It also prohibits reporting to work under the influence of illegal substances or alcohol. Any detectable level of illegal drugs or alcohol in your system is defined as being "under the influence." For purposes of this policy, the term "illegal drugs" includes controlled substances that are not legally obtainable as well as legally obtainable drugs that were not lawfully obtained or which were taken in an unprescribed fashion. Medications which are properly prescribed but which may pose a workplace danger to you or other employees are covered below under "Prescription Medications."

Alcohol or drug screenings will be required for employees and/or applicants in the following circumstances:

Reasonable Cause

It is a condition of employment that employees may be required to submit to Company approved drug and/or alcohol tests under circumstances that include: (a) when there is reasonable suspicion and the Company believes that an employee is under the influence of illegal substances or alcohol; (b) when there is an on-the-job accident in which the employee suffers a work-related injury requiring medical attention; or (c) when the employee is responsible for damage (other than minimal) to property including Company property or personal injury to any third party including a co-worker. Employees should be aware that testing under this policy is a condition of employment and refusal to submit to such testing is grounds for termination.

Searches

A search of an employee and his/her personal property may be conducted when there is reason to believe that the employee is in violation of this or other Company policies or where general workplace conditions warrant a search. The right of the Company to search an employee includes, but is not limited to, the inspection of vehicles, parcels, packages, purses, lunch boxes, briefcases, workstations, desks, lockers and any other item on Company premises. Employees may be subject to video surveillance on Company property. Employees do not have a legitimate expectation of privacy in any item, container, or vehicle on Company premises regardless if the same is issued or owned by the Company or not. An employee's consent to such search is required as a condition of employment. The employee's refusal to cooperate with such a request is grounds for termination.

Any questions regarding this policy should be directed to Human Resources.

Prescription Medications

When you are prescribed to take a medication which carries a safety warning, you must report that to Human Resources. We will work with you, on a confidential basis, to maintain work safety.

Cooperation

All employees are required to fully cooperate with this policy. Any refusal, delay, or interference with, the testing or other procedures will result in termination of employment.

SECURITY

We want to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other inappropriate materials. To this end, the Company prohibits the control, possession, transfer, sale, or use of these items on its premises. Your cooperation in administering this policy is required.

Desks, lockers and other storage facilities may be provided for the convenience of employees, but such facilities remain the sole property of the Company. Accordingly, they, as well as any articles stored within them, may be inspected at any time by an agent or representative of the Company, with or without advance notice. No employee should have any reasonable expectation of privacy for any articles stored on Company property.

The Company prohibits the theft or unauthorized possession of the property of other employees, the Company, visitors and customers. The Company, or its representative, may inspect not only desks and lockers, but also packages and persons entering and/or leaving the premises. The Company also reserves the right to inspect any vehicles parked on Company property.

COMPANY PROPERTY

Employees are responsible for all property, materials and information issued to them or in their possession or control. Employees must return all property of the Company in their possession or control at the time of termination, resignation, layoff, or immediately upon request. Where permitted by applicable laws, the Company may withhold from the employee's pay due the cost of any items that are not returned when required. The Company may also take all action deemed appropriate to recover or protect its property.

IDENTIFICATION BADGES

Employees may be issued an identification badge upon employment. The badge must be worn in plain sight at all times within the building. The badge is your responsibility. Worn or damaged badges must be returned to the Security Office. Lost badges will be replaced at a cost of \$5.00 to the employee (see the Security Office for a replacement request form).

Individuals in the plant without a visible badge should be challenged and escorted to the front lobby. Visitors, contractors, customers and all other non-employees must have a badge from the front lobby displayed while they are in the plant.

PARKING

Parking facilities are provided for all employees. Employees are asked to cooperate by driving carefully in the parking lots (5 MPH speed limit), parking in designated spaces only, and observing all posted traffic signs. Do not park in spaces designated "Handicapped" without a visible state-issued handicap license or placard. Do not park in visitor spaces at any time. Employee vehicles parked in unauthorized locations may be towed at the owner/driver's expense.

Do not litter in parking lots and refrain from loud music.

The Company is not responsible for damage, vandalism or theft to vehicles on Company property and/or contents of vehicles while on Company property. Please do not carry valuables in your vehicle.

Hourly employees that clock in, go back outside to park their car, and then re-enter the plant are subject to disciplinary action up to and including termination.

TELEPHONES

Telephones installed in the plant are for business and emergencies only.

Personal cellular phones are not to be used in the plant, nor carried into working areas. Certain members of management have been issued Company-owned cellular phones for business use. Personal use of a cell phone during working hours in the plant, other than during breaks or lunch, will subject the user to disciplinary action, up to and including termination of employment.

Emergency calls may be made to the Call Off Line, which will generate a message to your supervisor. In extreme “life and death” emergencies, HR will contact the employee’s immediate supervisor as quickly as possible.

HEALTH, SAFETY AND ENVIRONMENTAL (HSE) POLICY and WORK RULES

The Company embraces safety as a top priority, is devoted to environmental protection and is committed to creating the type of environment in which we all want to work. To promote these beliefs, the Company has made the commitment to implement “ISO 14001” safety and environmental management systems at each of its production sites as well as define and establish certain basic rules of conduct. These standards of conduct, or work rules, are necessary so that you will have a clear understanding of what is expected of you and the consequences you will face if you are in violation.

To that end, the Company requires that employees, contractors and visitors strictly comply with all applicable Safety and Work policies and procedures, at all times. It is further required that Company employees at all levels in the organization exercise personal responsibility to continuously promote safe work activities and a productive work environment.

Violations of the Company’s safety and work rules shall result in disciplinary action that is appropriate to the offense, up to and including termination.

The Company supports a “zero tolerance” approach for what is defined as the most serious rules. Violation of these rules will be subject you to automatic termination for the first offense:

Most Serious Safety Rules

1. Bypassing or disabling any safety device for any reason.
2. Giving false fire alarms (or similar hazard threats), or causing false fire alarms to be given, or tampering with plant protection equipment.
3. Failure to use proper Lockout/Tagout procedures.
4. Failure to follow procedures and policies relating to the safe operation of powered industrial trucks.
5. Failure to follow the One Man, One Machine rules, at no time should two people operate one machine.
6. Violating the Drug & Alcohol Policy.
7. Fighting, horseplay, or other actions that compromise safety, health, or the wellbeing of another person or Company property.
8. Using, possessing, or displaying a dangerous weapon on Company property or the use of any object with intent to endanger the safety and welfare of another person(s). [Review applicable state law regarding firearms]

Most Serious Work Rules

9. Revealing confidential product or process information to unauthorized personnel.
10. Falsification of personnel records, production records, or other Company documents or personnel documents, including timecards and employment applications; disclosure of such records without proper authorization.

11. Job abandonment. Defined as walking off the job and leaving the Company premises without notification to your immediate line-leader and/or supervisor.
12. Intentional interference with production or withholding of services.
13. Insubordination: Insubordination to appointed lead persons or Supervisors, including refusal to carry out duties as assigned by the line person or Supervisor, also including disrespectful or abusive language or conduct towards a supervisor.
14. Misconduct resulting in an injury and / or property damage.
15. Theft, attempted theft or misappropriation of Company property or the property of other employees or persons.
16. Sabotage, vandalizing or destruction of property belonging to Company or other person(s).
17. Racial or gender slurs; discrimination or harassment, or other violation of the Company's Policies on Equal Opportunity or Harassment.
18. Threatening, intimidating, or coercing another employee or Company official by word or act.
19. Use of abusive, obscene, or immoral or indecent language or behavior.
20. Failure to notify management if property damage occurs while operating powered industrial vehicles

In addition to the most serious rules above, the Company has also defined General Safety rules and Rules of Conduct. A violation of these rules is subject to discipline up to and including termination commensurate with the seriousness of the violation, the employee's history of discipline, and other factors considered relevant by the Company. The Company's general safety and other work rules are provided below. Please note that these general rules are in addition to any HSE rules, policies and procedures that the Company may communicate to you.

General Safety Rules

1. Operating equipment on which you have not been trained and/or do not understand all safety features.
2. Failure to wear ANSI Z-87 approved safety glasses with side shields as well as approved hearing protection such as earplugs.
3. Failure to properly wear/use all Company required personal protective equipment, protective garments and/or safety equipment.
4. Tampering with, altering or removing any machine guards or other safety devices and/or knowingly operating equipment or machinery that lacks proper guarding, safety devices or not functioning properly.
5. Operating powered industrial trucks without proper training or certification (Company permit/license).
6. Lifting loads that are beyond your capabilities and/or failure to use a hand truck or obtain assistance from other employees.
7. Failure to report potential safety hazard or unsafe condition to management immediately.
8. Failure to report work-related illness or injury to your Supervisor immediately and/or failure to complete work related accident or incident report as defined in the policy
9. Reaching into points of operation hazards and/or failure to use the Company prescribed method (i.e. reaching tools) to remove parts or chips from your machine.
10. Negligence in keeping assigned work areas clean and orderly, and free from hazards of scrap. Good housekeeping will help to prevent unsafe and unsanitary conditions.
- 11, Using fire extinguisher without proper authorization and specialized training.

12. Careless use or unsafe operation of personal vehicle on Company property
13. Violating, ignoring, or disregarding Company safety rules and posted regulatory signs, including smoking in non-designated Smoking Areas.

General Work Rules

14. Inattentive or inefficient performance of job assignments.
15. Unsatisfactory or poor work performance, including but not limited to failure to meet performance standards, quality standards or safety standards.
16. Changing the speed, feed, cycle, or rate of machines without proper authority of supervision.
17. Wasting time, including stopping production prior to the end of a work period or returning to work late from break periods.
18. Sleeping on the job; intentional sleeping, such as “nesting”, will be subject to discharge for the first offense
19. Working overtime without authorization or refusing to work assigned overtime.
20. Violation of absence and tardiness rules
21. Smoking or using tobacco products on Company property in other than designated areas or any other violation of the Company’s Policy on Tobacco Free Workplace.
22. Defacing, marking, or drawing on Company property, tools, materials, products or equipment.
23. Conducting personal business on company time, making or accepting personal telephone calls (other than those of an emergency nature), texting, playing computer games, etc during working hours
24. Unauthorized use of Company equipment, tools, or materials for projects of a personal nature.
25. Entering or leaving Company property or buildings by other than designated entry or exit routes.
26. Unauthorized entry by employee or others to Company property, including entry at non-work times.
27. Violation of the Company’s Policies on Bulletin Boards and Posting, Solicitation and Distribution, Electronic Media.
28. Use of personal items, such as fans, cellular phones, radios, heaters, etc., on the production floor.
29. Repeated failure to clock-in or clock-out (two (2) or more times in a rolling month) will result in disciplinary action up to and including termination in accordance with the progressive disciplinary procedure.
30. Violation of any other Company Policy or generally accepted standards of conduct.

The Company may add to, amend, or delete work rules as the Company deems appropriate.

Disciplinary Actions

In order to protect the rights of our employees, rules and regulations need to be observed in our organization. Plant Rules and Regulations are not made as a restrictive measure, but as a means of furthering cooperation among employees and the safeguarding of the rights, health and safety of all concerned. It is for the good of everyone, therefore, that we emphasize the necessity of observing these regulations at all times.

When an employee has violated Company policy or broken established safety or work rules or regulations Faurecia uses a progressive discipline approach. The four steps of discipline that are normally used are outlined below.

- a) Verbal Counseling - as a reminder of the work rules and to ensure the work rule is understood and/or for minor infractions and 1st offense a verbal counseling given to the employee. This warning is documented and placed in the employee's file.
- b) Written Warning - A written warning will be issued when an employee commits a second offense to the General Work Rules. The warning is inclusive of any violations of the general work rules.
- c) Suspension - If the first offense warrants suspension or if the employee's continued behavior is a problem after the written warning, the employee will receive a suspension. The suspensions will be served as soon as possible but with consideration of operational requirements. The length of the suspension will be determined by Human Resources. Weekend schedules can not be used toward suspension time. The third offense in a twelve-month period will result in suspension
- d) Termination - If an offense is severe, or if the same or similar disciplinary problems occur, employment may be terminated. The fourth offense in a rolling twelve-month period will result in termination.

The above steps outlined for disciplinary action are recommended as a reasonable, consistent procedure. The seriousness of the violation in each case will be the compelling factor.

DRESS STANDARDS:

Dress, grooming, and personal cleanliness standards contribute to the morale and safety of all employees and affect the business image the Company presents to customers and visitors. You are, therefore, expected to present yourself during working hours in attire that is appropriate to your position and the nature of the work performed. Do not wear clothing that may create a hostile work environment for other employees or visitors

Apparel not permitted includes halters, shorts, tennis shoes, and loose, torn, or frayed clothing. All shirts/tops shall have sleeves, and are required to cover the shoulder area and abdomen. Jewelry in production areas is limited to one ring, a watch, and stud type earrings.

All loose hair must be restrained by a hairnet or tied back in a fashion that prevents the hair from breaking the plane of the face at the jaw. Any long hair that hangs below the collar of a standard t-shirt must also be secured in a fashion such that the hair will not fall forward. Beards must be groomed in such a way as to prevent injury.

Employees having personal contact with our customers, vendors, and the public are expected to be particularly conscious of maintaining professional dress, grooming, and hygiene standards one would expect of a world class Company employee.

Employees working in a manufacturing area are required to wear ANSI-approved safety glasses with side shields, safety shoes, and appropriate hearing protection as determined by the Personal Protective Equipment Policy. Employees may not wear contact lenses in or near a weld booth. It is strongly recommended employees working in a welding area wear 100% cotton clothing only.

HOUSEKEEPING:

You are expected to keep your area neat and orderly. A clean work area reduces accidents and adds to your efficiency. Good housekeeping is considered a part of your job. Adequate paid time to properly clean your work area is afforded to you during your shift.

BREAKROOMS/REST ROOM FACILITIES:

Lunchroom and washroom facilities are provided at each plant. While there are custodial employees who regularly clean these areas, the cooperation of each employee is required to properly maintain these facilities for the next person using them.

We have two (2) cafeteria/lunch rooms equipped with several vending machines; ample seating, microwave, and a refrigerator for employees who want to bring their lunch from home are provided by the Company.

If for any reason these machines are not functioning properly, please report the condition to the Human Resources Department.

TOBACCO FREE WORKPLACE POLICY:

The following is to be observed by all employees concerning the use of tobacco or tobacco products on the premises:

- All properties and buildings occupied by Company employees, except for those areas specifically designated for tobacco use shall be tobacco free.
- All vehicles owned or leased by the Company shall be tobacco free.

Failure to comply with these standards may result in disciplinary action up to and including termination of employment.

HAZARD COMMUNICATIONS:

The Company's Hazard Communication Program is designed to inform all employees about workplace safety and health hazards, especially chemical hazards. This is achieved through container labeling and other forms of warning, maintenance of Material Safety Data Sheets (MSDS's) and employee education and training.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

The Company is committed to your on-the-job safety. Due to our production operation, certain protective equipment is required to safeguard all employees from personal injury.

A facility hazard assessment has been conducted at each plant. These assessments evaluate each process and procedure to determine the need for PPE and the most appropriate type of PPE required. PPE training is conducted during new employee orientation, departmental transfers, and annually.

All personnel are reminded that the use of PPE does not remove a hazard from the workplace; it only provides a barrier between the hazard and the employee. Removal of PPE may expose you to the existing hazard.

Protective Sleeves/Gloves: The Company will provide, at no cost to you, the appropriate protective sleeves and gloves for the task that you will perform. Only Company provided sleeves/gloves can be worn.

Safety Glasses – non-prescription: The Company will provide, at no cost to you, non-prescription safety glasses. Only Company provided non-prescription safety glasses can be worn.

Safety Glasses - prescription: Employees who require prescription glasses are required to contact the HSE office. It will be necessary to bring a copy of your prescription in order to schedule an appointment with our safety glass provider. Employees are eligible for a new pair of safety glasses every two years.

Steel Toed Shoes: All employees working in production areas are required to wear ANSI 75 approved steel-toed shoes appropriate for work. No gym shoes/tennis shoes are permitted.

Hearing Protection: Adequate hearing protection must be worn in all designated areas and will be provided by the Company. The Company maintains a corporate-wide hearing conservation program. Each year, all employees receive a hearing test to determine their current hearing ability and to determine whether there has been a change from the previous year.

REGULATED MATERIALS:

The Company strictly enforces all rules, standards, and procedures relative to the proper disposal and monitoring of all regulated materials.

All suspected regulated materials must be given to your Supervisor/Line Leader for proper disposal. If at any time you are unsure about a product, ask. Never dispose of anything unless you are sure.

ACCIDENT REPORTING:

All work related near-miss incidents, accidents, and injuries must be reported to your Supervisor/Management immediately. The parties involved, including injured employees, witnesses and supervisors, will be required to contribute in a timely manner to the completion of the Company's designated "Statement of Injury" or "Near Miss / Incident" report forms. Health, Safety and Environmental department or a member of management will authorize medical treatment and make arrangements for your transportation to the appropriate medical facility. All work-related injuries require a mandatory drug/alcohol screen. Refusal to take a drug/alcohol screen will result in your termination.

All incidents, accidents and injuries must be reported to your Supervisor/Management no later than the end of the shift on which the accident occurred. All Company employees are expected to promptly cooperate in the investigation of accidents, incidents, and injuries. Failure to report an injury promptly may result in the delay or denial of your workers compensation claim.

All information pertaining to the care of an injury must be reported to the Health, Safety and Environmental department. You are required to inform your supervisor and HSE in advance of any follow-up appointments related to an industrial injury or illness. Furthermore, you are obligated to attend all scheduled follow-up visits that are scheduled with the treating physician(s).

Failure to comply with the Company's Accident Reporting requirements may result in delay or denial of your workers compensation claim.

UNAUTHORIZED ELECTRONIC RECORDING:

An incidental, but necessary portion of all employees' job duties with Faurecia requires that employees attend Departmental meetings or inter-Departmental meetings. During those meetings, whether they are group meetings, one-on-one meetings, or meetings between Supervisors and/or employees, information is discussed regarding internal operations of Faurecia. The meetings may contain information regarding Faurecia strategies, tactics and other internal operations or personnel matters of the Company.

In light of the above, the Company hereby directs as policy that no electronic recording, whether audio or video recording, of Company Departmental meetings shall occur without the permission of the Human Resources Manager and the Department Head or Supervisor conducting the meeting. Violations of this policy will lead to discipline up to and including termination.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

Receipt & Acknowledgment

I have received a copy of **Faurecia Emissions Control Technologies'** (the "Company") Handbook. A Human Resources representative has reviewed the content with me. This is to certify that I have read this Handbook, I am familiar with and understand its content, and I understand the Attendance transition policy.

I understand and agree that the Handbook is intended to provide an overview of the Company's personnel policies and does not necessarily represent all such policies in force. The Company may, at times, add, change, or rescind any policy or practice at its sole discretion, without notice.

I understand that the Handbook does not limit my right or the Company's right to terminate my employment. I further agree that the Company's policies and practices do not create an express or implied contract or covenant of any type between the Company and the Employee Handbook will not supersede, amend or alter the collective bargaining agreement. Likewise, I may resign at any time. This Handbook supersedes all previously issued Handbooks or policies.

Name (Please Print)

Signature

Date