

# All Employee Handbook

## Employment Understanding and Acknowledgment

This Employee Manual is an important document intended to help you become acquainted with Blackhawk Engineering, LLC. This Manual will serve as a guide; individual circumstances may call for individual attention at the discretion of Blackhawk Engineering, LLC.

In consideration of my employment, I agree to conform to the rules and regulations of Blackhawk Engineering, LLC., and I acknowledge and agree that my employment and compensation can be terminated at any time for any or no reason, and with or without cause, and with or without notice, at the option of either Blackhawk Engineering, LLC. or me. Any oral or written statements to the contrary are hereby expressly disavowed and cannot be relied upon. I understand that no representative or manager of the company, other than the President, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will nature of my employment and that any such agreement, representation, understanding, commitment or policy must be in writing signed by the President to be binding and enforceable.

I have received and read this Employment Understanding and Acknowledgment. I understand the contents of this document, and that I agree to abide and be bound by the policies and covenants stated herein.

I hereby acknowledge that I have received a copy of the Employee's Handbook of Company Rules and Regulations.

Please Print Name, Sign and Date Below:

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

All Employee Handbook Revised 01/9/2025

\_\_\_\_\_  
Date



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## **WELCOME STATEMENT**

Welcome to Blackhawk Engineering, LLC. We're pleased that you've chosen employment with the Blackhawk Engineering team and hope you will enjoy your work with us. To get you off to a good start, you need to know how Blackhawk Engineering operates and how you fit in.

This handbook was prepared to provide you with a summary of the company's compensation program, benefits, and personnel practices at this location. Your benefits are an important part of your total compensation. They include compensation while you are enjoying vacations and holidays, or while you are off the job due to illness or injury. They also include insurance and other programs to provide financial security for your family. They add up to a significant percentage of your base pay and are provided at little or no cost to you.

Since business conditions and circumstances change from time to time, the company must periodically review and update its benefit programs. Accordingly, the company reserves the right to change or terminate benefits and personnel policies at any time.

This Handbook is intended only as a summarization of available benefits. You are referred to the insurance certificates and other plan documents for the complete details. Also, the benefits in this handbook apply only to the unit or location to which you are assigned, as each company has its own benefit program suited to its particular needs and circumstances. Further, nothing in this Handbook is intended to create a contract of employment. Any employee may voluntarily leave employment and may be terminated by the employer at any time and for any or no reason and with or without cause.

Since many of the benefits outlined in your Handbook are also important to your family, we encourage you to review it carefully with them.

If you have any questions, contact your supervisor or the Human Resource department.

Blackhawk Engineering, LLC.

## **WHO ARE WE?**

Blackhawk Engineering, LLC is a supplier of machined components for industrial products.

Blackhawk Engineering was originally formed in 1971 to provide high-quality tools and die services. These services were expanded to include contract production work, which has grown to be a major part of Blackhawk's business activity.

### **Production Group**

As one of the Midwest's best medium sized high-quality contract production machining facilities, Blackhawk Engineering continues to provide major manufacturers with a wide array of complete manufacturing services. The core of Blackhawk's manufacturing capabilities include:

- CNC Turning Centers
- CNC Machining Centers with pallet changes
- Coordinate Measuring Machines
- CAD Capability



## **GETTING HIRED AND MY FIRST 90 DAYS ON THE JOB**

The hiring and orientation process is standardized at our company. All applicants receive a drug test and post-employment physical. In addition, all candidates go through a face-to-face interview.

Blackhawk Engineering has the right to terminate employment during the introductory period or to extend the period for longer than 90 days. Completion of the introductory period does not entitle an employee to employment for any particular length of time and does not alter the at-will nature of your employment with the company.

Information regarding the Blackhawk Engineering Benefits Plan may be found in About My Compensation and Benefits section of this manual for medical, dental, vision, life, accidental death and dismemberment benefits.

All new shop employees generally receive training starting in their introductory period. This “Break-in Outline Training” generally covers such as job tasks, policies, procedures, basic housekeeping and safety. This break-in training must be completed and understood within six months.

All hourly employees will receive reviews after their first 80 days, after their first 6 months, and annually. All reviews are based on employees’ hire date.

Salary employee appraisals are generally held yearly but may be conducted more frequently or less frequently depending upon the business needs of the company.

## **CONFIDENTIALITY**

All employees are required to sign a confidentiality agreement. This agreement prohibits the disclosure of company information to a third party during or after employment.

## **PAYROLL**

Hourly employees are paid weekly on Thursday (unless a holiday on Monday, pay day could be moved to Friday) through direct deposit. More than one account can be specified for your direct deposit(s).

## **PAYROLL DEDUCTIONS**

The law requires employees to provide written authorization for any deductions from a paycheck. Upon hire, you are asked to complete federal and state payroll withholding forms so we can take out the required taxes. In addition, you can authorize us to remove voluntary withholding, such as contributions to your retirement savings.

## **ETHICS AND BUSINESS PHILOSOPHY**

Blackhawk Engineering maintains ethics and business philosophies, which are detailed in APPENDIX I. These revolve around the concept of *integrity*, meaning to follow company standards of conduct. Please review these statements in APPENDIX I.

## **EQUAL EMPLOYMENT OPPORTUNITY**

We are committed to providing equal opportunities for employment to all applicants and employees. Our goal is to make employment decisions using standards related to the tasks of a job to be performed and the person's skills and abilities to perform those tasks.

The company will not discriminate against any person on the basis of gender, race, religion, national origin, age, height, weight, marital status, veteran status, pregnancy, handicap or disability unrelated to an employee's ability to perform his or her job. Further, the company will continue to take affirmative action in employment decisions. More information on Equal Employment Opportunity may be found in APPENDIX XIII.

## **HARASSMENT AND DISCRIMINATION**

We support the right of employees and guests to conduct their business with our company in an environment free of hostility and/or harassment. Harassment of any kind by any person(s) will not be tolerated. Any employee or guest who feels that he or she has been the subject of harassment should report the alleged act immediately to management. The company has specific guidelines for responding to a harassment complaint. See the "Harassment Policy" located in the Human Resource office for more specific information and definitions.

## **MISSION AND QUALITY STATEMENT**

- Customer Satisfaction through Lean Manufacturing Measured by Q.O.S.

## **REASONABLE ACCOMMODATION POLICY**

Management is committed to providing equal opportunities in employment to all Blackhawk Engineering employees having disabilities. It is your responsibility to notify management if you require reasonable accommodation to perform the essential tasks of your position. This notification must be in writing. To protect your rights under the law, the employees are required to declare in writing their need for reasonable accommodation within 180 days of hire.

## **WE TRUST EACH OTHER**

The above statement sums up our approach to employees and their approach to the Company.

You, undoubtedly, know that not every person who applies for work at Blackhawk Engineering gets a job. We try to be very selective and believe that you were selective in choosing to work for us.

Both employees and employer have mutual interests and expectations that can only be fulfilled through trust. At Blackhawk Engineering, we expect employees:

- To produce quality products in the quantities required
- To be safe and careful
- To be neat, clean, and orderly
- To be efficient
- To be prompt and regular in attendance
- To follow the supervisor's and leader's instructions
- To follow company policies and procedures
- To provide a fair day's work for a fair day's pay
- To be involved through teamwork

At Blackhawk Engineering, the employee can expect:

- To be treated with respect
- To receive proper training on the job
- To receive recognition for good work and to be promptly corrected for unsatisfactory work
- To have open and honest communications throughout the organization
- To have a safe and healthful place to work
- To be compensated fairly and competitively

## **PART TIME EMPLOYEE**

Part time employees are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

Part-time employees are to follow all company rules including safety, attendance and plant guidelines.

## COMPENSATION BENEFITS

Below is a summary of the benefits available to qualifying regular, full-time hourly employees. Your introductory period--exclusive of any personal, medical, or leaves of absence--is a benefit eligibility period. Upon successful completion of this period, you will become eligible for most benefits. These benefits are part of your compensation package.

### **3<sup>RD</sup> SHIFT PREMIUM**

Employees scheduled to 3<sup>rd</sup> shift will receive a \$2.00 an hour shift premium.

### **OVERTIME**

In order for us to meet our customers' schedules mandatory overtime may be necessary.

1. Blackhawk Engineering will not schedule an employee more than two (2) weekends in a row on a mandatory basis. If additional overtime is needed it will be on a voluntary basis and will not be counted as a mandatory weekend.
2. ALL PRODUCTION SHOP EMPLOYEES-The number of shifts will be scheduled with hours ranging from 8 to 12 depending on the workload and need.

### **OTHER**

1. Volunteers can work as much overtime as is available and for which they are qualified.
2. The overtime will be assigned by cell. Overtime postings will go up on Wednesdays.
4. Individuals that are required to work overtime can get qualified substitutes if it is pre-approved by the supervisor.
5. The absenteeism, vacation, and holiday policy will apply to all overtime.

### **OVERTIME PAY**

Employees eligible for overtime will be paid as described below:

- "TIME-AND-A-HALF" is paid for time worked and/or paid after 40 hours a week for all *hourly* employees.
- "DOUBLE TIME" is paid on Sundays for *hourly* employees working a three-shift operation who were requested to work. This does not include employees in which Sunday is part of their normally scheduled week.

### **CALL-IN PAY**

If a situation arises where a *maintenance, set-up or inspection* person must be called in from home during his/her off hours he/she will be eligible for two (2) hours of call-in pay. This call-in pay will be at his/her normal hourly straight-time rate and will be over and above the pay that he/she will receive for the hours worked due to the call-in. For the hours worked, he/she will be paid a rate consistent with our current overtime policy.

### **WEEKLY ATTENDANCE BONUS**

All regular, full-time hourly employees are eligible for the additional \$20 to be added weekly to their paychecks. BHE work week is Sunday through Saturday.

Attendance Qualifications:

- ✓ Must be present and on time all scheduled workdays.

- ✓ Must work 3 or more days per week if using a vacation or floating holiday during the week.
- ✓ Vacation day(s) must be scheduled at least 1 week in advance.
- ✓ Floater day(s) must be scheduled at least 48 hours in advance.
- ✓ Employees cannot have an unexcused absence, tardy, unpaid sick, deviated, doctor excuse or any other unplanned absence to be eligible for the weekly attendance bonus.

## **MONTHLY QUALITY BONUS**

ALL regular, full-time, part-time, and temporary Production employees are eligible for the monthly quality bonus. BHE's work week is Sunday through Saturday.

### **Quality Qualifications:**

- ✓ BHE employee - bonus will be paid on 2<sup>nd</sup> Thursday of the month in employee paycheck.
- ✓ Temporary/Contract employee – bonus will be paid on the 2<sup>nd</sup> Thursday of the month with a gift card.
- ✓ Part-Time employee will receive half the amount a full-time employee is receiving for a bonus.
- ✓ New hire employees are eligible for quality bonus after working one complete work week.
- ✓ An employee must physically work 1 or more days per week to be included in the bonus that week.
  - Holiday does not count as working.
- ✓ If an employee is gone the entire work week, employee will not receive a bonus for that week.
  - Example bonus would be ¼ less of original bonus.
- ✓ Any nonconforming parts sent to our customers will void the quality bonus for that month.
- ✓ Quality reward can change month to month depending on sales for the month.
- ✓ If an employee leaves BHE employment before a quality bonus is paid, employee receives zero dollars for that month.

Let's work as a team, helping each other to get quality parts to our customers!

## **TRAINING CLASSES AND TRAVELING**

Any hourly employee is guaranteed the hours he/she would have earned had they worked, including scheduled department overtime. For instance, if an employee normally works an 8-hour day, and the training class he/she attends is for 6 hours, the employee will still earn 8 hours pay. If the training class goes over the employee's normally scheduled hours, those extra hours will be paid. Prior approval for the extra hours must be obtained from his/her supervisor.

If the employee was not scheduled to work, he/she would earn the training class time and/or traveling time required. This means that the Company will pay for any time accumulated traveling from destination to destination. Destination for car or air travel is defined as beginning from home/company to hotel/training class.

## VACATION

The vacation period is from anniversary date to anniversary date for all full-time employees. The vacation year is defined based on your individual length of service. Vacation time will be paid as employee takes it. Vacation requests must be submitted to your supervisor at least one week in advance.

- Vacation can be taken in 2 hour increments.
- Vacation is awarded on a “first come/ first serve” basis.
- The company reserves the right to limit the number of employees who may go on vacation at any time.
- Vacation Requests are to be made on the Employee Self Service system in the break room.
- Vacation hours will not be carried over from one anniversary to the next, but any unused vacation hours will be paid out the week after your anniversary date through payroll.
- All employees who retire or enter military service shall be paid the amount of vacation pay earned at the time of leaving the company.
- In case of death, any unpaid vacation pay will be paid to the spouse or estate of the deceased.

A breakdown is given on how vacation time is awarded for employees:

\*Effective 7/8/2024      \*\* Updated on 1/9/2025

<u>Years of Service</u>	<u>Weeks of Vacation</u>	<u>Hours of Vacation</u>
(0) To 1 year	none	0 hours
(1) Year	1 Week	40 hours
(2) Years thru (7) Years	2 Weeks	80 hours
(8) Years thru (14) Years	3 Weeks	120 hours
(15) Years or more	4 Weeks	160 hours

## FLOATING HOLIDAY

All full-time hourly employees will earn one floating holiday per (4) month continuous service and for every hour over 40 hours each week an employee will earn .0115 hours of floater time. Floating holiday hours can be used at each employee’s discretion, with two-day prior supervision notice, unless in an emergency. Employees can take the floating holiday in increments of 2 hours. **No floating holiday time is earned while the employee is off on FMLA, Short Term Disability, or layoff.**

## BIRTHDAY FLOATER

All regular, full-time employees are eligible for a paid 8-hour (5-day work schedule) birthday floater. Your birthday floater will be earned on your birthday and must be taken within 30 days of earning or employee will lose the paid floater day on the 31<sup>st</sup> day. Birthday floaters must be scheduled in advance and must be taken in 8-hour increments (5-day work schedule).

Employee must have his/her first 90 days of employment completed before receiving the birthday floater benefit.

## **HOLIDAY**

All regular, full-time employees are eligible for paid holidays. Holiday pay (8 hours per holiday for a 5-day work schedule) is equal to your “straight time hourly wage” at the time of the holiday. If you work on a holiday, then you will earn “double time” plus your holiday pay.

For an employee to be eligible for holiday pay: he/she must:

- A. Be a full-time employee.
- B. Worked the full workday before and after the holiday.

Exceptions:

- 1. On prearranged vacation -1 Week Required
  - 2. On prearranged floating holiday - 48 Hours Required
  - 3. On bereavement leave
  - 4. On Jury/Court Duty - when you are not the one on trial
  - 5. If have a doctor’s excuse the day before or day after the holiday-employee receives only half of the holiday pay.
  - 6. If intermittent FMLA is used the day before or day after the holiday, the employee receives only half of the holiday pay.
  - 7. Two-day holidays will be treated as separate days to determine eligible status. IE: Miss day before two-day holiday = lose first day of holiday pay
- C. Employees will not be paid for holidays while on military, short-term disability or continuous FMLA leave.

***INTRODUCTORY EMPLOYEES*** -- Any holidays that fall in your first 90 days of employment will not be paid. They will simply be days off without pay.

Fixed holidays are:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

All holidays falling on Sunday will be observed on Monday and holidays falling on Saturday will be observed on Friday for a 5-day work week schedule.

## **BEREAVEMENT PAY**

Knowing that the death of a family member can be a very difficult and emotional time, Blackhawk Engineering supports the need for time away from work. A bereavement pay benefit, outlined below, will be paid upon company receipt of proper documentation of death to employees requesting bereavement leave due to the death of a family member. Documentation may include a newspaper bulletin or funeral bulletin. Only regular, full-time employees are eligible. The daily benefit is calculated as follows:

- **BEREAVEMENT PAY** = Base rate (x) normal hourly workday

The number preceding the relative will be the number of paid days allowed for bereavement.

	<b>Bereavement 1 Day Not Paid</b>
(5) Spouse	Great-Grandparent
(5) Children/Stepchildren	Grandparent-in-law
(3) Parent/Stepparent	Brother-in-law
(3) Grandchildren	Sister-in-law
(3) Son-in-law/Daughter-in-law	Aunt
(3) Brothers/Sisters	Uncle
(3) Current Mother-in-law/Father-in-law	Niece
(1) Grandparent	Nephew
	First cousin

Blackhawk Engineering understands that in some instances more time off may be necessary; these additional days would be arranged with your supervisor. These days are simply non-pay time.

## **MEDICAL INSURANCE**

Blackhawk Engineering provides hospital and medical insurance for the employees and their families. Coverage begins on 91<sup>st</sup> day of employment. Employees are required to pay a co-pay part of the premium cost. The rest of the premium is a benefit provided by Blackhawk Engineering, LLC.

## **LIFE INSURANCE**

Coverage begins on the first day of the month following six full months of service, the company will pay for a group term life insurance policy of 1X your annualized wage up to \$25,000 plus Group AD&D of 1X your annualized wage up to \$25,000 for all full-time *hourly* wage employees.

You may choose to increase your Life Insurance and/or your Accidental Death and Dismemberment coverage by purchasing additional optional coverage through the Flex Plan. If an employee chooses the 2X or 3X base wages option, the employee must complete a Declaration of Eligibility form to be approved.



## **DENTAL & VISION INSURANCE**

Blackhawk Engineering provides dental & vision insurance for employees and their family. Coverage begins on the first day of the month following six months of employment. Employees are required to pay the entire premium cost.

## **DISABILITY INCOME PROTECTION**

### **Short Term Disability**

Coverage is available on the first day of the month following one year of service. *Short-term* disability benefits are available to regular, full-time hourly employees as long as you meet the definition of "disabled" and provide the proper certification. A "disabled individual" is defined as a person who has a physical, psychological, or mental impairment that substantially limits a major life activity, has a record of such an impairment, or is regarded or treated by other people as having such an impairment. Short-term disability benefits can continue for a period up to 13 weeks.

### **Qualifying Disability**

- Caused by illness
- Caused by accident

### **Starting Date**

Benefits begin on the 8th day of absence, or the first day of hospitalization for an illness.

Benefits begin on the 1st day of absence, or the first day of an accident.

## **PENSION PLAN**

Blackhawk Engineering offers you Pension Benefits through participation in a Savings Plan, a 401 (k) Plan. Once eligible, you are permitted to invest up to 75% of your earnings in tax-deferred investment options. Employees must be age 18 to be eligible. Complete details of this plan will be provided to you upon meeting the eligibility requirements after one year of service, first of the following month.

## **SHIFT CHANGE**

To ensure effective communication between operators the outgoing shift employee is responsible for communicating with their incoming counterpart the status of the work in process to ensure a seamless and proper hand-off from shift to shift.

If there isn't an incoming shift employee available, the outgoing shift employee must ensure any issues or concerns related to the work in process are communicated by other means.

Negligent action(s) on the part of either shift employee may result in immediate termination.

This policy applies to all employees.

## **BENEFIT CONTINUATION**

Company-paid benefits will continue in accordance with the following table in the event your active employment ceases:

<b><u>Type of Event</u></b>	<b><u>Medical Benefits</u></b>	<b><u>Life and AD&amp;D Insurance</u></b>								
Occupational Disability	Coverage continues until end of disability payments, or 12 months, whichever comes first.	Same as medical. & dental benefits.								
Non-Occupational Disability	Benefits will continue for (3) months. To continue coverage after three month period, employee must pay.	Benefits will continue for three months and cease the last day of the third month.								
Layoff	Medical coverage during layoffs is also based on service.  <table border="0"> <thead> <tr> <th><b><u>Service</u></b></th> <th><b><u>Month of Layoff+</u></b></th> </tr> </thead> <tbody> <tr> <td>6 months or less</td> <td>= 1 month</td> </tr> <tr> <td>6 months to 5 years</td> <td>= 3 months</td> </tr> <tr> <td>5+ years</td> <td>= 6 months</td> </tr> </tbody> </table>	<b><u>Service</u></b>	<b><u>Month of Layoff+</u></b>	6 months or less	= 1 month	6 months to 5 years	= 3 months	5+ years	= 6 months	Life and AD&D Insurance ceases on date your active service ceases.
<b><u>Service</u></b>	<b><u>Month of Layoff+</u></b>									
6 months or less	= 1 month									
6 months to 5 years	= 3 months									
5+ years	= 6 months									
Voluntary Termination	Medical ceases at the date of your termination.	Life and AD&D ceases at date of termination.								
Leave of Absence	At end of month in which leave begins. (FMLA leave provides benefits for up to 12 weeks. See APPENDIX III.)	At end of month in which leave begins.								

\*Medical, Dental, Vision, Life and AD&D coverage will be reinstated on the first of the month following return to work.

## **OTHER BENEFITS**

### **PRESCRIPTION SAFETY GLASSES BENEFIT**

All eligible employees will be provided a stipend up to \$125.00 to obtain OSHA-approved safety glasses equipped with side shields.

The Policy consists of the following:

1. Eye Doctor exam for prescription is at your cost.
2. Frames must have side shields and be OSHA approved meeting ANSIZ87 standards.
3. You may go to any provider for safety glasses.
4. No tints unless needed for medical reasons.
5. Replacement – One pair annually up to \$125.00 once a year or at management discretion.

### **NONPRESCRIPTION SAFETY GLASSES BENEFIT**

Nonprescription safety glasses will be dispensed from BHE Tool Crib, who will provide you OSHA-approved glasses at no charge.

1. Each employee may be issued up to twelve pairs of safety glasses annually (one per month) at no cost, more than twelve pairs per year will be at the employee's cost.

## **UNIFORM PARTICIPATION**

Employees are eligible for uniforms after completing 90 days of employment. The cost of the uniforms is a weekly flat rate based on uniform selected. The company will pay one-half of the weekly cost. The employee's share will be deducted per pay period from their check through payroll deduction. Employees will be issued eleven or thirteen shirts and eleven or thirteen pants as their uniform inventory. If changes to the uniform or size are requested, the employee will pay for the extra setup charges and any damaged uniforms.

If employment is discontinued, or if an employee discontinues the use of uniform services, the employee is responsible to turn in all uniforms. Any shortages of uniforms will be the financial responsibility of the employee and will be paid through payroll deduction.

To obtain uniforms, see your immediate Supervisor or Human Resources to complete the uniform request sheet.

## **FAMILY MEDICAL LEAVE**

The FMLA (or Family Medical Leave Act) is a federal law, which allows employees to take up to 12 work weeks off, unpaid, in certain circumstances. While you take your unpaid FMLA leave for personal medical reasons, Blackhawk Engineering LLC. requires your short-term disability benefits to run concurrently with FMLA. See APPENDIX III for complete details.

## **COBRA BENEFITS (CONTINUATION OF BENEFITS)**

The COBRA law was created by the Federal government to allow you and your eligible family members to continue your company-provided medical insurance if you quit, or under other certain circumstances. The complete COBRA policy appears in APPENDIX II. Below are some highlights.

### **Which Family Members are Protected**

- Spouse of employee
- Dependent children of employee

### **Who Decides the Benefits to Continue**

The spouse or child of employee is legally entitled to *separate* COBRA decisions.

### **Events Which Allow COBRA to be an Option**

- Death of employee.
- Termination or reduction in hours of employee for reasons other than gross misconduct.
- Divorce or legal separation from employee (or parent's divorce/separation.)
- Employee becomes entitled to Medicare.

- Employee retires and certain bankruptcy proceedings begin.

### **What to Do If an Event Above Occurs**

- Notify the company in writing within 60 days.
- Read the COBRA statement in APPENDIX II and follow all steps.
- Call the Human Resources department if you have any questions.

### **WORK SHIFTS**

Blackhawk Engineering LLC. operates in a continuous-improvement environment. Therefore, your work hours vary depending on the product line to which you are assigned. It is your responsibility to know and understand the hours of your job assignment.

5 consecutive (8 hour) days, work week is Sunday – Saturday.

3<sup>rd</sup> shift 11:00 p.m. - 7:00 a.m. (starting Sunday night)

1<sup>st</sup> shift 7:00 a.m. - 3:00 p.m.

2<sup>nd</sup> shift 3:00 p.m. - 11:00 p.m.

4 consecutive (10 hour) days, Sunday-Saturday (work week starts with 1<sup>st</sup> shift on Monday)

1<sup>st</sup> shift 5:00am - 3:00pm - Inspection, Maintenance, Material Handlers, Production

2<sup>nd</sup> shift 2:45pm - 12:45am – Janitor, Maintenance

3<sup>rd</sup> shift 7:15pm - 5:15am - Inspection, Maintenance, Material Handlers, Production

Employees are to punch in no earlier than 10 minutes before their shift start time and punch out no later than 7 minutes after the end of their shift.

Employees must be at their workstation at the beginning of their shift and work to the end of their shift.

### **LUNCH TIME (Production Employee)**

A 20-minute paid lunch will be awarded to the hourly workforce. Production hourly employees are not allowed to leave the plant during the lunch period.

## 4 DAY PRODUCTION WORK WEEK

- Work Shift:** 4 consecutive (10 hour) days  
Monday – Thursday (work week starts with 1<sup>st</sup> shift)
- Work Times:** **Hourly** - 1<sup>st</sup> shift 5:00am - 3:00pm - Inspection, Maintenance, Material Handlers, Production  
**Hourly** - 2<sup>nd</sup> shift 2:45pm - 12:45am – Janitor, Maintenance  
**Hourly** - 3<sup>rd</sup> shift 7:15pm - 5:15am - Inspection, Maintenance, Material Handlers, Production  
**Salary-Nonexempt** - 5:00am - 3:30pm - Engineering, Maintenance, Materials  
**Salary Exempt** - 5:00am - 3:30pm, or 5:30am – 4:00pm, or 6:00am - 4:30pm, or 6:30am - 5:00pm
- Lunch:** **Hourly** - 20-minute paid lunch  
**Salary-Nonexempt** - 30-minute unpaid lunch automatically deducted, no need to punch out unless leaving the property.  
*Hourly & Salary-Nonexempt – If you are leaving the property during your lunch break, be sure to punch out & back in. Current attendance punch rules will apply for lunch punches also.*

**Payday:** Thursday

**Overtime Pay:**

- “TIME-AND-A-HALF” is paid for time worked and/or paid after 40 hours a week for all hourly employees. (The pay period is defined as Sunday - Saturday.) Using Vacation, Floaters and Holidays will ensure that overtime pay from other scheduled days are not lost.
- “DOUBLE TIME” is paid on Sundays for hourly employees working a two-shift operation who were requested to work. This does not include employees in which Sunday is part of their normally scheduled week.

**Holiday Pay:** Holiday pay will be based on the employee’s hourly rate at the time of the holiday.

- 4-day employee holiday is scheduled on workday = (10) hours straight time pay.
- If an employee is asked to work on a holiday, they will be paid (2) times their normal rate times hours worked, plus their normal holiday pay.
- All holidays falling on Sunday will be observed on Monday and holidays falling on Friday or Saturday will be observed on Thursday. Two-day holiday falling on Friday and Saturday will be observed on Wednesday and Thursday.

**Vacation:** Full day of vacation is 10 hours. Employees can take vacation in increments of 2 hours. All vacation hours are paid at the employee’s current hourly rate. Vacation requests must be submitted to your supervisor as least one week in advance. Vacation hours will not be carried over from one anniversary to the next, but any unused vacation hours will be paid out the week after your anniversary date through payroll. BHE no longer has vacation lump sum distribution by percent of total wages for hourly employees.

**Floaters:** All 10-hour day employees will earn one floating holiday (10-hours) per (4) month continuous service. Employees can take floating holiday in increments of 2 hours.

**Birthday Floater:** Employee is eligible for a paid 10-hour birthday floater. Your birthday floater will be earned on your birthday and must be taken within 30 days of earning or employee will lose the paid floater day on the 31<sup>st</sup> day. Birthday floaters must be scheduled in advance and must be taken in 10-hour increments. When scheduling your birthday floater please select the birthday floater benefit code on the AOD system.

Employee must have his/her first 90 days of employment completed before receiving the birthday floater benefit.

**Unpaid Sick Day:** 3 days (30 hours) unpaid sick days will be excused per year with no carryover. Unpaid sick days can be used in 2-hour increments.

**Doctor Excused Sick Day:** 3 occurrences per rolling year. Doctor excuse can be excused up to 3 days (30 hours), employee must provide doctors note.

**Bereavement:** 10-hours per day will be given to you for your family members who are listed in the Bereavement Pay section of Employee Handbook.

## **OFFICE HOURS & GENERAL COMPANY INFORMATION**

Blackhawk Engineering LLC office is open Monday through Thursday 7:00am – 3:30pm. Our address is as follows:

**Blackhawk Engineering, LLC.**  
118 Blackhawk Lane  
Cedar Falls, IA 50613  
Phone: 319-266-2681  
Fax: 319-266-2684  
HR Fax: 319-268-6861

## **ATTENDANCE**

Each employee is expected to work his or her normal scheduled hours and workdays. All absence and known tardiness must be reported in advance. **Failure to report absences for three (3) consecutive days (commonly referred to as a “NO CALL/NO SHOW”) will be regarded as a voluntary termination of employment by both the employee and the employer.**

Your absenteeism and tardiness will be monitored and dealt with in accordance with the Company's **Attendance Policy** found in APPENDIX V of this handbook. Please become familiar with this policy.

## **EXPECTATIONS OF EMPLOYEES**

Expectations of employees are listed in detail in APPENDIX VII. It is your responsibility to read the expectations in the back of this handbook and to follow them at all times.

## **SHIFT PREFERENCE**

Shift preferences will be considered using the following guidelines:

- In the event of moving an employee to another shift, all other things being equal, job classification and length of service will be the deciding factor used in determining the order of the movement.

## **INCLEMENT WEATHER**

The facility must continue to operate during periods of bad weather. As long as the weather conditions permit, the plant will remain open. Every reasonable effort will be made to announce if the company will be closed due to weather conditions. Your shift supervisor will also contact you by telephone. Please be sure BHE has your correct phone number on file. Weather and/or road conditions may vary by geographic area. Therefore, excused absences for inclement weather, including extreme cold, will be determined by Management from the travel recommendations of the Iowa State Highway Patrol. If inclement weather conditions develop as a shift is in progress it may be necessary for Blackhawk to send employees home during the shift, and this will also be considered excused. Employees are urged to use their personal discretion and judgment in making the decision to travel to Blackhawk in inclement weather. We recommend you check with the State Highway Patrol 1-800-288-1047 to determine your road conditions. Any situation involving an employee who cannot make it in due to poor road conditions following a storm will be addressed on an individual basis.

## **SAFETY**

Job safety is a cooperative effort between the employer and employee. Our responsibility is to comply with OSHA and IOSHA safety rules. Your responsibility is to follow those rules. Our goal is zero accidents. We can only accomplish this with your help.

In compliance with our state's Occupational Safety and Health Act, you have certain safety responsibilities you must follow. You must refrain from tampering with or altering any safeguard used in the commission of your job or a coworker's job. **Violation of safety regulations will result in corrective action up to and including termination for a first offense.** See Appendix VII for complete details.

## **HOUSEKEEPING**

Housekeeping is vital to our plant and goes hand in hand with safety and quality. Poor housekeeping can lead to accidents and customer dissatisfaction. You must keep your work area neat and tidy. Prevent trip hazards caused by hoses and tools. See APPENDIX VII for complete details of our housekeeping requirements.

## **ASK QUESTIONS**

Workers are often hesitant to admit that they do not know all there is to know about the job and the operation or machine to which they are assigned. If workers do not ask questions about what is not clear to them the supervisor assumes that they fully understand instructions as given. Sooner or later, someone is injured, a machine is damaged, or material is spoiled. Every supervisor prefers that the people in his department ask questions about their jobs. It shows interest and a desire to learn and make progress.

## **CORRECTIVE ACTIONS**

Company policies and procedures are as posted. Any violation is subject to corrective action, from verbal warnings up to and including termination of employment. See Appendix IV.

## **FALSE CLAIMS**

Information provided by an employee on a claim of any kind found to be untrue is grounds for immediate termination. A claim includes all paperwork related to employment, work assignment, accident and/or injury reporting.

## **GENERAL EMERGENCY PROCEDURES**

General emergency procedures are posted in various locations throughout the shop and the lunchroom on the safety bulletin board. Always be aware of all exits from the plant and where you should assemble so you can be accounted for.

## **USE OF COMPANY PROPERTY**

For insurance purposes, use of company property for personal reasons is strictly prohibited, unless prior permission is granted. Company tools and supplies, which are taken home for personal use will be classified as theft and handled accordingly.

## **OUR POSITION ON UNIONS**

We prefer to deal with people directly rather than through a third party. No organization is free from day-to-day problems; however, we have always been able to resolve our problems among ourselves without the intervention of outsiders. By working together, we are able to keep this a viable and successful company. We encourage you to bring your problems to us and we, in turn promise to listen and give the best possible response that we can. In today's world, there are many pressures. We want to keep the company free from artificially created tension that can be brought on by intervention of outsiders, such as a union. We feel that a union would not be advantageous to any of us.

We accept the responsibility of providing the best working conditions, pay, and benefits feasible. It is not necessary for you to pay union dues to receive fair treatment. We respect the fact that each of you is an individual, and you have the right to speak for yourself. In our opinion, unionization would interfere with the individual treatment, respect and recognition the company offers.

It is our belief that a union would not work out for our employees' benefit. History shows that where there are unions, there is often trouble. It is, therefore, our intention to oppose unionism by every proper means and in particular by fair treatment of our employees here in this operation. At some time, you may be approached by union representatives who will try to sell you on unionism. We sincerely trust that if and when you may be approached by the union organizers, you will obtain all the facts on all sides, and we invite you to seek information from your supervisor or the Human Resource department if at any time questions arise on these matters.

We believe the union-free environment is in the employees' best interest, the company's best interest, and in the interest of the people we serve -- OUR CUSTOMERS. You are an important member of the company team-- a team with a long record of accomplishments. We have a successful team here because we recognize the importance of what working together can do.

## **OPEN-DOOR COMMUNICATION POLICY**

We believe in the open-door Policy. Communications are best handled on a one-to-one basis. We encourage direct communication with one another. If you have a problem, it is always best to start with your supervisor. Between the two of you, nearly all problems or misunderstandings can be quickly resolved.

If a matter is not resolved between you and your supervisor, feel free to contact the next level of supervision. If you need some direction in discussing the matter, we suggest you go to Human Resources or the Plant Manager.

Remember, it is our intent to communicate sincerely and honestly with each other at all times. Please exercise this right and obligation.



## **PERSONAL TELEPHONE CALLS**

Only telephone calls of an emergency nature will be accepted for those individuals working in production. Personal telephone calls are prohibited unless approved by your supervisor.

## **INTERNAL TRANSFERS/PROMOTIONS**

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, at its discretion, the company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Blackhawk Engineering offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above entry level, unless outside recruitment is considered to be in the company's best interest. Not all transfers or reassignments will require a posting.

## **ALCOHOL AND SUBSTANCE ABUSE**

The company reserves the right to require subsequent drug tests during employees' introductory period. If positive results are returned from the testing laboratory, employees' employment will be terminated immediately.

The company will randomly test all employees for compliance with its drug-free workplace policy. As used in this policy "random testing" means a method of selection of employees for testing, performed by an outside third party. See your HR Representative for additional information.

The company reserves the right to drug test employees in cases of probable cause. This includes employees who are involved in an equipment accident or injury and/or who report to work and are suspected of being "under the influence."

The use or distribution of alcohol, illegal substances, and prescription or non-prescription medicine for recreational use is strictly prohibited. Some legal prescription medications may interfere with an employee's ability to perform his or her job. Therefore, the company strongly recommends that employees discuss their prescription medication use with their doctor. The **Drug and Alcohol Policy** can be found in the Human Resource office for more specific information and definitions.

## **SOLICITATIONS AND DISTRIBUTION OF LITERATURE**

There shall be no solicitation or distribution of literature or conducting of personal business of any kind by any employee during the actual working time of the employee or the actual working time of the person being solicited.

Persons who are not employees may not solicit and/or distribute materials or literature on company premises at any time.

Any employee found violating any provision of the policy shall be subject to employee counseling and corrective action up to and including discharge.

Any non-employee found violating this policy will be asked to cease immediately or face possible prosecution.

## **DRESS CODE**

A dress code exists for plant safety. You will be sent home without pay for dress code violations and recorded as an unexcused absence. This dress code is not all-inclusive. Management reserves the right to adjust it, as necessary.

It only takes a second for a loose item to be pulled into a machine. Loose items that present a “grab hazard” have no place in a shop environment. Use common sense at all times and contain your loose items. See Appendix VII for further details.

## **PERSONNEL RECORDS**

Notify Human Resources immediately if you experience a change in one of the following areas. Changes can be updated by logging onto your Paychex account to be submitted to Human Resources. This is for your protection, benefit, and convenience:

### **Area Which Changed**

- Address
- Phone Number and/or Area Code
- Beneficiaries
- Marital Status
- Number of Dependents
- Person to Notify in Case of an Emergency
- Allergies
- Physical or Medical Conditions Which Could Affect Work

Please also keep us informed of any academic courses completed, new skill developed, etc. These matters may influence promotional opportunities and should be included in your record.

If you wish to review the contents of your personnel file, you may do so by contacting the Human Resource department.

## **VISITOR POLICY**

All visitors must check in at the front office before entering the company. During 2<sup>nd</sup> and 3<sup>rd</sup> shift, visitors must report to a supervisor. This policy applies to employees who are not scheduled for work, such as: (a) vacationing employees; (b) employees on sick leave; (c) and employees from other shifts. In addition, all shop visitors must wear safety glasses and abide by all safety rules. Eyeglass stations are located in the front office.

## **VISITOR SAFETY GLASSES**

Safety glasses for visitor use are located in the reception area of the front office. Employees are prohibited from using visitor safety glasses for personal or work use. Employees are issued safety glasses upon hire.

## **LAYOFF AND RECALL PROCEDURES**

In the event of a layoff, the sequence of layoffs will be determined by skill level required by machine by shift and the employee's overall plant length of service. The **Layoff Policy** can be found in APPENDIX VI of this handbook.

## **RESIGNATION**

To resign in good standing, an employee should give two (2) weeks' advance written notice to their supervisor and complete their last two weeks of employment. All company property must be returned, and all debts settled with the company on or before the last day of employment. If you have outstanding debts to the company, you will be asked to sign a payroll-withholding waiver to deduct the owed amounts from your final paycheck.

# **BUSINESS PHILOSOPHY AND CODE OF ETHICS**

## **BUSINESS PHILOSOPHY**

Blackhawk Engineering, LLC. is an organization dedicated to producing the highest quality products as a service to its customers.

This service will be performed within an overall philosophy that can be best summed up in one word--INTEGRITY. "INTEGRITY" with its customers, with its employees, with its shareholders, with its fellow businessmen and with its community.

### **INTEGRITY with its customer's means:**

1. Producing a quality product that will assure them of their required specifications and needs. This will be done at fair prices that will enable its customers to maintain their competitive position and meet the profit goals of Blackhawk Engineering, LLC.
2. Maintaining in confidence the proprietary designs, tooling, or special techniques of its customers.
3. Conducting all activities with the customers' personnel on a completely honest business basis, with no considerations or gifts given in exchange for orders received. This applies to third parties who represent the company as well.
4. Being willing to make capital expenditures as justified to enable it to meet the needs of its customers and maintain its position as leader in its fields.

### **INTEGRITY with its employee's means:**

1. We will hire, promote, compensate and provide other terms and conditions of employment to applicants and employees without regard to religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or status as a veteran of the Vietnam era, except where age, sex, handicap, height, or weight is a bona fide occupational requirement or disqualification.
2. We will pay employees fairly and, to the extent possible, will favorably compare to what is being paid by other companies in our community and our industry that have similar work and skill requirements.
3. We believe each employee should be able to discuss freely with management any matter concerning his or her own, or the company's welfare.
4. We will encourage employees to take advantage of opportunities for training, individual development and individual advancement, consistent with the requirements of the company and the principles as set forth in paragraph 1 of this section and with their own abilities.

5. Whenever possible we will fill job openings with the most qualified present employee on the basis of experience, training, skills, attendance and disciplinary record. When multiple employees are substantially qualified, length of service will be the deciding factor. The employee will be paid based on their skill level in the new position, not based on their current wage.
6. We will endeavor to provide our employees with safe equipment and safe working conditions that will enable them to produce a quality product, living up to the Blackhawk Engineering name and reputation.
7. We will attempt at all times to foster a relationship with not only the employee, but the employee's family, so that they, as well as the employee, will feel that they are a part of the Blackhawk Engineering Family.

**INTEGRITY with its shareholders means:**

1. We will strive at all times to provide sound, dedicated management that recognizes that profit is the main ingredient of continued company existence.
2. We will continually strive for a fair and just profit that will ensure our shareholders of an acceptable return on their investment, plus adequate capital for continued growth.
3. We will continue to explore areas of growth that are compatible with our current products, methods of manufacturing, and management knowledge, and where feasible, expand into these related fields.
4. We will continue to develop our management capabilities so as to make expansion and growth possible for the future.

**INTEGRITY with our business associates and our community means:**

1. We will respond to charitable needs as a company and make every effort to instill this same philosophy in our employees.
2. We will maintain plants whose physical appearance and operations are an asset and credit to the community.
3. We will recognize and appreciate our suppliers and will not use their goods or services without paying them just compensation as contracted or agreed upon, either verbally or in writing. All business conducted by our suppliers with our company shall be done on a completely honest basis, with no considerations or gifts given in exchange for orders received.
4. We will respect our competitors by refusing to be a part of any actions directed against them, which are not the normally accepted methods of business conduct.

The above philosophy is a general statement, which defines the tenets by which our business will be conducted. They will be adhered to without exception. In order to further amplify them in specific areas, the management has adopted the following code of Ethics for Blackhawk Engineering, LLC.

## CODE OF ETHICS

### STANDARDS OF CONDUCT IN BUSINESS TRANSACTIONS

1. All officers and employees of the company and of its subsidiaries shall at all times strive to be in strict compliance with all laws that may be applicable to their businesses.
2. The use of funds, property or things of value of the company or any of its subsidiaries for any purpose which would be in violation of any applicable law is strictly prohibited
3. Compliance with accepted accounting rules and controls is expected of the company, its subsidiaries and their directors, officers and employees.
4. No false, artificial or misleading entries in the books and records of the company and its subsidiaries shall be made for any reason whatsoever.
5. No fund or asset which is not fully and properly recorded in the books and records of the company or its subsidiaries as appropriate shall be created or permitted to exist.
6. No transaction shall be affected, and no payment shall be made on behalf of the company or any of its subsidiaries with the intention or understanding that the transaction or payment is other than as described in the documentation evidencing the transaction or supporting the payment.
7. Payments, regardless of amount or form, to government officials and other government personnel, foreign or domestic, or gifts of substantial value or lavish entertainment, regardless of motive, are prohibited. Our relationship with public officials should be such that neither the officials' nor Blackhawk Engineering's integrity or reputation would be injured if the full details of the relationship, including any gifts or entertainment, became a matter of public discussion.

Any officer or employee of the company or of any subsidiary of the company who discovers any event of questionable or fraudulent or illegal nature, which is in violation of the foregoing policies, is to report immediately such event to the chief executive of the company.

All officers and departmental managers of the company and its subsidiaries are responsible for the monitoring and enforcement of this policy statement within their specific areas of supervisory responsibility.

## FREEDOM FROM CONFLICTING INTEREST

1. All employees have a duty to the company to be free from the influence of any conflicting interest when they represent the company in negotiations or make recommendations with respect to dealings with third parties. They are expected to deal with suppliers, customers, contractors and all others doing business with the company on the sole basis of what is in the best interest of the company without favor or preference to third parties based on personal considerations.
2. Employees who deal with suppliers, customers, contractors, or anyone doing business with the company--or who make recommendations with respect to such dealings or pass judgment upon them--shall not own any interest in or have any personal contract, agreement or understanding of any nature whatsoever with these individuals that might tend to influence the decision of the employee with respect to the business of the company.
3. Employees shall not seek or accept, directly or indirectly, payments, loans, services, excessive entertainment, or travel or gifts of more than a nominal value from any individual or from the representative of any business concern doing or seeking to do business with the company.
4. Employees shall not reveal to others or use for their personal benefit trade secrets or confidential information proprietary to Blackhawk Engineering or its customers, suppliers and employees. Employees shall not reveal to Blackhawk Engineering trade secrets or confidential information of former employers. Employees shall not discuss Blackhawk Engineering competitive information such as prices, terms and conditions of sale or procurement, business practices and technical know-how, even if such information is not of a confidential or trade secret nature, with representatives of companies engaged in any of Blackhawk Engineering's lines of business. Special care in that regard is required in trade association activities. Employees who have material information which is not publicly known about Blackhawk Engineering or another company and which might tend to affect the market price of their stock, or which might influence others to buy or sell stock shall not use such non-publicly known material information for personal gain and shall not tip off others to buy or sell such stock.
5. Officers and employees shall not engage in active outside employment or acquire business interest, which will interfere with the ability to do their duties at Blackhawk Engineering. Although an outside affiliation may involve no conflict when accepted, care must be taken to be alert to any development which may change the situation. It is recognized that the directors of this company are persons of diversified interest and by the very fact of their directorships are connected with other enterprises. When doubt as to the propriety of outside interests arises, the situation should be discussed with the officer to or through whom the employee reports or with the president of the company.
6. The chief executive officer of the company has the ultimate authority and responsibility to determine when the foregoing policies apply and what steps should be taken to correct a situation deemed not in the best interest of the company.

## PUBLIC AFFAIRS

1. All employees are free to participate in lawful political activity as they see fit.
2. Employee political activity must take place on employees' own time and at their own expense.

We believe that each employee should involve himself or herself in the political process as is appropriate for his or her country. Blackhawk Engineering employees who participate as individual citizens in the affairs of government must do so on their own time and at their own expense.

## COMMUNICATIONS OF COMPANY POLICY

Every officer, every manager and every supervisor have a special responsibility to act within our policy, communicate these to set a standard of performance for all employees he or she supervises and, as necessary, to enforce these policies.

Ultimately, there is no way to assure proper behavior except through the desire of the individual, and there is no way to prescribe rules of conduct that will apply to every possible situation. All we have tried to do is establish a broad code of conduct that sets minimum goals and describes in detail guidelines to cover the most common and the most sensitive activities. We therefore must depend upon the personal integrity of each employee.

As approved and adopted by  
Blackhawk Engineering Management



## **COBRA Continuation Coverage Rights**

### **Introduction**

If you are any employee of Blackhawk Engineering, LLC. covered by Blackhawk's medical insurance plan, you have a right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

**This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it.**

When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

**You may have other options available to you when you lose group health coverage.**

For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

### **What is COBRA continuation coverage?**

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;

- Your spouse’s employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee’s hours of employment are reduced;
- The parent-employee’s employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a “dependent child.”

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to Blackhawk Engineering, and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee’s spouse, surviving spouse, and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

**When is COBRA continuation coverage available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- Commencement of a proceeding in bankruptcy with respect to the employer; or
- The employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both).

**For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide written notice to: Human Resource Department, Blackhawk Engineering, 118 Blackhawk Lane, Cedar Falls, IA 50613.**

**How is COBRA continuation coverage provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

Under the law, the employee or a family member has the responsibility to inform the Human Resource department of a divorce, legal separation, or a child losing dependent status under the Blackhawk medical insurance plan.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

***Disability extension of 18-month period of COBRA continuation coverage***

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage. If the notice is provided before the end of the 18-month continuation period). If, during extended continued coverage, the employee or family member is later determined by the Social Security Administration as no longer being disabled, the individual must inform the Human Resource department of this redetermination within 30 days of the date it was made.

***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

***Choosing continuation coverage***

If you do not choose continuation coverage within the time period described above, your group health insurance coverage will end. If you choose continuation coverage, Blackhawk Engineering is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. This means that if the coverage for similarly situated employees or family members is modified, your coverage will be modified.

**Are there other coverage options besides COBRA Continuation Coverage?**

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or

other group health plan coverage options (such as a spouse’s plan) through what is called a “special enrollment period.” Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at [www.healthcare.gov](http://www.healthcare.gov).

### **Continuation coverage may be cut short**

The law provides that your continuation coverage may be cut short for any of the following reasons:

1. Blackhawk Engineering LLC. no longer provides group health coverage to any of its employees
2. The premium for your continuation coverage is not paid in a timely manner
3. You become covered under another group health plan (whether or not as an employer); however, if the new coverage contains any exclusion or limitation with respect to any preexisting condition of the beneficiary, then this coverage does not end the continuation coverage period
4. You become entitled to Medicare; however, for family members other than the employee, the continuation coverage period begins on the date on which the employee becomes entitled to Medicare (or, if applicable, the date of an earlier qualifying event) and extends for three years. You do not have to show that you are insurable to choose continuation coverage. However, under the law, you may have to pay all or part of the premium for your continuation coverage. (The law also says that, at the end of the 18-month or 3-year continuation coverage period, you must be allowed to enroll in any individual conversion health plan that may be provided under the group health plan).

### **If you have questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor’s Employee Benefits Security Administration (EBSA) in your area or visit [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA’s website.) For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov).

### **Keep your Plan informed of address changes**

To protect your family’s rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

### **Plan contact information**

Human Resource Department: Blackhawk Engineering LLC., 118 Blackhawk Lane, Cedar Falls, Iowa 50613. Phone Number: 319-266-2681.

## **INITIAL NOTICE ABOUT HIPAA SPECIAL ENROLLMENT RIGHTS**

### **New dependents by marriage, birth, legal adoption, or placement for adoption:**

An eligible dependent may be enrolled under our medical coverage as a covered dependent of the covered employee, providing each of the following conditions are met:

- The employee is a participant under this plan (already enrolled under the plan)
- A person becomes an eligible dependent of the covered employee through marriage, birth, legal adoption or placement for adoption; and
- The eligible dependent's enrollment is received by HR within 30 days of the marriage, birth, legal adoption or placement for adoption.

In the case of the birth or adoption of the covered employees' child, the spouse of the covered employee may be enrolled as a dependent of the covered employee if the spouse is otherwise eligible for coverage. In the case of marriage, you may add coverage not only for your new spouse, but also for your eligible children, (if not already enrolled), if you make the required benefit election within the 30-day period beginning the date of marriage.

Coverage added in connection with a birth, legal adoption, placement for adoption or marriage is effective on the date of birth, legal adoption or marriage, provided the benefit election is made within the 30-day period.

To request special enrollment or additional information rights provisions contact the facility HR Representative.

### **FAMILY AND MEDICAL LEAVE POLICY**

This section of the Employee Manual explains employee rights and duties under the Family and Medical Leave Act (FMLA).

#### **Family-Medical Leave Entitlement**

The Company provides eligible employees with up to 12 weeks of leave per 12-month period for certain family and medical reasons. The FMLA also entitles eligible employees to leave in certain circumstances related to a qualified family member's military service. The 12-month period is measured forward from the first date when an employee's leave begins.

#### **Employee Eligibility**

An employee is eligible if the employee has completed 12 months of employment, has completed 1,250 hours of service in the 12 months before the start of the leave, and works at a Company facility where there are at least 50 employees within 75 miles of that facility.

Hours worked include overtime hours worked and time that an employee would have worked for the Company if not engaged in military service, but exclude paid time off, LOA's & layoffs.

An ineligible employee cannot take family-medical leave time but may be entitled to time off under other Company policies.

### Family-Medical Leave Circumstances

An eligible employee may take an FMLA leave for any of the following reasons:

- The birth of a child and to bond with the newborn child within one year of birth.
- The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
- A serious health condition that makes the employee unable to perform the functions of his or her job, including incapacity due to pregnancy and for prenatal medical care.
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition, including incapacity due to pregnancy and for prenatal medical care.
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

### Qualifying Exigency Leave (Employee's Immediate Family Member Who Is In The Armed Forces including National Guard or Reserves)

A "qualifying exigency" when the employee's spouse, son, daughter, or parent is on active duty or on call to active-duty status or is notified of an impending call or order to active duty in support of a contingency operation is one of the following:

1. Issues arising from the military member's short notice deployment (i.e., deployment within seven or fewer days of notice),
2. To make or update financial and legal arrangements to address a military member's absence,
3. To attend counseling for the employee, the military member, or a child of the military member when the need for that counseling arises from the covered active duty or call to covered active duty status of the military member and the counseling is provided by someone other than a health care provider;
4. To attend military events and related activities, including official military ceremonies and programs or informational briefings related to the military member's covered active duty sponsored or promoted by the military or military service organizations;
5. To spend up to 15 calendar days with a military member who is on rest and recuperation leave,

6. Certain childcare and related activities for the military member's child while the military member is on covered active duty,
  - The employee does not need to be related to the military member's child to take qualifying exigency leave for this purpose. But, (1) the military member must be the parent, spouse, or child of the employee taking leave; and (2) the child for whom the employee is arranging for or providing childcare must be the child of the military member.
7. To attend post-deployment activities within 90 days of the end of the military member's covered active duty or to attend to issues arising from the death of a military member while on covered active duty;
8. Certain parental care activities for the military member's parent who is incapable of self-care, and
  - The employee does not need to be related to the military member's parent to take qualifying exigency leave for this purpose. But, (1) the military member must be the parent, spouse, or child of the employee taking FMLA leave; and (2) the parent receiving assistance must be the parent of the military member.
9. Any other event that the employee and employer agree is a qualifying exigency.
  - Both the employee and employer must agree to the timing and duration of the leave.

The Company and an employee also may agree that other events that may arise out of the covered military member's active duty or call to active-duty status will qualify as an exigency.

When an employee requests a leave for any qualifying exigency, the employee needs to submit a copy of the covered military member's active-duty orders or other military documentation indicating both the covered military member's status on active duty or call to active duty in support of a contingency operation and the dates of the covered military member's active-duty service.

### Serious Health Condition

A "serious health condition" includes an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider: The FMLA does not apply to routine medical examinations, such as a physical, or to common medical conditions such as an upset stomach unless complications develop.

- any period of incapacity requiring continuing treatment by a health care provider and absence from work, school or regular daily activities of **more than 3 full consecutive days**. Continuing treatment means either one treatment by a health care provider and a regimen of continuing treatment or two or more treatments by a health care provider within 30 days of the first day of incapacity. The first treatment by the health care provider must occur within 7 days of the first day of incapacity;
- any period of inpatient care;
- any period of incapacity due to pregnancy or pre-natal care;

- any period of incapacity due to a chronic serious health condition that requires periodic visits for treatment and may cause episodes of incapacity. Periodic visits mean at least twice a year; or
- any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective.

Treatment by a health care provider requires a visit to the health care provider. A telephone conversation with a health care provider does not qualify as a treatment by a health care provider. The first treatment by the health care provider must occur within 7 days of the first day of incapacity.

### Use of Family-Medical Leave

Each time an employee is absent because of a family-medical qualifying reason, that absence is counted against the employee's 12 weeks of family-medical leave in that 12-month period, even if the employee has not specifically requested the use of family-medical leave. **One hour is the shortest period of time that is charged.**

An absence due to an incapacity of more than 3 full consecutive days caused by a work-related injury and for which the employee receives worker's compensation benefits is counted as family-medical leave. An absence due to incapacity of more than 3 full consecutive days caused by an injury or illness for which the employee receives short-term disability is also counted as family-medical leave.

If an employee has an FMLA-qualifying reason that limits an employee's ability to work required overtime work, the amount of required overtime that is not worked by an employee as a result of the FMLA-qualifying reason is counted against the employee's 12 weeks of family-medical leave.

If a holiday observed by the Company occurs during a family-medical leave of less than 1 week, the holiday is not counted against the employee's 12 weeks of family-medical leave.

An absence, tardiness, or leaving early for a qualifying family-medical reason is not counted against an employee's attendance record for disciplinary purposes. Time-off that is not for a qualifying family-medical reason will be counted against an employee's attendance record for disciplinary purposes.

### Notice Of Need For Family-Medical Leave

**Foreseeable Leave:** An employee must provide 30 days advance notice when a family-medical leave is foreseeable. If an employee fails to give the 30 days notice for a foreseeable leave, the Company may deny the taking of the leave until at least 30 days after the employee provides the notice. If 30 days advance notice cannot be given due to the circumstances, an employee must give notice as soon as practicable, which normally means the same business day that the employee learns of the need for the leave or the next day.

**Unforeseeable Leave:** An employee must notify the Company of the need for an unforeseeable family-medical leave as soon as practicable, which normally means the



same business day that the employee learns of the need for the leave or the next day. **In addition, the employee must follow the Company's regular attendance notification policy to report an unforeseeable absence.** To call in sick without providing more information is not sufficient notice of a need for family-medical leave on an unforeseen basis.

**Leave Request Procedures:** Employees requesting leave under the FMLA for their own or a family member's serious health condition or for family military leave must use the Company's regular procedures for time off requests. For any kind of leave, if timely notice is not provided, the period of delay counts as non-FMLA time and could result in disciplinary action. After an FMLA leave has been approved, an employee using FMLA time must specifically refer to the qualifying reason or state that FMLA time will be used when requesting time off.

#### Approval of Family-Medical Leave Request and Medical Certification

The Company will notify the employee about their eligibility for FMLA leave and what the employee's rights and responsibilities are within 5 days of notification by the employee.

The Company has a medical certification form and may provide a job description or a list of the employee's essential job functions to the employee's health care provider. The Company will provide the medical certification form to the employee within 5 business days after the request for a family-medical leave.

An employee must provide a medical certification of the need for a serious health condition leave or a military service member family-medical leave by 15 days after the Company requests the medical certification. The medical certification must state what functions of the employee's position that the employee is unable to perform.

If the submitted medical certification form is incomplete or insufficient, the Company will notify the employee and instruct the employee to have it properly completed by the employee's health care provider by 7 days after the Company notifies the employee about the incomplete form. An employee's failure to submit a complete or sufficient medical certification will result in the denial of the request for family-medical leave.

When an employee's leave for family-medical leave lasts beyond a single 12-month period, the Company may require a new medical certification in each subsequent 12-month period.

The Company generally may not request recertification of a serious health condition more often than once every 30 days. If a medical certification provides that a serious health condition will continue for more than 30 days and up to 6 months, the Company generally will not request recertification of the serious health condition until the expiration of that minimum period of time.

The Company will not treat a "serious health condition" for incapacity of more than 3 full consecutive days or a military service member's family leave as qualifying time off unless the employee submits to the Company a completed medical certification form. An

employee's failure to submit a completed medical certification form means that the time-off is not qualifying and will be counted against an employee's attendance record for disciplinary purposes.

The Company may require, at its expense, a second opinion. If the opinions of the employee's health care provider and the Company's doctor differ, then the Company may require the employee to undergo a medical examination, at the Company's expense, by a health care provider selected by the Company or its second opinion doctor and the employee or the employee's health care provider. The third opinion will be final and binding on the Company and the employee.

#### Pay and Benefits During A Family-Medical Leave

A family-medical leave is generally unpaid. Paid time off, however, may be used for any family-leave at the employee's or the Company's option.

An employee may receive short-term disability benefits during family-medical leave, depending on the reason for the leave. The Company and an employee may agree to supplement short-term disability benefits with paid time off.

The Company will continue to pay for its share of the premiums for an employee's insurance coverage during a family-medical leave for up to 12 weeks in the 12-month period or during a military service member family leave for up to 26 weeks in a single 12-month period.

#### Reinstatement At The End Of A Family-Medical Leave

At the end of a family-medical leave of 12 weeks or fewer or a military service member family leave of 26 weeks or fewer, the Company will restore an employee to the employee's pre-leave position or an equivalent position.

At the end of a family-medical leave because of the employee's serious health condition, the employee must provide a fitness-for-duty certification from the employee's health care provider upon returning to work, and the fitness-for-duty certification must state whether the employee can perform the essential functions of the employee's job.

Key employees may not be entitled to reinstatement. A key employee is among the 10% highest-paid employees employed by the Company within 75 miles of the employee's work site. The denial of reinstatement to a key employee is allowed when substantial and grievous economic injury to the operations of the Company would result from the reinstatement of the key employee. The determination of whether key employee status exists will be made at the time when the request for leave is made.

#### Intermittent Or Reduced Work Schedule Family-Medical Leave

An employee may take family-medical leave on an intermittent or reduced work schedule basis if it is medically necessary, is needed because of any qualifying exigency, or is needed to care for a covered service member.

An employee must notify the Company about a medical need for an intermittent or a reduced schedule leave. The Company will issue a medical certification form to the employee who must submit, by 15 days after receiving it, the completed form indicating the medical need for an intermittent or a reduced schedule leave. An employee using this kind of leave for planned medical treatment must make a reasonable effort to schedule the treatment in a way that will not disrupt the Company's operations. One hour is the shortest period of time that is charged.

The Company, whenever possible, will temporarily transfer an employee to an available alternative position for which the employee is qualified and which better accommodates the intermittent or the reduced schedule leave.

### Extension Of Family-Medical Leave

The Company will not permit an employee who has exhausted the maximum 12-week family-medical leave period to extend the family-medical leave beyond the 12-week maximum. An employee who has exhausted the 12 weeks of family-medical leave may be eligible for an extension of the time off under other Company leave policies and may be eligible for short-term disability benefit, depending on the reason for the time off.

### Service Member Family-Medical Leave

An eligible employee may take a total of 26 work weeks (130 work days) during a single 12-month period to care for a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces, including the National Guard or Reserves, and is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or on the temporary disability retired list for a serious injury or illness.

“Next of kin” means the nearest blood relative other than the service member's spouse, parent, son, or daughter in the following order: blood relatives who have been granted legal custody of the service member, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the service member has specifically designated another blood relative as his nearest blood relative for the purpose of a service member family leave.

For the purpose of a service member family leave, a serious injury or illness means an injury or illness incurred by the military member in the line of duty in the Armed Forces that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating.

During a single 12-month period, an eligible employee will be entitled to a combined total of 26 work weeks (130 workdays) of leave for military service member family leave and all other kinds of family-medical leave. This combined total during the single 12-month period when service member family leave is used will have no effect on the availability of family-medical leave for any qualifying reason during any other 12-month period.

Each time an employee is absent because of a military service member's family leave, that absence is counted against the employee's 26 weeks of family-medical leave in a single 12-month period. One hour is the shortest period of time that is charged.

When the Company employs both the husband and wife, they are entitled to a combined total of 26 weeks of leave during a single 12-month period for a military service member family leave or for a combination of service member family leave and all other kinds of family- medical leave during a single 12-month period.

The Company will not permit an employee who has exhausted the maximum of 26 weeks in a single 12-month period of service member family leave to extend that leave beyond the 26-week maximum. An employee who has exhausted the 26 weeks of service member family leave may be eligible for an extension of the time off under other Company leave policies.

### Spouses Working for the Same Employer

Eligible spouses who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period to share for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child,
- The placement of a son or daughter with the employee for adoption or foster care, and bonding with the newly-placed child, and
- The care of a parent with a serious health condition.

Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks in a single 12-month period to care for a covered servicemember with a serious injury or illness if each spouse is a parent, spouse, son or daughter, or next of kin of the servicemember (commonly referred to as “military caregiver leave”). This limitation also applies to a combination of military caregiver leave and leave for the other qualifying reasons listed above.

These limitations apply even if the spouses are employed at different locations that are more than 75 miles apart.

These limitations do not apply to two employees working for the same employer who are not legally married, even if they are living together or have a child or children together, or to siblings or other relatives who are working for the same employer.

If only one of the spouses is eligible for FMLA leave, that individual is entitled to the full 12 workweeks of leave.

This limitation does not apply to leave:

- For one’s own serious health condition, such as with the recovery period following the birth of a child;
- To care for a spouse, son, or daughter with a serious health condition; or
- For any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on “covered active duty.”

Where a spouse uses a portion of his or her leave for an FMLA-qualifying reason that is subject to the combined 12-workweek limit, that employee has the remainder of his or her 12 workweeks of entitlement for leave for an FMLA-qualifying reason that is not subject to the combined limit.

*For example, Mary and Juan are married, FMLA-eligible employees, who work for the same employer. After Mary gives birth to their daughter, she uses six workweeks of FMLA for her own serious health condition and two workweeks of FMLA leave for bonding with her newborn baby, Anna. In the same 12-month period, Juan also wishes to use leave to bond with his infant daughter. Birth and bonding with a child is a combined leave category for spouses who work for the same employer. Juan and Mary are limited to a combined total of 12 workweeks in a 12-month period for the birth of their daughter and for bonding with their child, and Mary has used two of the 12 workweeks of leave available to the couple for this leave reason. Juan may take up to 10 workweeks of FMLA leave for the birth of his daughter and to bond with his child. If Juan uses ten workweeks of FMLA leave available to bond with Anna, he may use up to two workweeks of leave for non-combined FMLA-qualifying leave reasons, such as caring for Mary if she has a serious health condition. Mary may also use up to 4 workweeks of leave for non-combined FMLA qualifying leave reasons.*

### No Other Employment During A Family-Medical Leave

An employee will not be allowed to engage in any other employment during any family-medical leave, including a service member's family leave, except as approved by the Company. Violation of this policy will result in termination.

# BLACKHAWK ENGINEERING, LLC

## Plant Guidelines

All employees are expected to conduct themselves as “good citizens.” Violations of any of the following general plant rules will be sufficient grounds for disciplinary action. Employment can be terminated at any time for any or no reason, with or without cause, and with or without notice, at the option of either Blackhawk Engineering, LLC. or the employee.

### CORRECTIVE ACTION CATEGORY

- A. 4 STEP PROCESS (1, 2, 3, 4)
- B. 3 STEP PROCESS (2, 3, 4)
- C. 2 STEP PROCESS (3, 4)
- D. SUSPENSION / INVESTIGATION / DISCHARGE (4)

### CORRECTIVE ACTION STEPS

- 1. Verbal Warning
- 2. Written Warning with Corrective Action Stated
- 3. Days Off Without Pay
- 4. Immediate Suspension Without Pay Pending Discharge Investigation

The following listing represents violations that warrant discipline. Prior warnings accumulated for other violations will also be used to determine corrective action step. Corrective actions will be monitored on a rolling 12-calendar year.

<u>Corrective Action Category</u>	<u>RULE #</u>	<u>VIOLATION</u>
A	1.	Failure to be at your work area ready to go to work at the start of your assigned shift.
A	2.	Failure to complete Production / CMM log sheets as required or falsely reporting inspection results. Failure to enter production process in GSS as each step is being completed.
A	3.	Making preparations to leave prior to the end of the shift (such as washing up or going to the time clock early.) This excludes cleaning up work areas at the end of your shift.
A	4.	Leaving company property during working hours without permission or checking out.
A	5.	Locking any company property in personal toolboxes without proper authorization.
A	6.	Distracting the attention of others, causing confusion by unnecessary catcalls, shouting, or throwing things. Horseplay, scuffling, or running in the plant.

<u>Corrective Action Category</u>	<u>RULE #</u>	<u>VIOLATION</u>
A	7.	Unauthorized operation of machines, tools or other equipment. (Opening and closing of doors and exhaust fans or adjusting heating and cooling controls for personal comfort without authorization by Management.)
A	8.	Producing scrap due to careless workmanship.
A	9.	Wasting time or loitering during company working hours resulting in restricting work, or failure to put forth honest effort.
A	10.	Disregard of normal safety rules and non-use of safety equipment, such as safety glasses and proper safety shoes.
A	11.	Posting of offensive or controversial material in public view.
A	12.	Reading of unauthorized material during working hours without management approval.
A	13.	Failure to complete labor reporting correctly (time cards/electronic) as required by Management.
A	14.	Using personal cell phone/smart phone during working hours.
A	15.	Using tobacco in company building or vehicles.
A	16.	Repeatedly punching in early before scheduled start time or punching out late after schedule end time on time clock.
B	17.	Disclosing of company, customer or employee confidential information.
B	18.	Sleeping during working hours.
B	19.	Posting or defacing of notices, signs, or writing in any form on company bulletin board, restrooms or other property without specific authorization of management.
B	20.	Threatening, intimidating, coercing, or interfering with Blackhawk employees, customers or suppliers at any time (including abusive language).
B	21.	The making or publishing of false, vicious or malicious statements about any company employee, the company, or any of its products.
B	22.	Refusal to obey the instructions of supervision or other members of management. The only exception will be if the order would result in a condition where the employee's safety is jeopardized.
B	23.	Consistent failure to complete Production/CMM log sheets as required or

falsely reporting inspection results.

<u>Corrective Action Category</u>	<u>RULE #</u>	<u>VIOLATION</u>
B	24.	Failure to inspect product as defined by process documentation resulting in a customer floor reject or teardown.
B	25.	Failure to identify delivered material per customer or process requirements resulting in a customer floor reject.
B	26.	Failure to follow safety rules such as – <ul style="list-style-type: none"><li>• Failure to inspect hoist hooks, lifting devices or straps as required at the start of your shift resulting in a near miss or injury</li><li>• Failure to stack containers as defined in Shipping/Receiving</li><li>• Unauthorized use of high-pressure air nozzles</li><li>• Operating a fork truck in an unsafe manner (speeding, not slowing and honking at intersections, damaging building supports, walls or concrete barriers)</li><li>• OSHA recordable injury due to complacency, not equipment failure</li><li>• Or any other violation of stated safety rules</li></ul>
D	27.	Multiple OSHA recordable injuries due to complacency, not equipment failure.
D	28.	Falsification of your or other employees' personnel records or time cards.
D	29.	Willful damage of company property or the property of others while on company property.
D	30.	Misuse or removal of any company property without proper authorization. This includes deliberate abuse or destruction of any company property.
D	31.	Theft or misappropriation of company property or the property of employees or others while located on company property.
D	32.	Violence or the threat of violence in Blackhawk Engineering's work environment.
D	33.	Possession of any weapon or explosive devices on company property.
D	34.	Possession of any alcoholic beverages or illegal drugs on company property, or reporting to work under the influence of either.
D	35.	Intentional Restrictions of Production.

The above examples are not all inclusive. Other unlawful, improper or inappropriate conduct may result in corrective action as determined by the Company. If you have any questions regarding the rules presented, contact your supervisor or the human resource department.



## **BLACKHAWK ENGINEERING, LLC.**

### **Attendance Policy**

Consistent attendance is an important factor in our ability to meet production requirements, which in turn help us meet our customer requirements. We expect that all employees will arrive on their scheduled day and time ready to work. However, Blackhawk Engineering acknowledges that an occasional absence due to illness or the need to attend to personal business may be unavoidable. Therefore, an **ATTENDANCE POLICY** has been established to maintain good work attendance. This policy is in effect for all scheduled and volunteered work and training days. It will also be in effect for prescribed work-related injury doctor and therapy appointments.

- The following is a list of excused absences. This list is not inclusive.

**Jury/Court Duty**-Must turn in documentation immediately when you return to work, or you will be sent home, and the remainder of the attendance policy will be in effect.

**Bereavement**-Must turn in documentation immediately when you return to work, or you will be sent home, and the remainder of the attendance policy will be in effect.

#### **Holidays**

##### **Floating Holidays**

**(3) Unpaid Sick Days per year** on your anniversary date but new hire will receive their first 3 unpaid sick days on their 91<sup>st</sup> day of employment.

**Military Obligations**-Must turn in documentation immediately when you return to work, or you will be sent home, and the remainder of the attendance policy will be in effect.

##### **Verified Work Injury**

##### **Approved FMLA**

##### **Approved Medical Leave**

**Doctor Excused Sick Day**-3 *occurrences per rolling year*-A doctor's note-must be turned in immediately when you return to work, or you will be sent home, and the remainder of the attendance policy will be in effect.

#### **ABSENCES**

An employee must notify management him/herself of an absence or need to leave early unless circumstances do not permit. So that arrangements for other help can be made, if you are unable to come to work, be sure to call in and let a supervisor know, in advance where possible, but no later than (30) minutes in advance of shift start time. Not calling within the specified time frame will result in a tardy towards your attendance record. Employees are required to report all tardies directly to a supervisor.

An employee is considered tardy if he/she is not at their workstation ready to work at exactly the shift start time and at your work area. An employee who is absent up to two (2) hours after his/her shift start time receives *one tardy*. An employee who is absent over two (2) hours after his/her shift start time receives an *unexcused day*. An employee who leaves more than (2) two hours prior to the end of his/her shift will also receive an *unexcused day*. An employee who leaves within (2) two hours prior to the end of his/her shift will also accumulate *one tardy* occurrence. For employees signing up for overtime, this attendance policy applies. Accumulation of three (3) occasions where the employee is tardy will result in one (1) unexcused absence and be disciplined accordingly.

- **THREE (3) CONSECUTIVE DAYS OF NOT CALLING IN AND NOT REPORTING TO WORK IS CONSIDERED A VOLUNTARY TERMINATION OF EMPLOYMENT BY BOTH THE EMPLOYEE AND THE EMPLOYER.**

**CORRECTIVE ACTION PROCEDURES ARE CALCULATED IN A 12 MONTH ROLLING YEAR AND ARE AS FOLLOWS:**

\*A Rolling Year is defined as: date from first occurrence.

Unexcused absences = 3 points, Tardy = 1 point

15 points in 12 month rolling year from first occurrence = Termination

**Verbal Warning**

(1) *No call/no show*

(2nd) Unexcused absence **6 POINTS**

**Written Warning**

(2nd) *No call/no show* OR

(3rd) Unexcused absence **9 POINTS**

**Written Warning**

(4th) Unexcused absence **12 POINTS**

**TERMINATION**

(5<sup>th</sup>) Unexcused absence OR

*Three (3) consecutive no call/no show* **15 POINTS**

**INTRODUCTORY EMPLOYEES (first 90 days)**

**Termination after exceeding the following:**

**1 unexcused absence and 1 tardy**

THE FOLLOWING ABSENCES FOR INTRODUCTORY EMPLOYEES ARE CONSIDERED EXCUSED.

**Jury/Court Duty** – Must turn in documentation immediately when you return to work, or you will be sent home, and the remainder of the attendance policy will be in effect.

**Bereavement** – Must turn in documentation immediately when you return to work, or you will be sent home, and the remainder of the attendance policy will be in effect.

**Holidays**

**Military Obligations** – Must turn in documentation before & immediately when you return to work, or you will be sent home and the remainder of the attendance policy will be in affect.

**Verified Work Injury**

**PART TIME EMPLOYEES**

Part time employees are required to report to work and follow their assigned work schedule from their supervisor. All attendance rules apply to their assigned schedule.

## CALLING IN ABSENCES

In the event of an emergency that prevents you from reporting to work, or if you are sick, you must call your supervisor (do not send a text or email) the following number before your scheduled start time. So that arrangements for other help can be made, be sure to call in and let a supervisor know in advance whenever possible, **but no later than (30) minutes in advance of shift start time. Not calling within the specified time frame will result in a tardy towards your attendance record.**

**Do not leave a message on the automated attendant line after office hours. After office hours, you must dial the extension of your supervisor.**

**319-266-2681**

1. This number will be answered by the automated attendant 24 hours a day.
2. You will hear the main greeting and you will be prompted to press “0” for an operator OR dial the extension needed at anytime OR dial by name directory is available.
3. Ask to speak to a supervisor on shift. You need to **report all absences directly to a supervisor**. If the supervisor is not available, ask to speak with the setup person.

PRODUCTION SUPERVISORS: EXT. 1116  
INSPECTION: EXT. 1121  
MAINTENANCE: EXT. 1133

## **EXCUSED ABSENCES SUMMARY**

**INCLEMENT WEATHER** -- Weather and/or road conditions may vary by geographic area. Therefore, excused absences for inclement weather, including extreme cold, will be determined by Management from the travel recommendations of the Iowa State Highway Patrol. If inclement weather conditions develop as a shift is in progress it may be necessary for Blackhawk to send employees home during the course of the shift, and this will also be considered excused. Any situation involving an employee who cannot make it in due to poor road conditions following a storm will be addressed on an individual basis. *See General Plant Information*

**DOCTOR EXCUSED SICK DAY** -- 3 occurrences per rolling year - Sick days will be excused if medical documentation, signed by a physician, is provided. A doctor's excuse will be accepted for yourself, your spouse, or your children. Doctor's excuses will be excused for up to 3 days. After that period, the employee may be eligible for short-term disability insurance or FMLA. In order to use a medical exception, you must turn in a Doctor's note immediately when you return to work or you will be sent home and the remainder of the attendance policy will be in effect.

**UNPAID SICK DAY** -- 3 days (24 hours, 5-work week) unpaid sick days will be excused per year with no carryover. Unpaid Sick Days can be used in 2-hour increments. The year starts on your anniversary date. *Unpaid Sick Days cannot be prescheduled!*

**APPROVED MEDICAL LEAVE** -- Medical leave will be given for advance notice of pending medical procedures that will cause you to miss work. You should make every effort to schedule procedures on your off days.

**FLOATING HOLIDAYS** -- To be used at employee's discretion. Prior notice is required unless there is an emergency. *See About my Compensation and Benefits mentioned earlier in this handbook.*

**HOLIDAYS** -- (9) fixed holidays noted in *Compensation and Benefits section.*

**PRE-APPROVED VACATION** -- Employees can use eligible vacation through requests submitted in writing at least one week in advance. *See Compensation and Benefits section.*

**BEREAVEMENT** -- Paid bereavement is allowed to make arrangements for the funeral and/or attend the funeral of a family member. *See Compensation and Benefits section.*

**JURY/COURT DUTY** -- An employee attending jury duty or court subpoena will be excused from work with pay (Pay is equal to your "straight time hourly wage" at the time of the court duty.) up to 30 days per calendar year to perform this obligation. You should notify your immediate supervisor of your need for time off as soon as you are notified of the need to be in court. You must also submit to the Company proof of the jury or subpoena summons. Jury/Court Duty notes must include time of day.

The Company will pay the difference between jury duty pay and last hourly wage (8 hours per day).

Example: If jury duty is 4 hours minus the difference, reimbursement is for only 4 hours

- Blackhawk Engineering will pay employees for jury duty or court subpoena appearances that occur during your scheduled shift, when you are *not* the one that is on trial.
- Employees who need to appear in court for personal violations of the law will need to schedule in advance a vacation or floater day with your Supervisor. Otherwise, this time off will be Unexcused and Unpaid.

**FAMILY MEDICAL LEAVE** -- The Company will comply with all Family & Medical Leave Act guidelines and any applicable state laws, which offer greater benefits. See Appendix III for more information.

## **Blackhawk Engineering, LLC. Layoff Policy**

**PURPOSE:** To define Blackhawk Engineering LLC.'s process used to adjust and balance the workforce in order to compensate for circumstances beyond our control such as: a decrease in customer orders, supplier problems or natural disasters.

**SCOPE:** Applies to all hourly plant employees.

### **MANUFACTURING**

1.0 \*1.1 The sequence of layoffs will be determined by skill level required by machine by shift and the employee's overall plant length of service.

### **SKILLED**

Production Group

Maintenance Mechanics

Inspection/CMM Operators

Setup Personnel

\*2.1 Sequence of layoffs will be determined by the length of service within the departmental classification (time in grade) based on the staffing required to meet customer requirements.

### **PREVIOUSLY HELD POSITIONS**

3.0 \*3.1 Any employee scheduled for layoff may displace the least senior remaining employee of equal skill level if the employee has previously held the classification with Blackhawk successfully for a minimum of six months.

### **NOTIFICATION TO THE EMPLOYEE**

4.0 \*4.1 An employee who is to be laid off will be given as much advance notice as practical. At the time of layoff, the employee should be told why the reduction is necessary and the basis for selection. An employee should be given a clear assessment of the chances of re-employment within Blackhawk. The employee also should be advised of benefit plan eligibility.

### **REASSIGNMENT**

5.0 \*5.1 Employees reassigned to job classifications that pay less will keep their current pay the same for a period up to 4 months. After that period, pay will be reassessed.

### **RECALL**

6.0 \*6.1 Employees on layoff or reassignment will be the first considered for recall to their former job classification when an opening occurs. Recall will be in order of length of continuous service and skill level. Employees on layoff are eligible for recall up to 12 months after their layoff date. All recalled employees receive a drug test. If recalled after 6 months the employee will also receive a physical.

## **Blackhawk Engineering, LLC. Plant Safety Policies & Expectations of Employees**

Safety in our operations is important to everyone. It takes a cooperative spirit to accomplish our goal of zero accidents and it can be accomplished with the help of all our employees.

The management of this company consider safety to be a very serious matter and a very important part of their responsibility to you. Safety is also an important part of your job. Under the Iowa Occupational Safety and Health Act, you have certain safety responsibilities. In compliance with the IOSHA act, you must refrain from removing, damaging, or carrying off any safeguard used in your place of employment, and you must not interfere with anyone using the safeguards as well.

Realize that job safety is a cooperative effort between employer and employee. For our mutual protection from job accidents, your cooperation in following safety rules and regulations (written and verbal) is part of your responsibility to yourself, your job and your fellow employees.

**Violation of safety regulations will be cause for corrective action up to and including termination for the first offense.**

Compliance with all OSHA, IOSHA and Blackhawk Engineering, LLC. safety rules is required of all employees and plant visitors. The following safety rules are for your protection. By following these safety rules and by practicing safe work habits, you make it clear you are concerned for your own safety as well.

## General

1. Report any unsafe conditions or potential safety hazards to your supervisor. Do not wait for another person to do it; someone may be injured in the meantime.
2. You must provide proof of your ability to safely perform your job function(s) when requested to do so.
3. Never operate any machine or other equipment unless you have been assigned to it, with proper instruction, as authorized by your supervisor. Know how to start, operate, and stop your machine. Do not attempt to do anything you do not know how to do. Learn the location and operation of all safety switches and devices in connection with your job.
4. Any form of horseplay or fighting is strictly prohibited on company property. WALK--do not run-- inside the plant area.
5. Firearms, loaded cartridges, personal protective weapons, explosives, or fireworks are strictly prohibited on company property.
6. Be on constant alert for fork trucks and other moving vehicles. Always look before you start to step. Avoid stepping into aisle ways from blind corners.
7. Smoking is prohibited in all areas of the plant and in company vehicles.
8. Do not remove directional or instructional labels from any piece of equipment or holding device.
9. Do not use equipment in any manner other than its designed use. Never ride on equipment meant for transporting stock.
10. When working with oils, coolants, chemicals, or other material apt to cause skin irritation, be sure to wash your hands or other exposed parts of your body several times daily. Never wash your hands in chemicals or solvents. A daily bath and frequent changes of clothing are recommended. Barrier cream is located in the tool crib.
11. Slip and fall injuries can be prevented by keeping aisles and walkways clear at all times. Watch for slippery spots on floors and watch where you are going. Use the recommended routes for entering and exiting the plant.
12. Where both pedestrian and vehicle doors are provided, please use the pedestrian door to enter and exit.
13. Watch the bulletin board for new ideas in accident prevention and changes in regulation.

14. Make suggestions that will assist in safe performance of work. Bring to the supervisor's attention any unsafe condition found in the plant.
15. Obey all work rules. They make sense. They are for your protection.
16. Headphones or ear buds from I-Pods or any other sound device are not permitted at any time in the shop. This includes prior to or after your shift, even if the sound device is not turned on.

### **Machinery & Equipment**

Our equipment can be dangerous. Proper work habits will keep you and your co-workers safe. Always remember when Maintenance is being performed on your machine to use "lock-out" procedures. You are expected to operate all production machinery and equipment as you were trained and at no time expose yourself or co-workers to unnecessary hazards. All lockout procedures are to be followed when the machine is in a maintenance mode.

### **Material Handling**

Inspect all lifting equipment used at your operation at the start of your shift. Do not manually lift, roll or push parts where a hoist has been provided and is intended to be used as part of the production process. Move heavy material in the hoisted position in a safe manner. Always keep the load at arms length keeping your body clear from the underside of the part. Protect yourself and your co-worker by not swinging the hoist system harshly after you've set the part down and un-hooked the hoist. The maximum weight an employee can lift alone is 50 pounds. If an item is over 50 pounds, they must use a hoist or find another employee to help them.

### **Unbanding Material**

Loads can shift during transportation; be sure all material is properly positioned before you cut the band. Gloves must be worn while cutting the band. Stand to the side of the load and make sure you and your co-workers are clear before you cut the band. Be especially cautious with multi-level loads. Look before you cut!

### **Loading Containers**

Make sure containers are set solidly on the floor or riser before you start loading.

Make sure all parts are properly positioned before you band the load. The bands must be straight and tight to prevent shifting during transportation. Remember the safety of everyone that handles the container all the way to the customer depends on you doing the job correctly!



## **Stacking Material at Shipping**

When stacking pallets a wood divider is required under each pallet. Pallets are to be stacked no more than three high near walkways and four high in non-traffic zones. Plastic pallets will break if not stacked in this manner, creating an extremely dangerous situation.

Steel tubs, racks and plastic tubs all have interlocking corners to insure safe stacking. Always be on the lookout for broken or damaged containers and notify shipping immediately. Make sure the container has proper engagement before you lower forks and back away.

Stacking heights for steel tubs are no more than 5 high. Large plastic tubs are no more than 3 high. Small plastic tubs are no more than 5 high. If you have any other questions on stacking limits for containers, please contact shipping.

The maximum container height a fork truck can carry is 2 high.

The maximum stacking/moving height for broken down JD wood boxes is 5 feet.

No climbing on stacked containers – No exceptions. Use forklift to lower upper loads if needed.

## **Shop Safety Dress**

All employees who work on the shop floor shall wear safe, sensible clothing, suitable for the job they are doing. Uniform services are available for rent. The following rules shall be observed:

1. Work garments should be reasonably snug, with no loose flaps or strings. No sweatpants, leggings or shorts allowed during working hours. Long, loose clothing or ragged clothing shall never be worn near moving machine parts.
2. ALL jewelry including rings, key or watch chains, bracelets, hoop jewelry, neck chains or ties, and any other similar jewelry shall not be worn on the job. Employees with gauged ears must wear appropriate plugs during work hours. Watches are allowed.
3. All shoes shall be kept in good repair with no holes. Footwear other than steel-toed shoes with metatarsal guards shall not be worn. Standard footwear is acceptable in main aisles only between shift changes. Open toe shoes such as flip-flops, sandals and clogs are not allowed in the plant at any time.
4. Hair longer than shoulder length must be tied back in such a manner that it cannot fall forward and be caught in a machine.

### **Equipment NOT Guarded – (open spindles)**

5. No beards longer than 3 inches.
6. Long sleeves must be rolled-up past elbows.

## **Chemical and Hazard Communication**

1. When using chemicals consult Safety Data Sheets (SDS) located on the computers (SDS BinderWorks) in the lunchroom for all substances that you are unfamiliar with.
2. Read the SDS sheets on all chemicals you are going to use. Be especially cautious with new chemicals or those that you do not use on a regular basis.
3. Use proper personal protective equipment (gloves and glasses).
4. Do not use a chemical that has no label. Report any unlabeled containers to your supervisor.
5. All flammable liquids shall be kept in approved safety containers. Never put into plastic spray bottles or 5-gallon pails.

## **Personal Cleanliness**

1. Personal cleanliness is extremely important. Many skin irritations that are blamed on industrial exposure result from careless or incomplete washing during and after working hours. After thorough washing, the skin should be dried completely.
2. Clean clothing should be worn, and special attention should be given to the need for frequent changes if clothing becomes oil soaked, or otherwise contaminated, so that the possibility of skin irritation and fire will be avoided.
3. To prevent bacterial growth do not put any contaminants (Spit, Waste Oil, Environmental Socks, Trash, etc.) in chip hoppers.
4. Barrier Cream for rash prevention is located at the tool crib.
5. Daily hygiene is mandatory including facial hair that is in the form of a beard or mustache.

## **Personal Protective Equipment (PPE)**

Approved safety glasses with side shields must be worn in the plant and work areas at all times. If safety glasses are damaged, do not meet OSHA standards, or do not fit properly, they must be repaired or replaced. Glasses are to be removed for cleaning only in a safe area (i.e. restroom, timeclocks, cafeteria, and offices). Goggles or goggles and shields must be worn when performing certain operations.

1. All employees assigned to work in the shop area must wear steel-toed safety shoes with metatarsal guards. Office employees must also wear these if they routinely work in the shop area outside of the marked aisles.
2. Such devices as goggles, face shields, or gloves may be required where a special hazard exists. Employees who neglect to use the personal protective equipment

required for a job take needless chances that may result in injury and run the risk of disciplinary action.

3. Protective screen should be set up around jobs where harmful rays, such as from electric arc welding are apt to endanger others.
4. In compliance with OSHA regulation, the company provides an annual hearing screening to all production employees. It will be mandatory that you wear hearing protection while in the plant. Office employees must also wear hearing protection if they are working in the shop area for extended periods of time. Hearing protection is available from dispensers from the Tool Crib.
5. Gloves are not mandatory unless working with certain chemicals that you are sensitive to. Gloves can also help prevent lacerations. There are several types of gloves available from the Tool Crib. Be sure to select the proper type for the job you are doing.
  - Gloves are mandatory while using the powered band cutter.

### **Eye Injury Precautions**

1. Make sure you are wearing the required safety glasses with side shields at all times.
2. When you are using air to blowout-machined holes, cover the hole with a shop towel or rubber grommet to reduce the amount of shavings flying around.
3. Only use the air blow-off when absolutely necessary. Use the vacuum as much as possible to clean the machines and fixtures.
4. When you are cleaning up the eye area, be careful not to wipe the area with anything that has shavings on it. Avoid wiping your eyes with dirty hands. If you feel any irritation in your eyes, please use the eye wash station immediately.
5. Be aware of anyone in your work area so that you do not blow anything towards them.
6. When deburring, position yourself so that the direction of the wheel or tool moves the material away from your face. Keep the bench area clean so the air tools won't throw debris into the air creating a potential eye irritation.
7. Air nozzles must be OSHA approved, 30-psi max. Make sure the side exhaust holes are not blocked.

## **Lifting Hoist Inspection**

Lifting hoists, lifting chains and lifting slings or straps **must** be checked daily prior to each use.

### **LIFTING HOISTS**

1. Visually inspect the lifting hook and chain for cracks or excessive wear.
2. Inspect the safety clip and make sure it is working properly.
3. Always verify that the load does not exceed the lifting capacity of the weakest component. (Hoist, chain, strap or eye bolts)
4. During use, if you notice any malfunction of the hoist motor, gears, control or crane, report it immediately.

### **LIFTING CHAINS**

1. Visually inspect the chain and hooks for wear, cracks or damage.
2. All chains intended for lifting will have a steel tag showing lifting capacity. If the chain is not tagged for lifting, do not use it.

### **LIFTING SLINGS OR STRAPS**

1. Visually inspect the strap or sling for cuts, abrasions or burns.
2. Make sure the lifting capacity tag is legible. Always try to protect this tag during use.

## **Housekeeping**

Housekeeping is part of everyone's job. Keeping your work area clean and neat creates a quality environment, makes your job more enjoyable, and a clean workplace is a safe workplace. Take pride in your area, your department, and your plant. Some suggestions for achieving good order are:

1. Keep aisles and workplaces clear. Materials shall be neatly and securely stacked and so located that people passing will not be injured. Tools and gages shall be kept in marked boxes, racks, or trays when not in use. Tool and gage benches will be kept clean and free of chips, dirt and grime.
2. Keep the area around you clean and dry. Use paper environmental socks to clean oil or coolant spills.
3. Air hoses are not to be used for cleaning off machines.
4. Put all waste, rags, rubbish, paper environmental socks, etc., in the containers provided for that purpose.
5. Material, trucks, or skids should never block aisles, exits, fire extinguishers, power panels, eyewash stations or fire door.
6. No glass containers are allowed on the plant floor.

7. Employee-Purchased returnable beverage containers must be taken home daily. No returnable beverage containers can be stored at the plant.
8. Keep exits clear at all times. Fire doors shall never be blocked nor made inoperative. Fire extinguishers shall be readily accessible and free of obstructions.
9. The lunchroom and locker room areas are provided for your convenience. The individual employee is responsible for his/her own cleanup.
10. The machine must be wiped down every shift and all chips should be routinely flushed out of the inside of the machine.
11. Tool pots and tools must be wiped out anytime a tool change is made.

### **Medical**

1. All injuries and near misses must be reported on the first day of occurrence. If necessary, your supervisor, a first aid responder or human resources will arrange for a clinic or hospital visit. If you feel in need of medical assistance for a work-related injury and you are away from the Company, notify a Supervisor before proceeding to the Company selected Occupational Health Clinic.
2. It is a violation of company policy to refuse medical treatment or emergency transportation services as prescribed by supervisory personnel or emergency medical personnel.
3. If an injury occurs on the floor, remain calm, page for a first aid responder to report to the specific area and then immediately notify a supervisor. Do not assist the injured party unless you are a company designated first aid responder. (Note: Never page a first aid responder by name. This could be interpreted as a routine call and could delay critical reaction time.)
4. Report any personal illness, severe headache, nausea, or personal medication that may cause drowsiness to your supervisor.
5. Foreign bodies in the eye should be removed/flushed at the eye wash station and the supervisor notified.
6. Near misses are incidents where something goes wrong but does not cause physical or property damage. These must be reported to make sure that serious accidents don't occur for the same reason.
7. Attendance to physical therapy or doctor appointments for employees diagnosed with a work-related injury is very important. Our attendance policy outlined in our Employee Handbook will also be in effect for missed appointments.

8. After work-related injury doctor appointments are complete, the employee is required to inform human resources or a supervisor of their case status.

### **Machine or Operator Hazards**

1. Do not shout at or touch a person who is operating a machine. Talking with the operator of a machine while it is in any sequence of its operation is a dangerous practice and is prohibited. Wait until they have completed the operation or stopped the machine if you need to speak with them. Good safety requires that you give your work your entire attention at all times.
2. Closely observe moving machinery and equipment for pinch points. Avoid resting your hands, arms, or feet on machinery or equipment. Keep your hands clear of such areas.

Safety guards are provided for your protection and should only be removed by authorized personnel for repairs or adjustments. Operating machinery without guards in place and functioning is prohibited. Report missing guards or deteriorating condition of any guard to your supervisor.

3. Report to your supervisor:
  - Machine malfunctions or damage to the machine
  - Unusual sounds
  - Unsafe conditions of machine equipment, or non-functioning devices
  - Tool defects
  - Missing guards
4. Any operating procedure that appears to be dangerous should be called to the attention of the employee involved. The supervisor should be involved. The supervisor should be informed if such practice continues.

#### **DO NOT:**

- Place your hands or body inside the point of operation until the machine is completely shut off. Hooks, or other tools should be used to reach inside the machine when provided for an operation.
- Pull or tug on metal chips. Use pliers to remove chips on chuck or tooling. Never push chips down into a hopper with your hands, whether you have a cut resistant glove on, or not.
- Start any equipment until you make sure that everyone is clear of any moving parts.
- Remove any part of a machine without your supervisor's approval unless your job requires you to do so.

## **Overhead Work**

1. Make sure crane and hoist loads are properly and safely hung. Crane ropes must be vertical before lifting a load. Crane operators must not try to pull loads sideways with a crane. Report any damage to lifting slings or fabricated lifting devices to your supervisor at once.
2. Use only approved ladders in good condition and equipped with safety shoes, or other OSHA approved safety ladders. Always face the ladder when ascending and descending. Report any unsafe ladders to your supervisor.
3. Always tie the ladder at the top if it is to be used for several trips.
4. Observe load limits of hoists and cranes.

## **Lockout/Tag out**

1. Lockout/ tagout training is completed initially upon hire and review training provided on an annual basis. It is imperative that you follow all procedure and guidelines set out during this training.
2. If you are assigned to a machine that is shut down by a lock on the power source, do not tamper with the lock. Go back to your supervisor for another machine assignment.
3. Never attempt to operate a machine that has been tagged DO NOT OPERATE. Unauthorized use of equipment may result in an injury to an employee or damage to company property. Bypassing safety lockout mechanisms is prohibited.
4. Always notify your supervisor of electrical trouble. Never store anything in or on electrical controls. All electrical control panels or boxes are to be opened by authorized personnel only and electrical repairs must only be made by qualified personnel. Always check electrical cords for bare or frayed wires prior to beginning your operation. Report these conditions to your supervisor immediately.
5. Any person performing machine maintenance must make sure that the proper lockout/tag out procedures are being performed for the specific type of machine being repaired. This usually includes disconnecting the power source, placing a complete lockout tag with date, and signature with a padlock on the power disconnect switch, valve, lever, or plug. All forms of energy including air, electrical, and hydraulic must be locked out.

## **Compressed Gases**

1. Compressed air should be used only on the job for which it was intended. Never direct a jet of compressed air on any part of your body, nor that of anyone else. Serious injuries have resulted from the improper use of compressed air. Never use a blow off gun, nozzle or any other blowing apparatus without an OSHA approved 30-psi nozzle. Horseplay with compressed air is prohibited.
2. Only OSHA approved nozzles are to be attached to air hoses. If you are assigned to a machine with worn or defective nozzles, ask your supervisor to have maintenance replace them.
3. Oxygen and Acetylene cylinders and similar containers must be transported, stored, and used in an upright position only. They must be fastened to prevent accidental tip-overs. A misused pressurized cylinder can become a missile and should be treated as such.
4. Make sure lines don't become tripping hazards or get exposed to vehicle traffic.
5. Shut off the air before you disconnect a line.
6. Propane gas cylinders must be handled with extreme care. Use only when authorized, and for only the purpose intended for them.
7. Safety caps must be in place at all times on compressed gas cylinders when not rigged for use. Be certain that empty containers are tagged accordingly.
8. Portable cylinders must be chained or secured from falling. Oxygen and Acetylene cylinders must never be stored less than 20 feet apart, and never located close to sources of heat.

## **Preventing Ergonomic Injuries**

1. Hoists or other power lifting equipment are required to raise heavy or bulky objects.
2. Do not attempt to lift or push objects that may be too heavy or awkward for one person to handle. Seek help when lifting or moving objects of this description. Learn the proper way of lifting to avoid strains. Bend your knees, keep your body erect, then push upward using your legs.
3. Whenever possible, use pulling motions to tighten or loosen nuts or bolts to avoid ergonomic injuries.
4. When deburring, use the electric and air driven tools in a safe manner. Whenever possible use the tools below shoulder level.



## **Electrical Equipment**

1. Respect electricity. Regardless of the voltage or amperage it carries, consider an electrical conductor as a hazard to be avoided. Handle electrical equipment with care, to prevent damage to insulation.
2. Any electrical appliance which does not work properly, should be turned in to the maintenance department for repair. Never attempt to make such repairs yourself unless you are specifically assigned to that kind of work.
3. Only authorized personnel shall open electrical boxes or enter substations.

## **Tools**

1. Never use defective tools or fixtures such as hammers, punches, wrenches, etc. Flying chips from mushroomed or split heads may cause injuries. Exchange these tools and see that they are repaired. All files must be equipped with an approved file handle.
2. Use only tools that are designed for the job you are doing.
3. Saws and wheels are to be installed by trained personnel only.
4. Return tools to their proper place when finished.
5. Power tools should be checked for defective switches and cords.

## **Emergency Action**

1. In the event of any emergency, dial 911 as soon as possible.
2. Become familiar with the Emergency Action Plan to prevent panic in emergency situations.
3. Fire prevention is an important part of everyone's job. A serious fire could put everyone in this company out of work. Learn the fire hazards of your job, and how to operate the nearest fire extinguishing equipment. Report all fires promptly to your supervisor.
4. If you use a fire extinguisher or notice an extinguisher is reading low, report it to your supervisor.
5. Do not block fire exits. Doors must never be locked from the inside or blocked on the outside. Please report fire hazards such as these to your supervisor.

## **Fork Truck/ Moving Vehicle Safety**

1. All receiving and shipping trucks will have their rear wheels chalked before loading or unloading.
2. Only trained personnel and employees authorized by their supervisor will be allowed on a receiving and shipping truck.
3. Fork truck drivers will be held fully responsible for ensuring safety of pedestrian plant personnel.
4. Fork trucks are to be driven at a safe speed at all times.
5. Only one person (driver) will be on a fork truck at a time.
6. No passengers are allowed on any type of vehicle in the plant.
7. Forks must be lowered to the ground when the fork truck is not in use.
8. The horn must be sounded, and fork truck slowed down at all intersections and aisles.
9. Leaving a fork truck running while parked is prohibited.
10. Improper use or reckless driving of a fork truck will not be tolerated and will be dealt with according to the plant guideline corrective action listed in *Appendix IV*.

## **Company Vehicles**

When operating company vehicles, the following are required:

1. A valid driver's license. Human Resources will retain a copy of your valid driver's license.
2. Obey speed limits, traffic signs and signals.
3. Ensure ALL occupants are wearing their safety belts.
4. Don't drive if your ability is impaired by illness, injury, tiredness or medication.
5. No cell phone or other handheld device usage.
6. No smoking/vaping or use of any tobacco products.
7. Periodic MVR Driving Record Checks will be done.

Refer to the **Blackhawk Engineering M V R Driving Record Check Policy** which can be found in the Human Resource office for more specific information and definitions.

## **Radios**

1. Maximum size is 24" long and 10: high.
2. No headphone radios allowed.
3. Must have factory cords. (no tape on cord or replaced ends)
4. When visitors are in our shop, radios much be turned off.
5. Volume must be kept at a level that machines can be heard and not distract others in the shop.
6. Blackhawk Engineering is not responsible for broken or stolen radios.

Blackhawk Engineering will follow the Corrective Action process located in the Plant Guidelines section of the Employee Handbook if a violation occurs.

## **In Short**

BE SURE - You know how to do the job.

BE SURE - You know its hazards and how to protect yourself.

IF YOU AREN'T SURE - ASK THE ADVICE OF YOUR SUPERVISOR!

**SAFETY IS EVERYONE'S RESPONSIBILITY!!**

## **EQUAL EMPLOYMENT OPPORTUNITY**

Blackhawk Engineering, LLC. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era, special disabled or other veteran, in accordance with applicable federal laws. In addition, Blackhawk Engineering, LLC. complies with applicable state and local laws governing nondiscrimination in employment in every location in which Blackhawk Engineering, LLC. has facilities. We will continue to take affirmative action to ensure fulfillment of this policy in all areas, including hiring, placement, promotion, transfer or demotion, recruitment, employment ads, wage rates or other forms of compensation, and selection for training, layoff, or termination.

This policy is part of our commitment to comply with the requirements and objectives set forth by presidential Executive Order 11246, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Uniformed Services Employment and Reemployment Rights Act, the Vietnam Era Veterans Readjustment Assistance Act of 1974, Rehabilitation Act of 1973, Civil Rights Act of 1991, and any applicable state and local laws, all as amended. We seek to obtain individuals qualified for or trainable for a position, by virtue of job-related education standards, training, experience, and personal qualifications.

Our policies and objectives regarding equal employment opportunity programs will be regularly reviewed to determine the progress toward our stated goals.

The unit of manager of each location will be responsible for ensuring that his policy is implemented in the various locations where company operations are situated, and those affirmative action plans are prepared and implemented. The Plant Manager is responsible for coordinating the equal employment policy throughout the company.

The successful achievement of a non-discriminatory employment program requires maximized effort and cooperation between management and employee. In fulfilling its part, management, by lending positive and continuing support, shall establish and implement procedures and practices, which will ensure equitable opportunity in employment for all.

## **Zero Tolerance for Harassment**

Our employees have the right to work without being subjected to unlawful harassment, including sexual harassment, in the workplace. For this reason, Blackhawk Engineering, LLC. has adopted a policy of “Zero Tolerance” with respect to unlawful harassment of any kind and from any source, either from managers, supervisors, coworkers or visitors. In this connection, Blackhawk Engineering, LLC. expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era, special disabled or other veteran, or status in any group protected by state or local law. Unlawful harassment is not tolerated.

With respect to sexual harassment, Blackhawk Engineering, LLC. specifically prohibits the following:

- 1.) Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical offensive conduct of a sexual nature, if:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or
  - Such Conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
  
- 2.) Examples of the types of conduct expressly prohibited by this sexual harassment policy include, but are not limited to the following;
  - Touching, such as rubbing or massaging someone’s neck or shoulders, stroking someone’s hair, or brushing against another’s body.
  - Sexually suggestive touching.
  - Grabbing, groping, kissing, fondling.
  - Whistling
  - Offensive comments, jokes, innuendoes, and other sexually oriented statements.
  - Foul or obscene language.
  - Leering, stalking.
  - Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
  - Unwanted or offensive letters or poems.
  - Sitting or gesturing sexually.
  - Offensive e-mail or voice-mail messages.
  - Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one’s sex life, body, sexual activities, deficiencies, or prowess.

- Questions about one's sex life or experiences.
- Repeated, unwelcome requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.

### **Complaint Procedure**

Blackhawk Engineering, LLC. is committed to equal employment opportunity and to zero tolerance of unlawful harassment. We want to resolve all employee concerns about possible employment discrimination and harassment in the workplace.

If you experience any job-related harassment based on your sex, race, national origin, disability, or another factor, or believe that you may have been subjected to unlawful employment discrimination, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action, including reporting it to Human Resources. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the head of your department or to the Plant Manager who will undertake an investigation. We will respect the privacy of the complaining employee and the accused employee to the extent possible in the investigation.

Blackhawk Engineering, LLC. will take prompt corrective action to remedy any confirmed harassment. Blackhawk Engineering, LLC. will discipline, up to and including discharge, an employee who has engaged in prohibited harassment.

Blackhawk Engineering, LLC. prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, Blackhawk Engineering, LLC. determines that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

**BLACKHAWK ENGINEERING, LLC.**  
**ELECTRONIC COMMUNICATION DEVICES POLICY**

**INTRODUCTION**

Throughout this policy, the term “Company” will refer to all divisions, subsidiaries, property, etc. of Blackhawk Engineering, LLC. has implemented this policy to define the use of electronic communication devices/camera-equipped phones that individuals may bring into the worksite. While the company does not desire to constrain the use of such devices, the company has a more fundamental responsibility to ensure that they are used in a reasonable manner and to ensure the integrity of proprietary information.

**APPLICATION**

This policy applies to all employees, suppliers, customers, and visitors while on company premises. Employees who have suppliers, customers or visitors on company premises are responsible for ensuring that they are made aware of this policy and that such devices are left in their vehicle or the reception area.

**GENERAL RULES**

01) Telephone Use

Company phones are for authorized or emergency situations only. Employees may not charge personal long-distance phone calls to the company, nor use company phones for personal business.

02) Personal Electronic and Camera/Video Enabled Devices

Unless properly authorized, all employees are instructed to refrain from any use of any form of personal electronic devices during their work hours.

Employees whose electronic communication devices are camera/video/voice recording capable are expressly prohibited from using those functions anywhere in the building or on the company property, unless authorized by company management.

Employees who work in manufacturing and distribution areas are to refrain from the use of any personal electronic communication devices when on the “shop floor,” as it is a major safety hazard.

Camera/video equipped and/or recording devices belonging to employees are restricted from any use on or in the company premises, unless authorized by company management. While at work, employees should plan to keep devices locked in their personal vehicles. Camera-equipped and/or recording devices are not to be kept in the facility. ***The taking of pictures/videos, and/or the recording of information by any kind of electronic device, anywhere in or on company property, is strictly prohibited.***

Personal Radios and CD's

All employees are strongly cautioned that the use of personal radios, IPOD's, MP3's and CD players may present a safety concern, when an employee may not hear an approaching fork truck or verbal communication from another employee. Wearing earbuds is not allowed on the production floor. (Employee must be wearing hearing protection.)

03) Internet Use

Employees who have access to the Internet understand that this technology is for company business use only. Reference the Company Computer usage policy for additional clarification.

05) E-Mail Use

Employees who have access to the e-mail system understand that it is for business purposes and are encouraged to minimize the personal use of the system. Reference the Company Computer Usage Policy for additional clarification.

**RELATED INFORMATION**

If state or federal law requires any modification to this policy the company will re-issue the policy to conform to such law (s).

Violation of any one of the above rules and guidelines will result in disciplinary action up to and including discharge.

**BLACKHAWK ENGINEERING LLC.**  
**TOBACCO-FREE/NICOTINE-FREE POLICY**

**POLICY**

The use of any tobacco, vape, or nicotine product is strictly prohibited inside the facility. Prohibited tobacco, vape, and nicotine products include but are not limited to cigarettes, cigars, chew, other tobacco, or tobacco-like products, vapes, and all nicotine products not approved by the Food and Drug Administration (FDA) for tobacco cessation.

The designated smoking areas outside of the facility are at the discretion of Plant Management. It is recommended that smoking, including vaping/chewing tobacco take place within those designed areas.

All materials related to smoking and chewing need to be disposed of properly. If the areas outside of the facility are not properly maintained then at its discretion, Management may revoke any smoking/vaping or use of tobacco products on the outside premises.

There is no smoking, including vaping or chewing in any company vehicles or in personal vehicles used to transport other employees or visitors to another location.

This policy complies with the Iowa Smokefree Air Act in Iowa Code Chapter 142D.  
[smokefreeair.iowa.gov](http://smokefreeair.iowa.gov)

**RESPONSIBILITY**

All employees, suppliers, customers, and visitors while on company premises will share in the responsibility for enforcing the policy.



## **PROCEDURES**

- All persons are asked to extinguish and/or cease from using all tobacco, nicotine, or tobacco-like products before coming onto property.
- Visitors or other non-employees will be politely informed of any policy violation and asked to cease use or leave the property.
- Applicants and interviewees will be advised that this is a tobacco-free/nicotine free worksite.
- Employees who violate the policy will be subject to disciplinary action up to and including termination.

Non-Smoking cessation support information may be obtained through QuitLine Iowa at [quitlineiowa.org](http://quitlineiowa.org) or 1-800-Quit-Now (784-8669).

## **RELATED INFORMATION**

If the federal law requires any modification to this policy the company will re-issue the policy to conform to such law(s).

## **Overview**

The benefits described in this handbook are intended only as a summary. The company reserves the right to change its benefit program at any time and to terminate benefits to the extent permitted by law. For more information about specific benefits, refer to insurance booklets; plan documents, etc., given to you when your benefits were activated.