



# General Stamping Company Employment Manual

---

## Prepared By

Document Prepared By
Samantha Corujo

## Employment Manual Version Control

Version	Date	Author	Change Description
Rev. 3	5/22/17	Samantha Corujo	Organizational Changes per President
Rev. 3	5/22/17	Samantha Corujo	Policy Changes per President
Rev. 4	6/30/17	Damon Dato	Policy Changes per President
Rev. 5	11/17/17	Damon Dato	Policy Changes per President

Officers	Organization Role
Damon R. Dato	President and CEO
Lauren Glory	Controller/HR Manager

Department Leaders	Organization Role
Chris Torsiello	Vice President of Manufacturing
Rocco Dente	Operations Manager First Shift
Robert Hoffner	Operations Manager Second Shift
Tom Wolak	ISO Team Leader
Nathan Rook	Quality Assurance Manager
Samantha Corujo	Sales and Marketing
Anthony Alexander	Production Manager

**Note** The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between General Stamping Company and any of its employees.

General Stamping Company at its option, may change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice.

## TABLE OF CONTENTS

1.1	Welcome.....	6
1.2	History.....	6
1.3	Changes in Policy.....	6
<b>2</b>	<b>EMPLOYEE DEFINITION AND STATUS .....</b>	<b>7</b>
2.1	Probationary Period for New Employees .....	7
<b>3</b>	<b>EMPLOYMENT POLICIES.....</b>	<b>8</b>
3.1	Affirmative Action / Equal Employment Opportunity .....	8
3.2	Immigration Law Compliance .....	8
3.3	Employee Background Check .....	8
3.4	Criminal Records .....	8
3.5	Personnel Records and Administration .....	8
3.6	Change of Personal Data .....	9
3.7	Postings.....	10
3.8	Building Safety/Security.....	10
3.9	Personal Property.....	10
3.10	Visitors in the Workplace.....	10
3.11	Weather-related and Emergency-related Closings .....	10
<b>4</b>	<b>STANDARDS OF CONDUCT .....</b>	<b>12</b>
4.1	General Guidelines.....	12
4.2	Calling In.....	12
4.3	Attendance and Punctuality.....	12
4.4	Tardiness/Early Departure.....	13
4.5	Work Schedule .....	14
4.6	Meal and Break Periods .....	14
4.7	Harassment Policy.....	14
4.8	Sexual Harassment Policy.....	15

4.9	Violence in the Workplace .....	16
4.10	Confidential Information and Nondisclosure.....	16
4.11	Ethical Standards .....	16
4.12	Parking.....	16
4.13	Dress Code.....	17
4.14	Courtesy .....	17
4.15	Use of Computer, Phone, and Mail .....	17
4.16	Use of Internet .....	17
4.17	Routine Maintenance.....	17
4.18	Packages.....	17
4.19	Alcohol and Substance Abuse .....	18
4.20	Gifts .....	18
4.21	Solicitations and Distributions .....	18
4.22	Complaint Procedure.....	18
4.23	Corrective Procedure.....	19
4.24	Crisis Suspension.....	19
4.25	Outside Employment .....	19
4.26	Employment Termination/Resignation .....	19
4.27	Company Property.....	20
4.28	Return of Company Property.....	20
<b>5</b>	<b>COMPENSATION POLICIES.....</b>	<b>21</b>
5.1	Timekeeping Procedures.....	21
5.2	Overtime Pay.....	21
5.3	Payroll and Paydays.....	21
<b>6</b>	<b>GROUP HEALTH AND RELATED BENEFITS .....</b>	<b>22</b>
6.1	Benefits Summaries and Eligibility .....	22
6.2	Annual Health and Dental Benefits Review.....	22

<b>7</b>	<b>TIME-OFF BENEFITS .....</b>	<b>23</b>
7.1	Holiday Policy .....	23
7.2	Vacation Time.....	23
7.3	Personal Days .....	24
7.4	Unpaid Time-Off .....	24
7.5	Bereavement Leave .....	24
7.6	Jury Duty.....	24
7.7	Military Reserves or National Guard Leaves of Absence.....	25
7.8	Family/Medical Leaves of Absence.....	25
7.9	Extended Disability Leaves .....	25
7.10	Uniformed Services Employment and Reemployment.....	26
7.11	Personal Leaves of Absence.....	26
7.12	General Stamping Holiday Schedule (2019).....	27
<b>8</b>	<b>EXPENSES.....</b>	<b>28</b>
8.1	Company Supplies, Other Expenditures .....	28
<b>9</b>	<b>EMPLOYEE COMMUNICATIONS .....</b>	<b>29</b>
9.1	Open Communication.....	29
9.2	Suggestions.....	29
<b>10</b>	<b>ACKNOWLEDGEMENT .....</b>	<b>30</b>

## INTRODUCTION

This document has been developed by General Stamping Company in order to familiarize employees with General Stamping Company and provide information about working conditions, key policies, procedures, and benefits affecting employment at General Stamping Company.

### 1.1 Welcome

Welcome to General Stamping Company. We are happy to have you as a new member of our family!

### 1.2 History

General Stamping Company was founded in 1965 and through creative solutions and innovative design, we have been a leading manufacturer of precision metal stamping ever since. We produce many different parts for the Medical, Automotive, and Hardware industries, from Leadframes to complex disconnects. At General Stamping, we handle virtually any special application (in-line tapping, formed, coined, extruded, flat, or chamfered). Our direct experience with materials includes stainless steels, carbon steels, beryllium alloys, copper, brass, nickels, plated materials, etc. ranging from 0.002 to 0.125 inches thick, and tempers from Annealed to Full Hard.

As always, we excel in the manufacturing industry and supply components to the following markets:

Leadframes	Reel-to-Reel Components	Glass Sealing Devices
Passive Electronic Components	Hardware	Connectors
Switches	Relays	Surface Mount Devices
Plastic Injections Molds	Lighting Controls/LED	Automotive
Shielding Devices	Hermetically Sealed Packages	

### 1.3 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, General Stamping Company reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

---

## **2 EMPLOYEE DEFINITION AND STATUS**

An “employee” of General Stamping Company is a person who regularly works for General Stamping Company on a wage or salary basis.

### **2.1 Probationary Period for New Employees**

Employees of General Stamping Company are classified as either hourly or salary. General Stamping Company monitors and evaluates every new employee’s performance for three months to determine whether further employment in a specific position or with General Stamping Company is appropriate. Employees of General Stamping, again, prospective or otherwise, are and will continue to be evaluated simply on the basis of their possession of the necessary job skills as well as education and/or experience relevant to any position.

---

### **3 EMPLOYMENT POLICIES**

#### **3.1 Affirmative Action / Equal Employment Opportunity**

General Stamping is an Equal Opportunity Employer. No employee, prospective or otherwise, will be discriminated against on the basis of race, color, religion, gender, age, disability, national origin, sexual orientation, or ancestry.

#### **3.2 Immigration Law Compliance**

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

#### **3.3 Employee Background Check**

Prior to making an offer of employment, General Stamping Company may conduct a job-related background check.

#### **3.4 Criminal Records**

When appropriate, a criminal record check is performed to protect General Stamping Company's interest and that of its employees and clients.

#### **3.5 Personnel Records and Administration**

Each employee's file should include the following information.

1. Application for Employment & Original Resume ( where applicable)  
**\*Please feel free to turn in updated copies of your resume or educational background at any time.**
2. W-4 Form
3. Employment Eligibility Verification Form (I-9)  
**\*This form must be accompanied by one of the following selections:**
  - a) United States Passport**
  - b) Certificate of United States Citizenship**
  - c) Certificate of Naturalization**
  - d) Unexpired Foreign Passport with attached employment authorization**

***\*This form must be accompanied by two forms of identification from the chart below:***



A State-Issued Driver's License or a State-Issued I.D Card with a photograph or information including Name, Sex, Date of Birth, Height, Weight, and Color of Eyes	Original Social Security Number Card (other than a card stating it is not valid for employment)
U.S Military Card	A Birth Certificate Issued by the State, County, or Municipal Authority Bearing a Seal or other Certification
	Unexpired INS Employment Authorization

4. Emergency Contact Sheet
5. Notice of Current Family Status Sheet
6. Notice of Current Dependent(s) Sheet
7. Notice of New Dependent(s) Sheet
8. Either of the following (*for Full-Time employees who completed 90 days of service*):
  - a. Request for Medical Coverage Sheet
  - b. Small Employer Health Benefits Waiver of Coverage

**\*Contact the Administration immediately if you have not submitted all of the required information.**

### 3.6 Change of Personal Data

Changes are to be reported to the office within sixty days of the time at which they become effective. Please have the appropriate supporting documentation available (see below) when reporting a change in status – the office will require copies of documentation at the time that the change is reported.

#### Required Documents

<b>1. Name</b>	<b>-Updated Social Security Card</b>
<b>2. Address</b>	<b>-Updated Driver's License</b>
<b>3. Phone</b>	<b>-Report Verbally</b>
<b>4. Marital Status</b>	<b>-Copy of Marriage License &amp; "Notice of New Dependent" Form (if applicable)</b>
<b>5. Family Status</b>	<b>-Completed "Notice of New Dependent" Form</b>
<b>6. Military Status</b>	<b>-Letter from Commanding Officer</b>
<b>7. Emergency Contact</b>	<b>-Completed "Change of Emergency Contact" Form</b>

- **A change in marital or family status may warrant changes in tax withholding. It is the sole responsibility of the employee to notify the office in the event that a change in tax withholding is desired. Appropriate paperwork will be presented to the employee at the time of his/her request.**

### 3.7 Postings

There are postings hung, year round, on the wall just inside of the employee entrance next to the time clock, up in the break room, and at the front entrance. These posting outline labor laws, safety, scheduled holidays, temporary payroll changes due to holidays scheduled, and updated scheduled employee time off.

The evacuation plan map is also located in these areas as well. Please refer to these postings in the event of an emergency. If you need assistance in determining the location of the nearest exit, each map is equipped with a red dot that indicates its location within the facility.

Signs to remind employees of company holiday closings are posted throughout the office and plant for one week prior to each closure.

### 3.8 Building Safety/Security

Each and every employee must follow the building security rules and regulations listed in the Employee Safety Manual.

Employees are not allowed on General Stamping Company property after hours without prior authorization from their supervisor.

### 3.9 Personal Property

General Stamping Company assumes no risk for any loss or damage to personal property of an employee.

### 3.10 Visitors in the Workplace

*No visitors or vendors are allowed in the plant without permission from the Management.* This applies to former employees as well as strangers, sales people, etc. All authorized visitors or vendors should be referred to the office.

- Visits by personal friends of employees are discouraged.
- Visitors to the company who are there on business must identify themselves and have **checked in through the office.**
- No visitor is allowed to wander around the premises unescorted.
- No visitor is allowed to break company policies affecting safety; any employee seeing this happen should inform his or her supervisor.
- All visitors must sign in using office sign in sheet.

### 3.11 Weather-related and Emergency-related Closings

All employees are urged to make every possible effort to get to work.

Those employees who cannot make it to work in inclement weather, or those employees who choose not to risk the drive to work in inclement weather, must follow the procedure listed in the heading, 4.2 "Calling In".

All employees who leave early or do not come to work during hours in which the company has not been formally closed will be allowed to substitute personal and/or vacation days in the event that the employee:

1. Has time available
2. Requests such a substitution be made

In the event of a formal company closure, employees who have followed company policy will have the opportunity to make up the time that they have lost. The employee doesn't need to use vacation/personal time if they choose to make up the time. If they do decide to make up the time, then they need to do so with prior authorization from the President.

**\*General Stamping will not pay for time not worked.**

**\*President may deny use of paid time off to all staff in the event of a formal company closing if it is necessary to maintain work and production schedules.**



## 4 STANDARDS OF CONDUCT

### 4.1 General Guidelines

All employees are urged to become familiar with General Stamping Company rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the company's business.

### 4.2 Calling In

In the event that an employee becomes ill or cannot make it to work at his/her designated start time, that employee must call in and speak to his/her immediate supervisor *before* 8:00 A.M.

**\*Failure to follow this policy will result in forfeiture of pay for that personal/vacation day.**

**\*Failure to follow this policy may result in suspension or termination.**

### 4.3 Attendance and Punctuality

Employees are sometimes absent. As a general principle an employer has the right to expect that employees will be present, ready for work, when and where they are assigned.

There are exceptions, of course – employees often believe that an excused absence offers a kind of immunity from discipline. This may be true to the extent that an employer recognizes some legitimate reasons for being absent. The employer still has a right, though, to demand reliable performance and to act when that demand is not met.

It is essential for the success of the company and for the security of everyone's job that the company meet its production schedules on time. In order to accomplish this objective, regular and prompt attendance at work is required of all employees.

Attendance records, therefore, will be kept on record for the duration of the year and will renew on January 1<sup>st</sup> of each consecutive year.

1 <sup>st</sup> Unexcused Absence	Written Warning
2 <sup>nd</sup> Unexcused Absence	3 Day Suspension – No Pay
3 <sup>rd</sup> Unexcused Absence	10 Day Suspension – No Pay and/or Termination

**\*This list will serve as a notice of the steps of recourse that supervisors may utilize in dealing with attendance problems. Consequences will ultimately be decided by a supervisor on a case basis. These guidelines are to be used at the discretion of management and should be perceived as possible penalties for each individually listed offense.**

An absence will be considered excused only if, in the event that an employee becomes ill and cannot report to work on any given day that employee follows procedure listed in the *calling in* portion of this manual and is able to substantiate the illness with a doctor's note at the discretion and request of a supervisor.

**\*General Stamping will not allow the manipulation of personal or vacation pay benefits to compensate for an unexcused absence. An unexcused absence will result in forfeiture of pay for time missed.**

**2018 Updated Policy**

When an employee uses their last paid day off, a formal meeting with Human Resources is required. During that meeting, HR will provide that employee with a written copy of the paid days off used for that calendar year and a formal written attendance warning outlining the last paid day used. After all paid time off has been used, future absenteeism by that employee is considered **unexcused** by management. If an employee takes additional time off after all days have been used, the new company policy is:

- a. No pay.
- b. Each unexcused day off = 1 paid day off forfeited for the following calendar year.
- c. If an employee is absent and there is a very good reason (example: death in immediate family, court order, etc.) at that time the request for time off will either be granted or denied by management.

**Temp Attendance Policy (Effective 11/17/17)**

During the temp's 600-hour probationary period they may miss 2 days of work. If the temp is absent for a 3<sup>rd</sup> day during this period, they will be fired by management. Excused days will be reviewed and decided by management on a case by case basis.

**4.4 Tardiness/Early Departure**

Employees are expected to be on time. Continued lateness will not be tolerated and may result in an employee's dismissal.

If you are going to be unavoidably detained, you should phone in and make your supervisor aware of the situation.

Employees must punch their own timecards when they start or stop work. Anyone attempting to sign or punch any card other than their own may be dismissed.

Anyone found cheating on his or her time sheet may be subject to immediate dismissal.

Any employee who forgets to punch in or out on their timecard should notify his/her supervisor as soon as possible.

Records will be kept from January 1<sup>st</sup> and renew on January 1<sup>st</sup> of each year.

1 <sup>st</sup> Unexcused Lateness/Early Leave	Oral Warning
2 <sup>nd</sup> Unexcused Lateness/Early Leave	Written Warning
3 <sup>rd</sup> Unexcused Lateness/Early Leave	3 Day Suspension – No Pay
4 <sup>th</sup> Unexcused Lateness/Early Leave	10 Day Suspension – No Pay and/or Termination

**\*This list will serve as a notice of the steps of recourse that supervisors may utilize in dealing with Lateness and/or Leaving Early. Consequences will ultimately be decided by a supervisor on a case basis. These guidelines are to be used at the discretion of**

**management and should be perceived as possible penalties for each individually listed offense.**

Lateness/leaving early may be deemed excused at the discretion of a supervisor provided that the employee submits and receives approval on a "Request for Time Off" sheet, in writing, to and by a supervisor with a minimum of one week notice prior to his/her anticipated absence.

In the event that lateness is the direct result of an emergency situation or illness, employees must follow the procedure listed under Section 4.2 "Calling In" in this manual and see an immediate supervisor when reporting to work. In the event that early leave is the direct result of an emergency situation or illness, employees must see an immediate supervisor before leaving the premises and report back to that supervisor upon returning to work to discuss the situation at greater length. Only following the meeting with your supervisor when you return to work will lateness/ leaving early be deemed to be excused or unexcused, in either of the circumstances listed above. The determination, by the employee's immediate supervisor, as to whether or not the lateness is excused will be forwarded both to the office and to the employee, in writing on the day following the event.

#### **4.5 Work Schedule**

**OFFICE HOURS:** Monday – Friday 8:00 AM – 5:00 PM  
**PLANT HOURS:** Monday – Friday 5:30 AM – 10:30 PM

##### **Time Clock**

**Hourly Employees:** Hourly employees must clock in at the start of their designated work day and out at the end of the work period.

**Clocking in Late:** Deductions will be taken as the equivalent to the amount of time missed beginning at 5 minutes.

**Overtime:** Paid to hourly employees who worked *assigned* time over and above their regular 40 hour week. Overtime is calculated as time and a half. Overtime is calculated using time worked greater than 40 hours per week, not per day.

#### **4.6 Meal and Break Periods**

**BREAKS:** (2) – 15 Minute Breaks  
Morning: 10:00 AM – 10:15 AM  
Afternoon: 2:30 PM – 2:45 PM

**LUNCH:** 40 Minutes – 12:00 NOON – 12:40 PM

General Stamping Company encourages employees to take a rest period and provides a paid rest period of fifteen minutes in the morning work period and fifteen minutes in the afternoon work period.

General Stamping does offer a break room on the second floor of the Tool Room which offers some conveniences such as a T.V. to watch while at meal times or on break. Additionally, there is a refrigerator for you to store meals.

#### **4.7 Harassment Policy**

General Stamping Company does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons,

pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

## 4.8 Sexual Harassment Policy

Sexual harassment, of any nature, will not be tolerated by General Stamping.

- 1<sup>st</sup> Incident ----- Written Warning
- 2<sup>nd</sup> Incident ----- 10 Day Suspension – No Pay and/or Termination
- 3<sup>rd</sup> Incident ----- Termination

**\*This list will serve as notice of the steps of recourse that supervisors may utilize in dealing with sexual harassment occurrences. Consequence will ultimately be decided by a supervisor on a case basis. These guidelines are to be used at the discretion of management and should be perceived as possible penalties for each individually listed offense.**

Definition: Any unwelcome sexual advance that affects an employee's ability to do his or her job and causes that person to feel uncomfortable.

**\*Note: Sexual harassment can be committed by or against any gender, by or against an employee of rank; by or against a third party.**

Types of Sexual Harassment:

1. "Quid Pro Quo"

- a. Comments or suggestions linked with consequences:

Examples:

- 1) You will lose your job if you do not wear a short skirt.
- 2) If you have dinner with me I'll give you a raise,

2. "Hostile Environment"

- a. Physical

Examples:

- 1) Inappropriate touching
- 2) Inappropriate gestures

- b. Verbal

- 1) Comments or suggestions with no explicit consequences

Examples:

- a. You should wear a short skirt to show off your legs.
- b. How about a kiss?

Grievance Procedure:

**Please go to Administration to receive an "Incident Report" form.**

1. Record the incident, taking care to note the time, place and parties involved, witnesses, and nature of the occurrence.
2. Report the incident to your immediate supervisor, who will then evaluate the validity and, if necessary, appropriately discipline for the incident.
3. If the incident recurs, note the fact that the complaint is based on a recurrence and follow the grievance procedure as outlined above.

**\*Your comfort as an employee is important to General Stamping. In the unlikely event that one or more of the instances of sexual harassment have**

***affected you and the supervisor to whom you have reported the incident(s) has not taken what you feel to be the appropriate steps in solving the problem, please see the President.***

***\*Note: Sexual harassment is not always intentional – it is defined by the effect that it has on the victim, which takes precedence over the intent of the offender. The best way to successfully avoid becoming a party to sexual harassment is to exhibit complete respect for your fellow employees. Consciously consider the possible effect of your actions on others, “keep your hands to yourself,” and refer to your manual for reminders on prevention, reference, and grievance procedure if you feel that you have been harassed or if you have witnessed the harassment of someone else.***

#### **4.9 Violence in the Workplace**

General Stamping Company has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect General Stamping Company or which occur on General Stamping Company or client property, will not be tolerated.

#### **4.10 Confidential Information and Nondisclosure**

By continuing employment with General Stamping Company, employees agree that they will not disclose or use any of General Stamping Company's confidential information, either during or after their employment. General Stamping Company sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with General Stamping Company assumes an obligation to maintain confidentiality, even after an employee leaves the company.

#### **4.11 Ethical Standards**

General Stamping Company insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind General Stamping Company's great success story. When faced with ethical issues, employees are expected to make the right professional decision consistent with General Stamping Company's principles and standards.

#### **4.12 Parking**

General Stamping offers an employee parking area located immediately outside of both the “Office” and the “Employee Entrance” doors with exception of the first parking space closest to the office which is reserved for the Company President.

1. The employee parking area contains unassigned parking spaces – the lot operates on a first come, first serve basis.
2. Vehicles left in the employee parking area are not General Stamping's responsibility. Again, General Stamping assumes no responsibility for damage or loss of vehicles or other personal property left on the premises either during plant hours or at any time during which the plant is closed.
3. Employees are requested to use caution within and around the parking area vicinity – please drive slowly and respect your peers. There is a constant flow of people in the parking area.



#### **4.13 Dress Code**

The wearing of shorts and/or open toed shoes is restricted for employees who work in any area with exception to the office.

**\*This restriction is for safety reasons.**

Aprons are available for Tool Room and Production Department employees – please see your supervisor for information on storage locations and laundering.

#### **4.14 Courtesy**

Employees should not work in a manner that willfully obstructs or hinders another employee from completing his/her assigned duties.

Employees should operate in a manner both safe to themselves and their fellow workers.

Personal problems between employees should not be pursued at work.

When leaving the plant or office area at times other than lunch, all employees should have the permission of their supervisor who will know why, where, and for how long they will be gone. Employees who work in the office area should also tell the receptionist where they are going, and when they expect to return. Returning employees should check in with the receptionist and/or their supervisor.

#### **4.15 Use of Computer, Phone, and Mail**

General Stamping Company property, including computers, phones, electronic mail, and voice mail, should be used only for conducting company business.

#### **4.16 Use of Internet**

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

#### **4.17 Routine Maintenance**

A clean work area makes for a more pleasant, as well as, safer place to work. Employees in all Departments are asked to keep their surroundings as neat and orderly as possible. Trash receptacles which are easily accessible are located throughout the building. Please place litter from lunches, etc., in these receptacles. Please place scrap materials into the scrap bins.

#### **4.18 Packages**

Supervisors have the authority to request any employee to open for inspection any package, bag, briefcase, or other container brought into or taken from the company premises.

Employees may be dismissed for dishonesty, theft of company property or employees' property, and/or willful destruction of company property or others'. For minor offenses, the penalty will be commensurate with the act.

#### 4.19 Alcohol and Substance Abuse

1 <sup>st</sup> Offense	-----	Written Warning
2 <sup>nd</sup> Offense	-----	10 Day Suspension and/or Termination
3 <sup>rd</sup> Offense	-----	Termination

**\*This list will serve as notice of the steps of recourse that supervisors may utilize in dealing with alcohol and substance abuse related offenses. Consequences will ultimately be determined by a supervisor on a case basis. These guidelines are to be used at the discretion of management and should be perceived as possible penalties for each individually listed offense.**

There are to be no illegal drugs or alcohol on company property at any time. Company property includes each and every location within the building, the parking area, and the loading dock area.

There are to be no illegal drugs or alcohol on an employee or in any personal belongings of an employee while that employee is on company property.

**\*Illegal drugs or alcohol brought onto company property is defined above, either during plant hours or while General Stamping is closed will subject the culprit to disciplinary action.**

#### 4.20 Gifts

Employees and/or affiliates of General Stamping are not to accept or give gifts of any nature from/to business contacts.

***\*Violations of this policy may result in disciplinary action, up to and including termination.***

#### 4.21 Solicitations and Distributions

Contributions may not be solicited of employees of any department unless approved by the Department head. Raffles, benefit sales, and the like for charitable organizations may be allowed if they **do not** interfere with the progress of work.

#### 4.22 Complaint Procedure

General Grievance Procedure:

**\*Use the "Incident Report form" which can be obtained from the office.**

1. Record the incident, taking care to note all relevant information including the time, place, parties involved, witnesses, and nature of the occurrence.
2. Report the incident to your immediate supervisor who will then evaluate the validity, course of corrective action, and, if necessary, the appropriate discipline for the incident.
3. If the incident recurs, note the fact that the complaint is based on a recurrence and follow the grievance procedure as outlined above.

**\*A general complaint encompasses a wide variety of possible issues, incidents will be evaluated and dealt with by a supervisor on a case basis.**

**\*Your comfort as an employee is important to General Stamping. In the unlikely event that one or more complaints have been filed for related incidents, and the supervisor to whom you have reported the incident(s) has not taken what you feel to be the appropriate steps in solving the problem, please see the President.**

#### **4.23 Corrective Procedure**

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Unpaid Suspension (d) Termination.

#### **4.24 Crisis Suspension**

An employee who commits any serious violation of General Stamping Company policies at minimum may be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

#### **4.25 Outside Employment**

General Stamping discourages all employees from taking secondary outside jobs.

Requests of employees to take outside employment with any company within the manufacturing industry or any company that is similarly competitive with General Stamping will be denied and are prohibited.

Any decline in job performance that occurs while an employee is working a second job outside of General Stamping may result in termination.

General Stamping is in no way responsible, nor will General Stamping be a party for illnesses or injuries resulting from outside employment.

#### **4.26 Employment Termination/Resignation**

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of General Stamping Company practices, rules, or standards of conduct, employment with General Stamping Company will be terminated. Upon termination, all General Stamping employees must return any and all equipment to General Stamping in the same condition in which it was received.

#### **4.27 Company Property**

1. An employee is expected to exercise due care in his use of company property and to utilize such property only for authorized purposes. Negligence in the care and use of company property may be cause for suspension and/or dismissal.
2. Unauthorized removal of company property from the premises or its conversion to personal use will be considered cause for suspension and /or dismissal.

#### **4.28 Return of Company Property**

Company property issued to an employee must be returned to the company at the time he/she terminates employment or when it is requested by his department head or his/her designated representative. The value of any property issued and not returned may be deducted from the employee's paycheck.

---

## 5 COMPENSATION POLICIES

### 5.1 Timekeeping Procedures

Hourly employees must clock in at the start of their designated work day and out at the end of the work period. If an employee does not clock in or clock out he/she does not get paid.

### 5.2 Overtime Pay

Overtime is paid to hourly employees who worked *assigned* time over and above their regular 40 hour week. Overtime is calculated as time and a half.

### 5.3 Payroll and Paydays

Employees are paid biweekly on Thursdays. General Stamping pays employees on Thursday for the period beginning on Monday and ending on Sunday of the previous two weeks.

**Direct Deposit is available - see Lauren to enroll.**

Employees are responsible for their paychecks after they have been issued.

---

## 6 GROUP HEALTH AND RELATED BENEFITS

### 6.1 Benefits Summaries and Eligibility

General Stamping pays 90% of your **individual** (the employee only) health insurance and 100% of dental coverage on your behalf. General Stamping offers medical and dental coverage to its Full-Time employees only and **only** covers the General Stamping employee (single coverage only).

**\*Employees who have met the 90 day employment requirement and wish to enroll in General Stamping's medical plan must submit a "Request For Medical Coverage" sheet, (distributed in conjunction with this manual), to Human Resources for enrollment. The "Request for Medical Coverage" sheet will then be returned to the employee so that he/she can endorse the employee contribution section. The completed "Request for Medical coverage" sheet must then, once again, be returned to Human Resources. Enrollment paperwork will be submitted to the current carrier within thirty days of the Administrator's approval and endorsement of the completed application.**

**Medical carriers may deny or defer enrollment based on pre-existing conditions, requests for "Certificates of Credible Coverage", statements of good health, dependent age or proof of qualifications, etc. – denials or enrollment deferrals will be addressed by General Stamping on a case basis.**

### 6.2 Annual Health and Dental Benefits Review

Health and dental benefits and the costs associated with these employer paid benefits are reviewed by management every year. Changes to health and dental benefits including potential employee contributions to offset the rising cost of benefits will be announced by the President as required at anytime.

---

## 7 TIME-OFF BENEFITS

### 7.1 Holiday Policy

Part time employees with 2 or more years of employment will be paid for the holidays that fall on their normal scheduled work days, not in addition to their work schedule.

- **Note: Full and Part-time employees must, in order to receive this benefit, work both the day before and the day after any given holiday.**
- **In the event that an employee, whether that employee works Full or Part-Time, fails to report to work on either of the aforementioned days surrounding a holiday, General Stamping will rightfully withhold said employee’s holiday pay indefinitely, based on willful non-conformance with the company policy. In addition and again, failure to follow company policy may also result in suspension or termination.**
- **Paid holidays are listed within this manual and are reviewed by management every year.**

*\*An updated schedule of dates for the holidays will be provided on an annual basis.*

### 7.2 Vacation Time

General Stamping offers Full-Time employees paid vacation time in addition to the scheduled holidays which can be taken by means of scheduling them with a “Request For Time Off” sheet. Time off sheet should be submitted to and approved by a supervisor at least two weeks prior to your scheduled commencement of time off. Vacation should be taken in one week increments with no more than 2 weeks’ vacation allowed at a time.

Paid days are earned in correlation with time employed by General Stamping.

Full Years of Employment	Number of Vacation Days
1 Year	5 Days
3 to 8 Years	10 Days
8 or more	15 Days

***\*Vacation time may be accumulated for a maximum of one year – accumulation years run from January 1<sup>st</sup> to December 31<sup>st</sup>. Up to 3 days maximum may be carried to the next year however they must be used by the end of March each year or they will be forfeited.***

***General Stamping will not pay vacation time for tardiness, leaving early, or days on which an employee fails to report to work. Any attempt to manipulate vacation days in this or any other manner and/or any departure from the policy listed above will result in non-payment of the amount of time that an employee has submitted and may lead to suspension or termination.***

General Stamping offers staggered vacation time instead of the plant closing, and permission depends on work volume for that time – requests will be granted on a first come, first serve basis.

### 7.3 Personal Days

Personal days are limited to Full-Time employees only. Eligible employees are allowed 6 paid personal days per year (running for January 1<sup>st</sup> through December 31<sup>st</sup>). Personal days are non-cumulative.

Personal days are offered to employees at the rate of 6 days per year. Those days may be taken only during the period running from January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Three (3) days may be carried over to the next year however, they must be used by the end of March or they will be forfeited.

Those new hires that are newly eligible for paid personal days must refer to a supervisor who will release the specific date, during the month that availability is scheduled to commence, for his/her exact implementation date. New hires (full-time) must turn this specific availability dates in to the office 1 month prior to commencement in order to receive this benefit.

Requests for personal days must be approved by a supervisor, in writing, with a minimum of 2 weeks prior to the actual day off.

**\*Failure to follow this policy will result in forfeiture of pay for that personal day.**

**\*Failure to follow this policy may result in suspension and termination.**

**Personal days may be split into ½ days only (4 hours).**

**Personal Days – Part time Employees: Current and New Hires**

**General Stamping does not offer Part-Time employees paid personal time.**

### 7.4 Unpaid Time Off

If an employee is absent, they may no longer elect “unpaid time off”. Employees must use their allotted personal days or vacation days.

### 7.5 Bereavement Leave

Funeral leave is generally granted so that an employee need not have the shock of a death in the immediate family compounded by a loss of pay in the event of a death in the immediate family (Mother, Father, Sibling, Spouse, Child, Grandparents). An employee will receive 2 days paid leave upon presenting documentation.

**\*Turn in a “Request for Time Off” sheet (prior to your leave if possible).**

An employee will not be eligible to receive paid bereavement time-off benefits in addition to personal or vacation time while scheduled off or absent from work.

### 7.6 Jury Duty

Employees will be paid for jury service in the event, and only in the event, that the office is presented with a written excuse corresponding to the absence dates and prepared by the Office of Jury Management of the appropriate county upon return to work.

**– Maximum time allowable – 3 days.**



**\*Turn in a “Request for Time Off” sheet prior to your leave.**

Payment for said jury duty leave, upon aforementioned presentation of proof of such duty, amounts to the difference between the amount the employees receives for jury duty and his/her regular straight time wage or salary for that period.

An employee on jury duty must notify his supervisor as soon as possible in order that arrangements may be made to cover his/her position.

## **7.7 Military Reserves or National Guard Leaves of Absence**

General Stamping offers 5 paid days for military reserve duties or training and are allowable annually. A General Stamping employee taking these days must include a written statement from a commanding officer documenting the length of duties/training and pay received. The employee must fill out a “Request for Time Off” sheet prior to the absence.

**\*Military leave allowance is non-cumulative and renews yearly on January 1<sup>st</sup>.**

**Training periods/military reserve duty within a 5-day allowance will be paid in the amount of the difference between the employee’s military base pay and his/her regular wages for the period.**

**Military leave for reserve training over and above the 5 days allowable annually but for finite and prescribed time will be taken with no pay.**

**Military leave for an indefinite period; in the event that an employee is called to active duty will be taken as unpaid leave.**

**\*Military leave for an indefinite period, in the event that an employee is called into active duty prior to completing 90 days of employment will result in termination and reinstatement to the original position upon notification ( in the form of a letter from a commanding officer) of (President) that said employee has returned.**

## **7.8 Family/Medical Leaves of Absence**

Occasionally, for medical, personal, or other reasons, employees may need to be temporarily released from the duties of their job with General Stamping Company. It is the policy of General Stamping Company to allow its employees to apply for and be considered for certain specific leaves of absence. All requests for leaves of absence should be submitted in writing to management and the Human Resources Department.

## **7.9 Extended Disability Leaves**

If a period of disability continues beyond the 12 weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave.

## 7.10 Uniformed Services Employment and Reemployment

As an Equal Opportunity Employer, General Stamping Company is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

## 7.11 Personal Leaves of Absence

- Employees must complete one year of employment before a request for a leave of absence can be considered.
- Maternity, Personal, Military, and Medical leaves of absence, if granted on request, are taken without pay.
- Maternity, Personal, Military, and Medical leaves of absence, if granted on request, are taken with the forfeiture of pay for scheduled holidays that fall within the time period off.

Employees requesting a leave of absence must submit a "Request for Time Off" sheet directly to the President as early as possible before the requested start date.

❖ **Requests must include:**

- **Specific reason(s)**
- **Length of time (give dates where possible)**

❖ **Employees taking a leave of absence are not eligible for medical coverage through General Stamping during the leave unless the employee is granted a leave of absence due to maternity or other health reasons, in which case a doctor's note substantiating the medical/health leave is required prior to approval.**

Reinstatement:

1. Employees are required to contact the President 2 weeks *prior* to their prospective return date.
2. General Stamping will attempt to place an employee, upon his/her return from a leave of absence, either in the same or comparable position to his/her prior position for leaves lasting 60 days or less. In the event that there is no work available for the employee wishing to return from a 60 day or less leave at the time that he/she is scheduled to return, General Stamping will extend the unpaid leave of absence, under the same conditions that originally applied (original time constraints are accepted), and recall the employee when a suitable opening arises.
3. General Stamping cannot guarantee the availability of the previous or comparable position for employees wishing to return from a 61 day longer leave (*unless the leave was granted for maternity or medical reasons, in which case return will be dictated by the 60 day or less reinstatement policy as described above*). Availability will be considered, and every attempt will be made to place the returning employee, but in the event that there is not enough work to support the employee's previous or a comparable position, the employee may be laid off until such time that a recall of past employees is possible.

## 7.12 General Stamping Holiday Schedule (2019)

New Year's Day (Observed)	Tuesday, 1/1/2019
President's Day	Monday, 2/18/2019
Good Friday	Friday, 4/19/2019
Memorial Day	Monday, 5/27/2019
4 <sup>th</sup> of July	Thursday, 7/4/2019 & Friday, 7/5/2019
Labor Day	Monday, 9/2/2019
Thanksgiving	Thursday, 11/28/2019 & Friday, 11/29/2019
Christmas	Tuesday, 12/24/2019 Wednesday, 12/25/2019 Thursday, 12/26/2019
New Year's Day	Wednesday, 1/1/2020

## **8 EXPENSES**

### **8.1 Company Supplies, Other Expenditures**

Only authorized persons may purchase supplies in the name of General Stamping Company. No employee whose regular duties do not include purchasing may incur any expense on behalf of General Stamping Company. Without a properly approved Purchase Requisition Form, General Stamping Company is not obligated for any purchase. Purchase Requisition Forms can be found throughout the facility, in the front office or they are available on our company website.

---

## **9 EMPLOYEE COMMUNICATIONS**

### **9.1 Open Communication**

General Stamping Company encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not resolved at that point, employees should contact Human Resources. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

### **9.2 Suggestions**

General Stamping Company encourages all employees to bring forward their suggestions and good ideas about making General Stamping Company a better place to work and enhancing service to General Stamping Company customers. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued.

---

## 10 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the General Stamping Company Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding General Stamping's company policies I should direct them to my manager or the Human Resources Department.

I know that General Stamping's company policies and other related documents do not form a contract of employment and are not a guarantee by General Stamping Company of the conditions and benefits that are described within them. Nevertheless, the provisions of such General Stamping's company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that General Stamping Company, at any time, may change, add to, or delete from the provisions of the company policies.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

