

SMOKING

IMPCO is a smoke-free building. Smoking is not allowed inside any area of the facility, main entrances, nor is it allowed while operating an IMPCO fork truck or any other IMPCO owned vehicle. This includes E-cigarettes. Designated areas outside will be allowed for smoking, cigarette receptacles have been provided and must be used for disposal. Smoking is only allowed before your work shift begins, during break periods, lunch, and after your work shift ends. Violations will be subject to the discipline procedure.

DRESS CODE

It is the policy of the Company that each employee's dress, grooming and personal hygiene should be appropriate in nature. Employees are expected at all times to present a professional image to customers, vendors, and fellow employees. IMPCO's Business Casual Dress Code is clean, neat, and professional in appearance. It is best characterized by clothing that reflects good judgement and forethought about the activities and purpose of the day. Guidelines:

- Employees are expected to wear branded IMPCO provided shirt's (button down or polo) Monday through Friday.
- Dress slacks (ie: Dockers, Corduroy, etc.) are to be worn Monday through Thursday.
- Dress footwear should coordinate.
- Jeans/colored jeans will be allowed on Friday's, the day proceeding a Holiday, if one is working on a special project, or on the shop floor.
- Business Casual Dress does not include shorts, T-shirts, sweatshirts, "tennis" shoes or other athletic footwear, and torn jeans.
- When visiting a customer, an employee should follow the customer's dress code.

The above guidelines are not all inclusive and may be open to interpretation. Again, employees are expected at all times, to present a professional image to customers, vendors and fellow employees.

VACATION

Full time employees will be credited with the below Vacation hours. Employees are encouraged to use their paid Vacation as unused Vacation will not be paid off at the end of the year or be carried over from year to year. In the event an employee is laid off, resigns, retires, or becomes deceased, the current year's unused Vacation will be paid off. Accrued Vacation for the following year will not be paid off.

<u>Years of Service as of January 1st:</u>	<u>Time Off:</u>
30 days but less than 1 year:	48 Hours
1 year but less than 5 years:	88 Hours
5 years but less than 14 years:	128 Hours
14 years but less than 19 years:	168 Hours
19 years or more:	224 Hours

Vacation time off must be requested in writing at least seven (7) days in advance of the first day of the vacation requested. However, dependent on department workload, Supervisors can waive the seven (7) days advance notice requirement. Vacation Time can be taken in four (4) or eight (8) hour increments.

PERSONAL/SICK

In compliance with the State of Michigan's Earned Sick Time Act (ESTA) ALL employees will be credited with eighty (80) hours of Personal/Sick hours every January 1st. Personal/Sick hours will not be paid off in any event (end of the year, layoff, resignation, retirement, or death). Unused Personal/Sick hours will carry-over each calendar year with no limit, however, a limit of 80 hours Personal/Sick can be taken in a calendar year.

It is preferred that Personal/Sick hours be requested in writing by 3:00 p.m. on the day before the day to be taken, or no later than 7:30 a.m. on the day to be taken. Notification on the day to be taken, should be given to HR (Direct line: 517-267-1112 or ext. 112) within ½ hour of the employee's starting time. Personal/Sick hours be taken in .10 increments.

Refer to the Personal/Sick Policy and LEO required poster for further detail.