

EMPLOYEE HANDBOOK

JOYCE MANUFACTURING CO., LLC

JOYCE FACTORY DIRECT

Effective November 2021

This handbook has been prepared specifically for
“Joyce Manufacturing Co., LLC” and “Joyce Factory Direct”
referred to in this document as “Joyce Companies” or “Joyce”.

JOYCE COMPANIES

as of November 2021

Please retain this handbook in a secure place as revised pages will be issued periodically when conditions warrant.

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Welcome to Joyce Companies

Starting a new job is exciting but at times can be overwhelming. This employee handbook has been developed to help you get acquainted and answer many of your initial questions.

As an employee of Joyce Companies, the importance of your contribution cannot be overstated. Our goal is to provide the finest quality products and services to dealers and to do this more efficiently and economically than our competitors. By satisfying our dealers needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process for your work directly influences our corporation's reputation.

This employee handbook explains our personal policies and benefits, as well as the specific opportunities and responsibilities that exist for you within our corporation. In an effort to be responsive to the needs of a growing organization, changes or additions to this handbook will be made when necessary.

We will keep you informed when these changes are made. We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Russell Schmidt, Owner

An Opening Comment

This handbook is designed to acquaint you with Joyce Companies and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Joyce Companies to benefit its employees.

This employee handbook is not a contract of employment and none of the provisions are to be construed as a promise of employment for any specified period of time or as a contract or a guarantee concerning terms and conditions of employment. Joyce Companies retains sole and absolute discretion with respect to decisions affecting employment and terminations. The Company intends to exercise that discretion in a manner consistent with its management philosophy of mutual respect, understanding, and cooperation.

No employee handbook can anticipate every circumstance or question about Company policies. As Joyce Companies continues to grow, the need may arise and the Company reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its discretion. Employees will be notified of such changes to the handbook as they occur. Handbook provisions can only be changed through written notification from an officer of the Company.

SECTION I. INTRODUCTION

History of Joyce Companies

Joyce Companies is a family owned and operated company. We've been designing, manufacturing and installing residential and commercial enclosures since 1955. Joyce Manufacturing was started by Albert and Gustav Schmidt, humbly named after Albert's wife Joyce. They started the business in the family garage making awnings for homes, with the intention of providing – with honesty and integrity – a quality crafted project.

All of our sunrooms, windows and doors are manufactured in a 138,000 sq. ft. facility which contains the latest in design, engineering and manufacturing equipment which enable us to develop wall, window, roofing systems, replacement windows, sliding patio doors that can stand up to the toughest standards of all.

Joyce's commitment to excellence is apparent by the caliber of its professional affiliations. We work with our affiliates to provide products that have gone through rigorous testing and certification procedures to ensure an end product that will prove the highest energy-efficiency of every home.

Our Employment Relationship

Our corporation adheres to the policy of employment-at-will, which permits the corporation or employee to terminate the employment relationship at any time, for any reason. Neither the policies contained in this employee handbook, nor any other written or verbal communication by a manager are intended to create a contract of employment or a warranty of benefits. The policies contained in this handbook may be added to, deleted or changed by the corporation in its sole discretion except that we will not modify our policy of employment at will in any case.

Our Customer Relations Philosophy

We have developed a reputation as an ethical, honest company, and our customers respect our employees for the professional manner in which they conduct themselves. Each of our positions in this Company provides a service and we all have customers who depend upon us. We share a commitment to serving the needs of our customers and we do it with enthusiasm. We recognize that our customers are not interruptions to our work, rather they are the purpose for it. We are not doing them a favor by serving them, they are doing us a favor by giving us an opportunity to serve them.

- We can never “win” a discussion by arguing with a customer, we can only try to reason with them.

- We understand that our customers need prompt answers to their written and verbal inquiries. When they hear our voice, our voice conveys concern for their problem and that we want to provide an answer for them as soon as possible. If we can't look after their specific inquiry or concern, we refer them to someone who can help them.
- Most of all, we realize that our customers can detect our mood by the manner in which we communicate. We always try to respond in a friendly, courteous manner.
- Our employees work well together and this is reflected in the performance of their jobs and their attitude towards their fellow employees, their customers and the management.
- At Joyce, our people make the difference.

Mission Statement

The mission of Joyce Companies is to advance our distinction as a professional, innovation organization in the remodeling industry by providing quality, value added products and services.

We are dedicated to building honest, long term friendships with our customers and suppliers. We strive to meet our customers' needs and respond to them with integrity, outstanding consistent service along with new products and profitable opportunities.

We aim to provide a family-like environment which recognizes our employees as the foundation for achieving our overall objective by offering them opportunities to share in growth of our organization.

SECTION II. EMPLOYMENT POLICIES

Compliance with Employment Laws

It is the policy of Joyce Companies to abide by all federal, state, and local laws, rules and regulations applicable to us and to have all our employees do the same.

Any violation or perceived violation of law should be reported to a Company officer, who will make every effort to investigate and address the problem promptly.

Equal Employment Opportunity

The Company's policy is to hire and promote individuals who best meet the requirements of available positions and who have the best potential for advancement. It is our policy to provide Equal Employment Opportunity in full compliance with all applicable laws including Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act, and the state fair employment practices laws.

In keeping with this policy, decisions regarding applicants for employment, recruitment, hiring, training, transfer, promotion, pay, benefits, lay-off, demotion or discharge will be made without respect to race, color, religion, sex, national origin, age, disability, and veteran status.

Persons who believe that they have not been afforded equal treatment in accordance with this policy may contact the Human Resource Department or any other member of management. All complaints of unequal treatment will be fully investigated and corrective action taken where required.

Sexual Harassment and Other Discriminatory Harassment

The Company supports the right of all employees to work in an environment free of sexual and other discriminatory harassment. Sexual harassment and harassment on the basis of race, color, religion, age, gender, disability, national origin, or veteran status, is strictly forbidden and will not be tolerated.

While it is not easy to define precisely what harassment is, ***sexual harassment*** involves unwelcome conduct of a sexual nature in which:

- (1) Submission to such conduct is clearly stated or implied as being a term or condition of an individual's employment;
- (2) Submission to, or rejection of, such conduct by an individual is used as the basis for any employment decision affecting that individual; or

- (3) The existence of such conduct is sufficiently severe or pervasive to create an abusive or hostile working environment. Examples include offensive sexual flirtations; advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or an individual's appearance; the display of sexually suggestive objects or pictures; or any other sexually offensive or abusive physical contact or gestures.

Such conduct, regardless of who commits it, is prohibited. Anyone found to have engaged in sexual harassment will be subject to disciplinary action up to and including termination.

Other discriminatory harassment includes intimidation, ridicule or insult that:

- (1) Unreasonably interferes with an individual's work performance;
- (2) Creates an abusive or hostile work environment; or
- (3) Otherwise adversely affects an individual's employment opportunities.

This type of discriminatory harassment applies to such conduct, which is based on an individual's race, color, religion, age, gender, disability, national origin, or veteran status. It includes actions such as repeated verbal abuse; the circulation of written material that demeans or exhibits hostility or dislike toward an individual or any of the aforementioned groups of persons; or inappropriate jokes or slurs. Such conduct likewise is prohibited and will subject the person engaging in it to disciplinary action up to and including termination.

All employees shall, also, be protected from retaliation for making a complaint or assisting in an investigation concerning allegations of harassment. Retaliation includes disciplining, reassigning, lowering a performance appraisal or threatening or intimidating an employee because he or she complained about harassment or participated in an investigation concerning harassment. This type of retaliation is strictly prohibited.

Any employee who feels that he or she is a victim of harassment or retaliation should immediately report the matter to the Human Resource Department or any other member of management. The Company's policy is to treat any allegations of harassment or retaliation seriously. Allegations of violations of this policy will be investigated in a timely and confidential manner.

The Company will take appropriate remedial and disciplinary action whenever it determines that this policy has been violated.

Since there may be some confusion over what actually constitutes sexual or other discriminatory harassment, any conduct of this type which offends you or makes you feel uncomfortable should be reported. Keep in mind that the Company cannot address problems it does not know about. So, if you think you are a victim of harassment, or are being retaliated against in violation of this policy, you must notify the Company.

Definitions of Employment Status

The following terms are used to describe the classification of employees and their employment status:

Exempt: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law, and who, therefore, are exempt from overtime pay requirements.

Non-exempt: Employees whose positions do not meet FLSA and state exemption tests and who are covered under provisions for overtime pay.

Full-time: Employees who are regularly scheduled to work 40 hours or more per week.

Part-time: Employees who are regularly scheduled to work fewer than 40 hours per week.

Seasonal: Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief.

Introductory Period For New Employees

The first ninety (90) calendar days of an employee's employment is considered an introductory period. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Company uses this period to evaluate employee capabilities, work habits and overall performance. An employee's employment status remains at-will both during and after this introductory period.

New employees, during this introductory period, shall not be entitled to benefits such as holiday pay, vacation, or bereavement leave.

SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to your supervisor. After your suggestion is reviewed, you will be notified whether it is feasible to put into practice.

Management believes that suggestions indicate initiative on the part of an employee. With your approval, we will place the written suggestion in your personnel file and take it into consideration at the time of your performance review. Suggestions or ideas which offer savings to the company may result in compensation or rewards to the employee offering the suggestion.

Performance Evaluations

Your work performance will be continually reviewed by your supervisor throughout your career with the Company.

Performance evaluations are designed to enhance job-related communication between you and your supervisor. The evaluation can help you understand what is expected of you, and gives you a means of measuring how well your performance has met those expectations. It is also an opportunity for you to share your thoughts about your job and the company with us.

Pay increases are given at the discretion of the Company and may or may not coincide with a performance evaluation.

Length of Service

For the purpose of establishing an employee's service record within the Company, an employee's length of service will accumulate from the date he or she was last hired and began work.

Our employment relationship may be broken by any of the following:

Involuntary termination;

Reduction-in-force (job elimination due to lack of work or reorganization);

Voluntarily leaving the service of the Company;

Overstaying a leave of absence without the consent of the Company and/or failure to return to work upon release by a health care provider; and

Absence from work without notifying and receiving approval from the Company.

SECTION III. GENERAL PAYROLL POLICIES

Pay Days and Pay Periods

All employees are paid bi-weekly every other Friday.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts if they provide bank account information in the payroll company website during the onboarding process. If the employee would prefer a direct deposit paper form please see Human Resource Department.

Pay Deductions

There are two types of pay deductions: deductions required by law and deductions that you have authorized.

The law requires that regular amounts be deducted from your pay and applied toward payment of your federal, state, and local income taxes, if applicable, and to Social Security.

The Company offers programs and benefits beyond those required by law. If you participate in these programs and/or benefits, you must authorize deductions from your paychecks for the cost of the program and/or benefit.

If You Find An Error In Your Pay

If an error occurs in your pay, notify the Human Resource Department, who will obtain the correct information for you and determine whether or not an adjustment is in order. If an error is found, you will receive an adjustment on the next regular pay.

Overtime

There may be occasions when it is necessary to require employees to work overtime. We will attempt to give employees as much advance notice as possible and an employee will be expected to work overtime when asked, since it will only be requested when necessary. No employee is permitted to work overtime without the prior approval of his or her supervisor.

For hourly and other non-exempt employees, any time worked over forty (40) hours per week will be considered overtime and will be paid at one and one-half (1-1/2) times that employee's regular wage rate.

Vacation hours paid for but not worked will not be included as hours worked for purposes of computing overtime.

Pay Advances

Pay advances will not be granted to employees.

SECTION IV. EMPLOYEE BENEFITS

Our Employee Benefit Programs

Eligible employees at Joyce Companies are provided a wide range of benefits. A number of the programs (such as Social Security, workers compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere.

The following benefit programs are currently available to eligible employees: auto mileage, bereavement leave, employee assistance program, employee discounts, health insurance, holidays, medical insurance, and vacation benefits.

Some benefit programs require contributions from employees. See the Human Resource Department for details regarding any employee benefit.

Holidays

At Joyce Companies, we observe seven (7) holidays each year. These are days on which you normally will not be required to work. Full-time employees who have completed ninety (90) calendar days of service with the Company will receive holiday pay for each of the following holidays:

New Year's Eve (<i>1/2 Day</i>)	Thanksgiving Day (<i>Full Day</i>)
New Year's Day (<i>Full Day</i>)	Memorial Day (<i>Full Day</i>)
Independence Day (<i>Full Day</i>)	Christmas Eve (<i>1/2 Day</i>)
Labor Day (<i>Full Day</i>)	Christmas Day (<i>Full Day</i>)

Holiday pay benefits are equal to the employee's base hourly rate times the number of hours the employee is regularly scheduled to work per day, not to exceed eight (8) hours.

To receive holiday pay, you must work all scheduled hours on the last working day before and the first working day after the holiday, unless you have made satisfactory arrangements in advance with your supervisor to be excused. No overtime rates will be paid until 40 hours of actual hours worked are satisfied for holiday work weeks (ie: overtime rate begins at 48 hours total)

If you work on a holiday, you will be compensated for actual hours worked, in addition to receiving holiday pay benefits for that day.

Vacations

We believe that paid vacations are important to both you and the Company as a time for you to relax, be away from work and enjoy personal or family activities. All full-time employees who have passed their anniversary date, are eligible for paid vacation benefits according to the following schedule:

Vacation is calculated according to your anniversary date as follows:

After 1 year, you will receive 5 days of vacation

After 3 years, you will receive 10 days of vacation

After 10 years, and each year thereafter, you will receive 15 days of vacation.

Due to operating and/or seasonal requirements all employees are discouraged from taking vacation time from May 15 through September 15. However, if you must take vacation during this time the following conditions must be met.

You must notify your supervisor 60 days in advance. This is necessary for planning and scheduling. If you do not give 60 day notice your vacation request can be denied.

Vacations will be granted on a first come basis with seniority taking precedent in case more than one person submits a request.

Vacations will be limited by department (one person at a time) and the maximum number of vacation days granted will be limited to one week.

Vacations taken from September 16 through May 15 must have your supervisors approval 30 days in advance. If you do not give 30 days advance notice your vacation request can be denied.

Vacation time must be exhausted prior to any unpaid time off. If an employee exhausts all paid vacation time, they may speak with their supervisor to determine if they are eligible to take additional time off and receive no pay. A Vacation Request Form must be completed, signed by your Supervisor and provided to the HR Department prior to the requested time off, or with your supervisors approval, you have the option to request time off using the Paycor app.

Vacation time may not be carried over to the following year. Vacation pay will not be granted in lieu of taking the actual time off.

Eligible employees who have provided at least two weeks' advance of their resignation will be paid for earned but unused vacation upon termination.

The production operations of the company are closed from Christmas through New Year's. Employees may take available vacation time during that period.

Paid Time Off (PTO)

Full-time employees are eligible for paid time off (PTO) with the exception of the management team.

Paid time off is calculated according to your anniversary date as follows:

After 90 days of employment, you will receive 1 day of paid time off

After 180 days of employment, you will receive an additional 1 day of paid time off

After 1 year, you will receive 2 days of paid time off.

After 2 years, you will receive 3 days of paid time off.

After 4 years, and each year thereafter, you will receive 4 days of paid time off.

Paid time off may be used as sick time or to take care of personal matters. Personal paid time off days require one week advance notice and approval.

Paid time off may not be carried to the following year, nor may the days be taken consecutively.

Employees will not be paid for earned but unused paid time off upon termination or resignation.

All PTO days must be taken in full or half day increments.

All PTO days must be exhausted prior to any unpaid time off. PTO is typically used before paid vacation. If an employee exhausts all PTO time, they may speak with their supervisor to determine if they are eligible to take additional time off and receive no pay. A PTO Form must be completed, signed by a Supervisor and provided to the HR Department prior to the requested time off, or with your supervisors approval, you have the option to request time off using the Paycor app.

All PTO days are paid at employee's standard rate and are never paid at overtime rates, nor do they count toward overtime hours worked.

The production operations of the company are closed from Christmas through New Year's. Employees may take available paid time off during this time.

Continuing Health Insurance Coverage (COBRA)

Under federal law, employees and their dependents have the option of continuing health insurance coverage at their own expense upon the occurrence of certain qualifying events. Those events include: the death of the employee; termination of the employee (including voluntary termination and leaves of absence, but not including discharge for gross misconduct); divorce or legal separation of the covered employee from his or her spouse; the employee's becoming entitled to Medicare coverage, or cessation of dependent child coverage under the terms of the insurance policy. In the case of divorce or legal separation or cessation of dependent child coverage, you must notify the Company in order for your spouse or dependents to exercise their option of continued coverage.

Workers' Compensation

Through premiums paid in full by Joyce Companies, you are covered under the Workers' Compensation program. Workers' compensation benefits may help pay for your medical treatment and part of any income you may lose while recovering from a work-related injury or illness. All work-related accidents must be immediately reported to a supervisor to be covered under this program.

Death benefits may also be paid to dependents of employees whose death is determined to be compensable under the Workers' Compensation law.

SECTION V. LEAVES OF ABSENCE POLICIES

There are several general policies that pertain to all types of leaves of absence.

1. A written request for a leave must be submitted to your immediate supervisor at least thirty (30) days in advance or as far in advance as possible.
2. Unless an extension is requested and approved, you are expected to report your status at the end of the approved leave. If you fail to report your status on the first workday after the expiration of the leave, you will be considered to have voluntarily terminated your employment.
3. All leaves of absence are granted without pay, unless noted otherwise in this employee handbook.
4. You are not eligible to receive holiday or vacation pay while on leave of absence, unless the leave is for bereavement purposes only and provided you have been employed by the Company for at least ninety (90) calendar days. Under certain conditions, you may be required to use vacation time for medical leave.
5. Any leave of absence obtained through false pretenses will result in termination of employment.
6. An employee on leave of absence is subject to job elimination or reduction-in-force the same as an employee who is not on leave of absence.
7. Unless otherwise required by law, while on leave, you must pay Joyce Companies directly for the premiums on your group insurance plans in order to maintain coverage.

Family and Medical Leave

Joyce recognizes the importance of personal and family responsibilities and provides time away from work to eligible employees in accordance with the Family Medical Leave Act of 1993 ("FMLA"). Accordingly, this policy entitles eligible employees to either a maximum of 12 weeks or 26 weeks of unpaid leave during a 12-month period. Employees may be eligible for a leave of absence under the Family and Medical Leave Act (FLMA). The FLMA policy provides employees information concerning FMLA eligibility and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave they should contact the Benefit Coordinator.

The Company realizes the emotional stress and additional responsibility that results from a death in an employee's immediate family and, therefore, provides paid funeral leave as follows for full-time employees who have been employed for at least ninety (90) days:

- In the event of the death of a parent, spouse, child, sister, brother, mother- or father-in-law, grandparent or grandchild, a paid bereavement leave of up to three (3) days will be granted to attend the funeral.

Full-time employees may take one paid day to attend the funeral of sister-in-law, brother-in-law, aunts, uncles, nieces and nephews.

You are required by the Company to submit satisfactory evidence of the death, the family relationship and attendance at the funeral. Additional time needed in excess of the paid time granted above may be granted on an unpaid basis upon prior approval from the employee's supervisor. Leave shall be on consecutive days, the last day shall be the day of the funeral.

Military Service Leave

Any leave of absence which is designated by law as a military service leave will be observed as outlined by federal or state law.

The Uniformed Service Employment and Reemployment Rights Act (USERRA) provides that any individual who is absent from employment because of a voluntary or involuntary military service obligation has the right to reemployment and all its accompanying benefits, as long as:

- The individual provides advance notice to the employer of his or her impending military service;
- The individual is honorably discharged;
- The leave does not exceed the maximum length of absence (as defined by the law); and
- The individual applies for reemployment in a timely manner (as defined by the law).

Please contact the Human Resource Department if you have any questions concerning a military service leave.

SECTION VI. EMPLOYEE/COMPANY COMMUNICATIONS

Open-Door Policy

We have an open-door policy under which each employee can express his or her opinion, raise issues of concern, or seek information and answers from all levels of management. In all fairness to your supervisor, most matters should be discussed with him or her first. However, should you have a situation which, due to the sensitive nature of its content, you would like to discuss privately with someone other than your supervisor, you may arrange such an appointment with any other member of management.

Also, you should feel free at any time to discuss with management any personal matters that may affect your own or the Company's welfare. Your job will not be adversely affected in any way because you choose to use this procedure.

Bulletin Boards

Information of interest and importance to you is regularly posted on our bulletin board. We suggest that you look at it regularly to keep up with what is happening. This bulletin board is for administrative use only, and employees may not post or remove any information from it.

Your Personnel Record

Keeping your personnel record correct and up-to-date is important to you because it enables the Company to reach you in an emergency, forward your mail, properly maintain your insurance and other benefits and compute your payroll deductions. You are responsible for notifying the Human Resource Department regarding changes in:

- Address and telephone number.
- Your name.
- Family status (birth, marriage, divorce, death, legal separation, etc.).
- Person to notify in the event of an emergency.
- Beneficiary designations.

Access to Personnel Files

The Company maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Company and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a legitimate reason to review information in a file are allowed to do so.

Company Information Systems

The Company recognizes the importance of E-Mail, Voice Mail and Internet access in today's fast-paced work environment. Accordingly, E-Mail, Voice Mail and Internet access is available to certain employees.

E-Mail, Voice Mail and Internet communication is to be based on mutual respect of others in the workplace. These systems are not to be used in a way that may be disruptive, offensive or harmful to morale. There is to be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of E-Mail or Voice Mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, veteran status, or religious or political beliefs. Violation of this policy will result in appropriate disciplinary action up to and including termination of employment.

Employees should use the information systems and E-Mail **for Company business only**. The information systems are not to be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non job-related solicitations. Also, employees should keep in mind the potential for violation of copyright laws.

For privacy reasons, employees should not attempt to gain access to another employee's personal files or E-Mail, Voice Mail or Internet transmissions without the latter's express permission. **However, Company management reserves the right to monitor/enter an employee's computer files, E-Mail, Voice Mail, Internet files or transmissions.** Anything the employee inputs on company computers, E-Mail or Voice Mail is not private. All communications are property of the Company.

Please remember that E-Mail, Voice Mail and Internet access originating at the Company is a privilege, and this privilege may be revoked if abused. E-Mail attachments can contain damaging computer viruses. Do not open any attachment before confirming the origin and content. When using the Company's Internet connection, you are a Company representative. Please be aware of the violation of Company policy with the following actions:

1. Any activity that is contrary to State or Federal Law, including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder.
2. All Company employees using the Company Internet connections must respect all copyright issues regarding software, information, and attributions of authorship. With respect to software, copying copyrighted software to a Company's computer without proper licensing is not only illegal but makes you and the Company liable for copyright infringement. Any employee who copies unlicensed software on Company equipment that has been provided for his or her use will be held accountable for the consequences.
3. Any activity that could damage the Company's reputation or potentially put you and the Company at risk for legal proceedings by any party. Employees may not transmit libelous or harassing communications or communications which could be considered unfair competitive practices. Please remember that the message you post to a mailing list or news group, or even send directly to one person outside the Company, can end up on the screens of thousands of readers. Please use good judgment.
4. Any activity that could be construed as hostile to another Company or institution. An example of this is making attempts to gain unauthorized access to another system and/or information.
5. Communication of a commercial nature, solicitations, advertisements and similar commercial postings are unwelcome in many Internet forums.
6. Methods and materials developed by the Company, including confidential information, trade secrets, marketing information, development plans, clientele listings, and technological developments are only a few examples of proprietary information held as confidential and which are not to be shared outside the Company.

Community Relations

It is important that our Company be recognized as community oriented; our reputation can only be maintained if each employee, as well as the Company, accepts his or her share of community responsibilities.

Joyce Companies encourages your participation in community, civic, religious and social welfare programs. When our business permits, you may participate whenever possible in these activities.

Employee Resignation

As a Joyce Companies Employee, you will acquire extensive knowledge about the details of performing your duties most effectively. If you decide to leave the Company, we request that you advise your supervisor in writing as far in advance as possible, but no less than two (2) weeks prior to your date of departure so that this knowledge can be shared and an orderly transition can be made. This process includes turning in Company property and completing required forms.

SECTION VII. STANDARDS OF EMPLOYEE CONDUCT

Standards of Employee Conduct and Corrective Action

For the common good and welfare of all our employees and the efficient operation of the Company, the Company has established rules pertaining to employee conduct and performance. In any organization, it is important to have teamwork and a framework of rules under which we can all maintain an organized and cooperative environment. Since some rules are necessary in any organization, we are attempting to provide you with a guideline as to what is expected of you. The purpose of these rules is not to restrict the rights of anyone, but rather to help everyone work together harmoniously and to avoid conflict which would harm other employees or interfere with the efficient operation of the Company's business.

It is impossible to list every conceivable infraction or improper conduct; however, the following list sets forth examples of violations which will result in disciplinary action up to and including termination of employment. Although the rules set forth below should serve as a useful guideline, there may be violations of commonly accepted work practices not specifically covered in the rules which could subject an employee to discipline, up to and including discharge.

The types of discipline which may be taken by the Company will include any one or more of the following: verbal warning; written warning; suspension without pay; and discharge. In each case, the factors that the Company will consider in taking any disciplinary action include the seriousness of the offense; the employee's overall employment record; and the employee's previous disciplinary actions. In the case of relatively minor infractions, such as unintentional work performance problems, the normal procedure is to provide for progressive discipline. There may be instances, however, in which the misconduct is so serious that the Company may suspend or discharge for the first offense without regard to the employee's previous employment or disciplinary record.

Examples of prohibited conduct are as follows:

- Falsifying or altering any employment, personnel, time or other Company record or document.
- Engaging in any harassment based on the person's sex, race, color, religion, sexual preference national origin, age, or disability; or engaging in any immoral or indecent conduct on the Company's premises.
- Possessing, using, selling or consuming alcoholic beverages, hallucinogens, narcotics, marijuana, illegal drugs of any type, or abuse or misuse of legal drugs on the Company's premises; reporting to work under the influence of any of the above; testing positive for any drugs or alcohol or refusing a test for drugs or alcohol.

- Altering Company records or documents without Company authorization.
- Failing to accurately complete or to sign any Company notice, form, record or other document.
- Smoking in any areas other than a designated “smoking area”.
- Use of alcohol off Company premises or possession, use, manufacture, distribution, dispersion or sale of illegal drugs or controlled substances or abuse or misuse of legal drugs off Company premises, where that conduct adversely affects the employee’s attendance, work performance, the employee’s or others’ safety at work, Company equipment or property, any business relationship of the Company, or the Company’s reputation in the community.
- Failure to notify management of any known side effects from any prescribed medication or treatment which might affect the employee’s job performance.
- Clocking in for another employee; or allowing another employee to clock in for you.
- Leaving the Company premises while you are supposed to be working or leaving the premises without clocking out, unless approved by your supervisor.
- Sleeping, loafing, performing personal projects or errands during work time, or other inattention to job duties during working time; stopping work before the end of the shift without permission from your supervisor or leaving work before the end of the work day.
- Not being ready to begin work at the start of the work day; not being ready to resume work immediately following the end of any lunch or break period; or abuse of any break time.
- Possession of firearms and/or other weapons on Company premises or time.
- Engaging in any disorderly conduct, fighting, or any kind of physical altercation or aggressive behavior.
- Illegal Gambling on the Company’s premises.
- Horseplay or carelessness of any kind, such as running, riding moving equipment, pushing/shoving and/or throwing any object.

- Threatening, intimidating, coercion or interfering with fellow employees, including, but not limited to the use of offensive or abusive language or gestures towards any other employee, supervisor, customer or visitor. This policy is intended to address all social media or any other form of communication.
- Theft of property from co-workers, customers, suppliers and/or the Company; removal or attempted removal of any property not belonging to the employee from the Company's premises; or any other dishonesty. No printed customer materials or Company materials, scrap, tools, or equipment may be removed from Company property without the direct permission of management.
- Unauthorized use of Company property or equipment for personal use; unauthorized use or access to any computer program or system.
- Careless or negligent use, abuse, misuse, or intentional destruction of Company or employee property, or any Company equipment or vehicle of the Company.
- Negligent, careless, or reckless driving of any vehicle used in connection with the Company's business or failure to follow traffic rules while on Company business or Company property.
- Insubordination (refusal to follow any order given by an employee's supervisor or management, or the refusal or failure to perform work assigned).
- Delaying or restricting production, or enticing others to do so; sabotage of any equipment, machinery, tooling, program, or other means of production.
- Inefficiency, carelessness, producing excess scrap, spoilage, or nonconforming product or other unsatisfactory work performance or neglect of duty.
- Failing or refusing to cooperate fully in the Company's investigation of suspected business improprieties, poor quality of work, or other misconduct, including, but not limited to failure to allow the Company to make an inspection of an employee's work area, automobile, locker, or belongings on Company premises. Failure to submit to any medical examination required by the Company, including any test for drugs or alcohol.
- Providing false or misleading information in response to an investigation being conducted by the Company.

- Graffiti on Company property such as restroom walls, signs, bulletin boards, etc., or defacing any Company property; unauthorized posting of notice without prior management approval, or defacing or removing notices.
- Dishonesty, cheating, theft or misappropriation of Company property, money or equipment.
- Providing false information on any employee application, personal record or document, including absence, sickness or production related records.
- Clocking in more than ten minutes prior to starting work (unless requested by supervisor).
- Entering or remaining on the Company's premises during non-working hours without prior management approval.
- Excessive absenteeism or tardiness, or failure to call when absent.
- Absence from work without notifying the Company or absence without an excuse acceptable to the Company, including unauthorized failure to return to work upon the expiration of an approved leave of absence
- Failure to clean up work area or failure to maintain good housekeeping habits and cleanliness in all areas of the plant, lunchroom, or other areas of the Company's premises.
- Violation of safety, lockout/tagout, Hazcom or Hazmat, security, fire prevention, no smoking or health rules or procedures; or failure to report any injury, accident or safety hazard.
- Tampering with fire extinguishers, vending machines, building controls or other equipment.
- Repeated garnishments, attachments, or other creditors' actions.
- Unauthorized telephone calls, or non-work-related use of cellular phones, text messaging, or social medial, other than in the event of an emergency.
- Divulging any confidential information relating to the Company.
- Failure to keep management advised of pertinent personnel information changes.
- Failure to communicate outside employment which impacts an employee's ability to perform his/her job at Joyce.

- Making or assisting another person in making a video or audio recording of any conversation between employees, supervisors or officers of the Company, without first obtaining the express written consent of all parties to the conversation.

Hours of Work

The regular workweek for hourly employees generally consists of 40 hours, Monday through Friday. Changes in the shift hours or schedules will be posted in advance when possible.

Your regular hours are determined by your supervisor. At times, your hours may be changed to fit the needs of our customers. The nature of our business dictates that both the workday and workweek be lengthened from time to time. We are sometimes confronted with the problem of last-minute changes and sudden interruptions from a planned schedule in order to satisfy and retain our customers. Employees will be notified as far in advance as possible where a shift or workweek is being lengthened for any extended period of time. We all recognize that this is necessary if we are to meet our customers' needs; and we must continue to exhibit a good attitude under such conditions.

Lunch Periods

Employees are given an unpaid lunch time as scheduled by their supervisor. No employee is permitted to work through his or her lunch period without prior approval from their supervisor. Employees permitted to work through this time period who also choose to have lunch must understand they may do so only in a manner that will not lead to lost production time.

Timekeeping

Hourly employees must record all hours worked. Your supervisor will instruct you as to how your time is to be recorded. Employees must accurately record their work time, including lunch or breaks.

Employees may not falsify or tamper with time records or timekeeping systems. All employees should check their time sheets to make sure the time is properly recorded on it. Employees may not falsify their, or any other employee's, time sheet or assist or participate with another employee in any of the foregoing actions. You must record your own time worked. Employees should not review another employee's time record unless requested to do so by management.

Attendance and Tardiness

It is the policy of Joyce Companies to require employees to report for work punctually and to work all scheduled hours and reasonable overtime based on our customers' needs. Excessive tardiness and poor attendance disrupts workflow and customer service, and will not be tolerated.

A good attendance record is a valuable asset. It is important for efficient performance of your duties and to the overall operation of the company. Any absence unbalances the workflow, creates a hardship on your supervisor and fellow workers, affects service to our customers, and, of course, results in a loss of pay for you.

The following absences will be excused providing proper documentation is provided:

- Court Subpoena
- Bereavement
- Scheduled Vacation
- Approved Leaves of Absence
- Holidays observed by Joyce Companies
- Military Leave
- Suspensions
- Family and Medical Act (FMLA) and Americans with Disabilities Act (ADA)

Personal Property

Desks, lockers and filing cabinets are provided for the convenience of the Company and the Company retains full use and control of the premises and its furnishings at all times. The Company may search any Company property under the control of the employee, as well as the employee's personal effects or vehicle on Company property. The Company is not responsible for the loss of employee property.

The Company shall not authorize (except when requested by a law enforcement agency) indiscriminate searches of lockers, desks or personal effects on Company property, but it does reserve the right to conduct such searches based on reasonable suspicion.

Conflict Of Interest and Outside Employment

Joyce Companies respects your right to engage in personal activities and business outside your employment with us, provided such activities do not conflict with the interests of the Company.

The Company may require that you be entirely free at all times from engaging in activities that might injure the reputation of the Company or create a conflict of interest. Further, you cannot maintain, directly or indirectly, any outside business or financial interest, or engage in any activity that may conflict with your job performance. If you have any doubts, be sure to consult with your supervisor to avoid misunderstandings in this area. Please keep your supervisor informed of any secondary employment.

Substance Abuse Policy

Joyce Companies is committed to achieving a safe work environment free from drug abuse and the influence of alcohol through education, intervention and, if appropriate, disciplinary measures up to and including termination.

The Company prohibits:

- Possessing, using, selling or consuming alcoholic beverages, hallucinogens, narcotics, marijuana, illegal drugs of any type, or abuse or misuse of legal drugs on the Company's premises; reporting to work under the influence of any of the above; testing positive for any drugs or alcohol or refusing a test for drugs or alcohol.
- Use of alcohol off Company premises or possession, use, manufacture, distribution, dispersion or sale of illegal drugs or controlled substances or abuse or misuse of legal drugs off Company premises, where that conduct adversely affects the employee's attendance, work performance, the employee's or others' safety at work, Company equipment or property, any business relationship of the Company, or the Company's reputation in the community.
- Failure to notify management of any known side effects from any prescribed medication or treatment which might affect the employee's job performance.

Completion and Signing of Forms

The Company uses various forms and other documents in determining and describing employee wages and benefits, such as time sheets, insurance applications, and claim forms. Other forms and documents help us to describe employees' conduct and performance, such as performance reviews and written notices. Still others are required by federal, state or local governments, such as tax withholding forms and retirement account reports.

Whenever you are presented a form or document and asked by the Company to complete or sign it, read it carefully, complete it accurately and sign it. Company policy prohibits employees from failing or refusing to complete or sign any of these important records and documents.

Nondisclosure of Information

The protection of confidential business information and trade secrets is vital to the interests and the success of the Company. Such confidential information includes, but is not limited to, the following examples:

- Customer transactions
- Lists of actual or prospective customers
- Financial information
- Pending projects and proposals
- Research and development strategies
- Data processing and computer programs and operations
- Marketing and sales strategies
- Personnel information and data
- Methods of production

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Personal Telephone Calls

A very large percentage of the Company's business is transacted by telephone, e-mail and fax. The Company's telephone equipment is provided for the purpose of rendering service to customers; therefore, it is necessary for employees to limit their personal communications to an absolute minimum. Personal calls should only be made in case of absolute necessity. The use of personal cell phones and other devices is subject same above restriction.

The employer may, at their option, relay messages for non-emergency personal calls received during work hours.

Personal Appearance

Employees are expected to dress in a manner befitting their jobs with due consideration to the needs of the Company, the perceptions of our customers, fellow employees, and safety. Please wear clothing that will project a professional image of you and the company for both visitors and co-workers. When meeting with customers or other visitors, please use your best discretion.

Office Employees are permitted to wear casual clothes throughout the work week.

- Jeans can be worn, but jeans can not be excessively loose or tight fitting.
- Tennis shoes and casual footwear are acceptable
- Attire must be clean, safe and in good repair. Wrinkled, stained, or dirty clothing is inappropriate. Ripped or distressed clothes are inappropriate.
- Clothing must not be sexually provocative or offensive.
- Clothing must not draw undue attention to one's self or create a distraction for other employees.

If clothing fails to meet the above guidelines or is deemed inappropriate by the Company, the employee will be asked not to wear the inappropriate item to work again and may be sent home.

Smoking Policy

Smoking on Company property is restricted to the designated area. No smoking is allowed in any other part of the company property. A receptacle will be provided for cigarette butts. Littering the grounds with cigarettes or other trash is not permitted. It will be the responsibility of those who use the smoking area to keep it clean.

Visitors

To provide for the safety and security of employees and the facilities at Joyce, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Joyce at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. If an unauthorized person is observed on Joyce's premises, employees should immediately notify their supervisor, or if necessary, direct the individual to the main entrance.

Employee Safety Policy

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Plant Manager or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

SECTION VIII. MISCELLANEOUS POLICIES

Employee Gift Policy

If an employee is offered a gift by a client, customer, or vendor of Joyce or any individual or organization other than Joyce Companies in connection with the employee's employment with the Company, the employee may accept the gift at his or her discretion if the value of the gift is \$25.00 or less. If the value of the gift is greater than \$25.00 but less than \$100.00, the employee may accept the gift with the prior permission of the employee's supervisor. If the value of the gift is greater than \$100.00, the employee may not accept the gift.

Reduction-In-Force

Any time a selection is to be made among employees for a reduction-in-force (job elimination due to lack of work or reorganization), consideration will be given to an employee's knowledge, skill, efficiency, reliability, attendance, overall record, and all things being equal, length of service with the Company.

SECTION IX. SUMMARY

Summary

The policies, practices, and benefits expressed in this handbook are those currently in effect at Joyce Companies as of the date you received this handbook. This handbook does not create a contract of employment between the Company and you. Because the continued success of our, or any, Company requires the ability to change and adapt to the times, these policies, practices and benefits may be suspended, modified or canceled, without advance notice, as determined by Joyce Companies. No modification or cancellation of any of the provisions in this handbook will occur unless in writing and signed by an officer of this Company. Should the Company determine that changes are required, we will make every effort to contact you as soon as practical, in writing, with details on the new policy.

This Employee Handbook replaces and supersedes any previous Employee Handbook you may have received from the Company or any oral or written agreement relating to the same or similar subject matter which you may have entered into with the Company with respect to your employment. This Employee Handbook may not be changed in any detail by any verbal statement, representation or other agreement made by any other Company employee, or by any written document signed by any Company employee other than a Company officer.

This handbook was created to help you get off to a pleasant start at Joyce Companies by minimizing the confusion that always surrounds one's first few weeks on the job. By providing you with the most pertinent information about the Company in general, the personal side of your job, our benefits program, and the basic rules for your job behavior, we hope we have succeeded in our objective.

Again, all of us at Joyce Companies welcome you. We look forward to having you as a member of our team.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This will acknowledge your receipt and understanding of the provisions contained in our Employee Handbook. The information contained in the Employee Handbook has been prepared to give you a better understanding of your job at Joyce Companies and to give you a summary of the wages, benefits and personnel policies and programs of the Company. Although the Handbook reflects our current policies, it may be necessary, of course, to make changes from time-to-time to best serve the needs of our organization. However, any changes will be made in writing, and no verbal modification of the policies reflected in the Employee Handbook will be effective.

If, in this Handbook, we have mistakenly said anything that is different from the actual provisions of the applicable benefit plan documents, the actual provisions of the benefit plan will govern. Further, the policies and statements contained in this Employee Handbook (and any future changes) are not considered as an employment contract. Instead, the Handbook serves the purpose of a guideline to help improve our mutual communications. Also, it should be noted that your employment is considered an "at will" arrangement, meaning that you may terminate your employment at any time and the Company has this same right. If you have any questions about any of the policies contained in the Handbook, please contact the Human Resource Department.

I acknowledge that I have received a copy of the Joyce Companies Employee Handbook. I understand that it is my obligation to read and understand the policies and provisions contained within the handbook. I further understand that if I have any questions about any policies or provisions, it is my responsibility to contact my Human Resource Department.

Date

Employee

Witness