

WEBSTER INDUSTRIES, INC.

EMPLOYEE HANDBOOK

EFFECTIVE June 1, 2015

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WELCOME TO WEBSTER INDUSTRIES, INC.

Webster began in 1876 in Chicago, Illinois and moved the Corporate Headquarters and main manufacturing operation to Tiffin in 1907. We have grown into a premier leader in the manufacture and distribution of highest quality industrial conveyor chains, vibrating conveyors, and malleable iron castings used in a wide variety of industries including forest products, grain, automotive, cement, asphalt, recycling, food, and steel processing. Webster products are used wherever people or materials are conveyed or moved.

The company employs people at our Tiffin, Ohio-headquarters and main manufacturing facility; Meridian, Mississippi-warehousing and manufacturing facility; Tualatin, Oregon-warehousing facility; and sales representation in virtually every part of the World. Our vertically integrated, manufacturing processes include metal stamping, punching, machining, heat treating, fabrication, welding, and casting iron.

In 1986 we became an employee owned company by the non-union employees known as an employee stock ownership plan or ESOP. Almost all of the ESOP shareholders or owners work and live in the communities where we operate.

Webster's strength is its dedicated and skilled employees. In order to be a contributing member of our team it is important to understand the fundamental philosophies of your co-workers and our mission.

- Communicate and cooperate with customers, suppliers and fellow employees, treating them the way we would like to be treated.
- Challenge yourself and co-workers to do something every day to make your work, family, and community better.
- Commit to maximum effort and understand that success comes from peace of mind in knowing we have made the effort to become the best of which we are capable.

Our customer focused mission is to provide superior value to customers through quality products, continuous improvement, competitive pricing and customer service. At Webster we hope that you truly understand and trust that Webster's success is your success.

This Handbook has been written to assist you in understanding Company policies, procedures and benefits you will receive as a Webster employee. Please read the Handbook and review it as needs arise. Should you have any questions regarding it, please discuss with our Human Resources Department. From time to time Webster will make changes in the policies set forth in this Handbook as our needs change and the business environment evolves.

Thank you for joining the Webster team and committing to making Webster great!

Andrew J. Felter
President & CEO

AN OPENING COMMENT

This Handbook is designed to acquaint you with Webster Industries, Inc. 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 Webster Industries, Inc. to benefit its employees. No one from the Company has authority to make any agreement that is inconsistent with the provisions in this Handbook, except for the President, in writing.

This employee Handbook is not a contract of employment and none of the provisions are to be construed as a contract or a guarantee concerning terms and conditions of employment. Webster Industries, Inc. retains sole and absolute discretion with respect to decisions affecting employment and terminations. Generally, 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 Webster Industries, Inc. 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, at 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 the Company.

A Special Note to Union Employees:

Webster Industries has longstanding relationships with the International Association of Machinists and Aerospace Workers, Local No. 1346 (the ~~%IAM+~~) and Glass, Molders, Pottery, Plastics and Allied Workers International Union, Local 45B (~~%Glassworkers+~~). These relationships are primarily governed by their respective collective-bargaining agreements (collectively, the ~~%Agreements+~~).

This Handbook delineates the reasonable work rules that the Company may establish under Article IX Management Rights.

SECTION I. INTRODUCTION

1.1 History of Webster Industries, Inc.

The history of Webster Industries, Inc. spans well over a century from its founding in 1876 in Chicago by Townner K. Webster who began manufacturing material handling products. These products included the %Common Sense+Elevator Buckets for use in the grain elevators that were springing up all across the Midwest. By the start of the 20th Century, Webster had already gained worldwide recognition as a product specialist in grain handling and power transmission applications and continued to grow into most bulk commodities and raw material handling products. This success led Webster to seek a larger manufacturing facility. After launching an intense survey into possible locations, Webster settled in Tiffin, Ohio, in 1907.

The bulk of Webster's business headed in a new direction in the 1980's when management saw the need to consolidate Webster's products and concentrate on making industrial chain. Today Webster offers a variety of standard chains from inventory as well as special made-to-order products. We maintain a wide variety of completed chain in inventory to better serve our customers.

In addition to our engineering class chain product lines, Webster still produces castings for our standard chain products, including some of the cast links, and castings for many customers. Webster malleable iron castings are the starting point for components in some of America's best-known hand tools, commercial plumbing supplies, and power transmission components.

Here at Webster, we have created a highly integrated and flexible manufacturing system. We have a foundry, machining, metal fabrication, punching and stamping, metal heat treating, welding, and assembly capabilities to meet our customers' needs. Webster's commitment to continuous improvement in manufacturing has set us apart from our competition in service and quality.

Today Webster is privately owned with a majority of ownership being an Employee Stock Ownership Plan or an "ESOP" and has been since 1986. There have been up to three generations of families working here at the same time. Corporate headquarters remain in Tiffin with additional manufacturing facilities located in Meridian, Mississippi and Tualatin, Oregon.

1.2 Our Employment Relationship

Employment with Webster Industries, Inc. is not offered, contracted or promised for any specific length of time. Each employee is free to resign at will, at any time and for any reason. Similarly, with the exception of union employees, the Company may terminate the employment relationship at will, at any time and for any reason.

1.3 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 and discuss the issue in a professional and courteous manner.
- " 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.
- " Our service cannot be graded by ourselves; it is the customers' expectations and desires as well as our ability to achieve them that grade our service.
- " 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 Webster Industries, Inc. our people make the difference.

1.4 Our Quality Philosophy

At Webster every employee is a member of the quality team and is responsible for the quality of our products. We strive to provide superior value for our customers. To this end our Quality System was registered to the ISO 9001 standard in 1998. We continue to make improvements to our Quality System and upgrade our registration as the standards are upgraded. Webster's commitment to quality is visible in our Quality Statement, written procedures and work instructions and is reviewed by management on a regular basis. Improvements to our Quality System are ongoing and every employee is encouraged to submit their suggestions for improvement.

Webster's Quality Statement

WEBSTER INDUSTRIES, INC. WILL PROVIDE SUPERIOR VALUE TO ITS CUSTOMERS THROUGH QUALITY PRODUCTS, CONTINUOUS IMPROVEMENT, COMPETITIVE PRICING, AND CUSTOMER SERVICE.

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SECTION II. EMPLOYMENT POLICIES

2.1 Compliance With Employment Laws

It is the policy of Webster Industries, Inc. 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.

2.2 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, The Genetic Information Nondiscrimination Act of 2008, and the state fair employment practices laws.

In keeping with this policy, decisions regarding all terms and conditions of employment, including, but not limited to, recruitment, hiring, training, transfer, promotion, pay, benefits, layoff, demotion or discharge, will be made without respect to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, as well as any other status protected by applicable federal, state, or local law

Persons who believe that they have not been afforded equal treatment in accordance with this policy may contact the President & CEO. All complaints of unequal treatment will be fully investigated and corrective action taken where required. It is your responsibility to notify the Company if you believe there is a violation of this policy. The Company cannot correct a situation it is not aware of.

The Company will provide reasonable accommodations that are necessary for employees with known disabilities to perform the essential functions of their jobs. However, the Company will not provide any accommodations that would cause it undue hardship.

To discuss possible accommodations, disabled employees should contact Human Resources. The Company will keep this information confidential, to the extent practicable.

2.3 Definitions of Employment Status

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

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

Salaried Employees: Employees who are not covered by a collective bargaining agreement, whether exempt or non-exempt from the FLSA's overtime and minimum wage requirements.

Union Employees: Employees who are covered by a collective bargaining agreements

Part-time: Employees who are regularly scheduled to work fewer than 40 hours per week (Interns, College help and Summer help).

2.4 Introductory Period For New Employees

Salaried Employees

The first 30 calendar days of a salaried 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.

Union Employees

The probationary period for union employees is dictated by the applicable Union Agreement.

2.5 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.

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

Or any other reason specifically identified in a policy or procedure or Union Agreement.

2.6 Employee Training And Evaluations

Training will be provided to all employees. Your supervisor will notify you of any required training sessions. Training can be in one or more formats. Whether it is one-on-one training with your supervisor, group training, or on-the-job training, you are expected to attend and participate. You may be called upon to assist with another's training at some time. Your cooperation will be very much appreciated. When any training has been completed a record of the training will be added to an employee's file. Training records will be reviewed during each employee evaluation.

Evaluations will be conducted at a minimum of yearly. New union employees will be evaluated at regular intervals until they have reached the top pay rate for their classification. The evaluation process is a valuable tool in gauging the effectiveness of our training programs. Your cooperation and input during the evaluation process is very important to a successful employer/employee relationship.

If you have not received a performance review in accordance with the above time frames, it is your responsibility to notify your supervisor in writing about this matter. This will help us ensure that the evaluation process is administered in a timely manner.

All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance and tardiness. An evaluation is not a contract or a commitment to provide a salary or other form of compensation adjustment, a promotion, a bonus, continued employment, or retention. An evaluation is only one of several factors that the Company uses in making these and other employment decisions.

Any comments made on your evaluation by your supervisor or other Company representatives, or statements made by such individuals during any discussions regarding the evaluation, or your performance or future, including during any coaching or counseling session, should not be construed as a promise or guarantee, since circumstances (for example, business conditions or your job performance) may change in the future,.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems.

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SECTION III. STANDARDS OF EMPLOYEE CONDUCT

3.1 Standards Of Employee Conduct And Corrective Action

The Company has established standards pertaining to employee conduct, performance, and responsibilities with the expectation that all employees will conduct themselves accordingly.

The purpose of these standards is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards the Company has established for efficient and courteous service to our employees and customers.

There are times when disciplinary action has to be taken to insure that our business is operated in an orderly and efficient manner. The authority to discipline rests with the Shop Supervisors, the Manufacturing Operations Manager and the Human Resources Department. There are four (4) forms of disciplinary actions:

1. Documented (Written) Verbal Warning
2. Written Warning
3. Suspension
4. Discharge

In general, the first warning will be a Documented (Written) Verbal Warning and repeat offenses will progress to the next step of the warning procedure. However, due to the severity of the offense, some or all steps in the warning procedure may be eliminated.

It is impossible to list all violations of Company policy 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. In each case, the appropriate disciplinary actions will be determined by any one or more of the following: seriousness of the offense, employee's overall employment record and/or previous disciplinary actions.

- " Not being ready to begin work at the start of the workday; not being ready to resume work immediately following the end of any lunch or break periods; leaving before the end of the workday without supervisory permission.
- " Loafing or sleeping on the job.
- " Excessive absenteeism or tardiness.
- " Absence from work for two (2) consecutive working days 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.
- " Inefficiency or poor work performance.
- " Willful disregard for quality and related inspection requirements.
- " Providing false information on any employment application, personnel record or document, including absence, sickness or production-related records or altering Company records or documents without Company authorization.
- " Dishonesty, cheating, theft or misappropriation of property or money of the Company, customer, or of any employee.
- " Negligent or willful acts that result, or could result, in damage to Company property or equipment, or cause injury to self or other employees.
- " Failure to comply with all stated Workplace Safety Rules.
- " Insubordination (failure or refusal to follow any order given by an employee's Supervisor or management, or to perform work assigned).

- “ Fighting or any other disorderly conduct; threatening, intimidating or interfering with other employees; distracting other employees by unnecessary shouting or demonstrations; using obscene or abusive language to other employees, supervisors, management or customers.
- “ Possession, use, or being under the influence of alcohol or illegal substance on Company property,.
- “ Conviction of a felony committed on or off Company property.
- Illegal conduct reflecting adversely on the Company.
- “ Possessing weapons, ammunition, explosives, or firearms while on Company property. This also applies to licensed weapons under Ohio's Concealed Carry Law.
- “ Knowingly altering the time sheet or time card of another employee; having one's time sheet or time card documented by another employee; any unauthorized altering of a time sheet or time card.
- “ Making a video or audio recording in the workplace during working time is strictly prohibited. This would include any conversation between employees, management, or officers of the Company regardless of whether the person making the recording is a part of the conversation. Under certain circumstances, the making of such a recording is also unlawful.
- “ Not permitting the Company to make an inspection of an employee's work area, garments, handbag, shopping bag, locker, automobile, etc., on Company premises.
- “ Failing or refusing to cooperate fully with the Company's investigation of suspected business improprieties, poor quality of work, and or any other alleged violation of Company rules, laws or government regulations.
- “ Providing false or misleading information in response to an investigation being conducted by the Company.
- “ Failing to accurately complete or to sign any Company notice, form, record or other document.
- “ Using the Company's equipment for personal use without management's authorization.
- “ Posting unauthorized materials, ex. Political, Drugs.
- “ Accepting other employment while on a leave of absence.

Any other violation of the Handbook work rules or other Company policies.

The standards outlined in this policy apply to employees whenever the employee is representing the Company, on or off Company property.

3.2 Hours Of Work

The regular workweek for 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. Employees will be notified as far in advance as possible where a shift or workweek is being lengthened for any extended period of time.

3.3 Lunch Periods

Generally employees are given an unpaid lunch period as scheduled by their Supervisor. No employee is permitted to work through his or her lunch period without prior approval from his or her Supervisor.

- 1.6 Order Number
"M" or "W" + numbers, reclamation, appropriation, rework
- 1.7 Operation Number
Use operation number from routing or machine number, if listed.
- 1.8 Department and Account Number
This is required on all jobs.
- 1.9 Pieces Produced
Always use the unit of measure that is on the Work Sliver. (*Note:* Never record half pieces.)
- 1.10 Total Hours
The employee fills in the total hours.
- 1.11 Approval
The Supervisor's approval is required on each day's cards.
- 1.12 Night Workers
Must have 2nd or 3rd and must note any extra special rates.
- 1.13 Absent Code
This is filled in by Supervisor or Human Resources Department.
- 1.14 Scheduled Hours
There must be scheduled hours, except for vacation, quit, not scheduled, or well plan days. This is filled in by the Supervisor.
- 1.15 One Day at a Time Vacation
- This must be signed by employee and Supervisor with code listed on card and punched anytime before the end of the employee's previous day's shift.
 - If employee is taking vacation on Monday, punch a blank time card on Friday.

Nonexempt salaried employees must record all hours worked as well as any sick/personal time or vacation time used on the time sheet provided. Each time sheet is to be completed and turned in to your Supervisor for approval no later than two (2) days after the end of the pay period. Pay periods are the 1st through the 15th of the month and the 16th through the end of the month. Employees who perform any work off the clock will be subject to discipline, up to and including termination. Any employee who is asked to perform work off the clock must report it to Human Resources.

3.5 Attendance and Tardiness

Webster strives to offer our customers the shortest lead times and lowest cost in our industry. To achieve these goals it is important that all of our employees be at work each scheduled workday and report promptly as scheduled. Lost time can contribute to increased costs, missed deliveries and places an undue burden on fellow employees. We recognize that our employees get sick from time to time, however, habitual absenteeism and/or tardiness will result in termination of employment.

Following is Webster's attendance policy for union employees.

Absence will be recorded as follows:

1. Excused Absence - No Points will be Assigned

Death in Family - As Defined in our Union Agreement
 Family Medical Leave - As permitted by the FMLA - Written Documentation Required
 Holidays
 Industrial Injury
 Jury Duty
 Military Duty - Legally Required
 Union Business - Authorized
 Vacation Days - ** Scheduled in Advance
 Personal Days

**Vacation Days - Scheduled in advance and approved by your Supervisor means requesting vacation time off prior to the end of your previous shift.

2. Unexcused Absence - Absence not covered by the above provisions. This includes but is not limited to the following types of absence, to the extent that they are non-FMLA qualifying and not otherwise protected by law:

Dentist/Doctor Appointments
 Family Illness
 Leave of Absence
 Personal Business
 Personal Illness

3. Tardiness - Time lost due to being late at the beginning of your shift or after lunch or leaving before the end of your scheduled shift.

Employees will accumulate points for occurrences within a 12-month rolling period as follows:

- | | | |
|----|--|---|
| a. | Absence of One (1) Day | 1 Point Per Unexcused Day Missed |
| b. | Absence of Two (2) or More
Consecutive Days w/Doctor's Excuse | 1 Point |
| c. | Tardiness - Two (2) Hours or Less
(From Scheduled Start Time) | ½ Point |
| d. | Tardiness - Over Two (2) Hours
(From Scheduled Start Time) | 1 Point |
| e. | Leave of Absence | 1 Point |
| f. | Failure to Call In Absence Within

Two (2) Hours of Scheduled Start Time | 1 Point Per Day For Failure To Call
In

1 Point Per Unexcused Day Missed |

- **EACH DAY'S ABSENCE MUST BE CALLED IN TO WEBSTER.**
- **BEFORE 8 A.M. AND AFTER 5 P.M. CALL 419-447-8233. LEAVE YOUR NAME, CLOCK NUMBER, AND REASON FOR ABSENCE. THE MACHINE WILL NOTE THE TIME AND DATE OF YOUR MESSAGE.**
- **DURING BUSINESS HOURS CALL 419-447-8232 AND ASK FOR EXTENSION 317. IF THE MACHINE ANSWERS, LEAVE YOUR NAME, CLOCK NUMBER, AND REASON FOR ABSENCE. THE MACHINE WILL NOTE THE TIME AND DATE OF YOUR MESSAGE.**

Warning letters will be issued to employees who accumulate points within a rolling 12-month period as follows:

4 Points	1st Written Warning	w/Counseling by Human Resources Department
6 Points	2nd Written Warning	w/Counseling by Supervisor
8 Points	3rd Written Warning	w/Counseling by Vice President Manufacturing
9 Points	Discharge	

If an employee is due for a 4-point warning and does not receive the warning letter within two weeks of earning the point, the point will be dropped.

When a point (or fraction thereof) is earned, that point (or fraction thereof) may be removed by completing 120 consecutive calendar days without earning additional points.

A 2-point offense may be removed in a similar manner. One point will be removed following 120 consecutive calendar days without earning additional points. The second point will be removed following the completion of 240 consecutive calendar days without earning additional points.

Days that are not worked due to leave, suspension, layoff or termination will not be included in the 120 consecutive calendar days. Points will not be removed year to date for employees on leave, suspension, layoff or termination, until the employee has worked an amount of time equal to the time they were off work.

PLEASE NOTE: A separate file of attendance and points assigned will be maintained for all employees. The employee's Personnel File will not contain a record of points assigned - only a record of warnings issued.

Salaried employees are also subject to the point system. They are excused for the following days:

- Death in Family
- Family Medical Leave
- Holidays
- Industrial Injury
- Jury Duty
- Military Duty
- Vacation Days
- Sick/Personal Days

Excessive or habitual unexcused absences or tardiness are grounds for termination.

The Company recognizes that employees will, from time to time, be unable to work their scheduled shift for legitimate reasons. Unfortunately, some employees compile attendance records that clearly exceed normal legitimate absences. It is the Company's intention to apply fair and equitable attendance rules for all employees under the same set standards. Fortunately, most of our employees' attendance is such that the above guidelines will have no affect on their record.

Employees requiring an hour or two off for legitimate reasons, such as doctor/dentist/bank/attorney/etc. appointments, should speak to their Supervisor. **At times your Supervisor can adjust your scheduled shift so that you can make these appointments without receiving points.** Please remember that rescheduling of your shift is a privilege that is earned with a good work record, but is not guaranteed and will be considered on a case-by-case basis. As much as we would like to accommodate all of our employees, business conditions must be the first consideration when granting these exceptions. Employees should remember that vacation days (scheduled in advance) and personal/well days could be used for required time off.

EMERGENCIES that require the employee's presence after reporting to work will be considered on a case-by-case basis by the Human Resources Department.

The Company keeps accurate attendance and tardiness records, which are reviewed regularly to determine the frequency of absence and tardiness. It is the employee's responsibility to understand all aspects of this attendance policy.

3.6 No Solicitation Rule

Distribution or acceptance of literature is prohibited while an employee is on working time, and is also prohibited in any working area whether an employee is on working or nonworking time. This rule includes distribution or acceptance of literature for political organizations, labor organizations, and/or fraternal organizations. Solicitation or distribution of literature by any person who is not an employee of the Company is also prohibited.

3.7 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 or damage of employee property.

3.8 Garnishments and Attachments

The failure to pay debts can result in court action against the Company, forcing the Company to withhold a portion of the employee's wages in payment of the debt. This involves the Company in unjustified expense and annoyance. You should be aware that the law permits a Company to discharge an employee who incurs more than one garnishment in any twelve (12) month period, where the garnishments involve different debts, and where the garnishments are not for the purpose of enforcing child support obligations.

3.9 Conflict Of Interest and Outside Employment

Webster Industries, Inc. 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 which 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.

3.10 Drug and Alcohol Policy

Purpose

In keeping with Webster Industries, Inc.'s commitment to maintaining a productive, safe, and healthy work environment free of illegal drugs or substances, or alcohol use, the Company has promulgated the following Drug and Alcohol Policy.

1. Employees are Webster's most valuable resources, and for that reason we all have an interest in workplace safety and job performance. Considering the widespread existence of substance abuse in our society, it is necessary to emphasize Webster's commitment to fostering a safe and healthy work environment.
2. It is also our intention to be in compliance with the Omnibus Drug Bill and The Drug-Free Workplace Act of 1988. These laws require Webster Industries, Inc., as a federal contractor, to certify that we will insure a drug-free workplace. Failure to comply with this requirement could result in termination of any contracts we have with them.
3. The potential liability to Webster Industries, Inc. as a result of an accident caused by an employee with detectable amounts of alcohol/drugs in his or her system could be disastrous to the viability of the Company.
4. This section describes the current policy and practices of Webster Industries, Inc. and its subsidiaries and will be interpreted, administered and amended by Webster Industries, Inc., with its sole discretion. This policy covers all applicants (including rehires) and current employees (including temporary employees and those not working but retaining callback rights).

Responsibility

Any employee who is charged or convicted of violating any federal or state criminal drug law must notify the Human Resources Department within five (5) working days of such charge or conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, or an imposition of sentence by a judicial body for any violation of a criminal federal or state law involving the unlawful manufacture, distribution, sale, transfer, possession and/or use of drugs.

Employees taking prescribed drugs that may affect job performance should report this to their Supervisors and/or the Human Resources Department. Management may require a doctor's statement indicating the prescribed drug's impact on job performance, or may require the usage of sick leave or may modify job duties.

All employees are expected to cooperate in the enforcement of the Company's policy. Employees will be expected to consent to drug and alcohol testing/screening as requested by the Company. An employee's refusal to submit to testing in compliance with the testing for cause provision will result in the immediate unpaid suspension of the employee pending the conclusion of the Company's investigation of the circumstances prompting the decision to test. The Company will then make determination concerning appropriate discipline for the employee, up to and including discharge, based upon the evidence then available to the Company.

Employees should consider the negative inference that may be given by refusing the opportunity to take a test that could tend to disprove that they were under the influence of drugs, alcohol or any other substance.

Process

General

1. The unlawful manufacture, distribution, sale, transfer, possession and/or use of illegal drugs or illegal substances by Company employees while on Company premises and/or engaged in Company business will be in violation of this policy.
2. The consumption of alcoholic beverage and/or possession of alcohol in unsealed containers on Company premises is prohibited. An employee under the influence of alcohol while on Company premises and/or engaged in Company business will be in violation of the policy.
3. The consumption of alcohol at a Company sponsored activity or event is not prohibited if: (1) expressly permitted by management, and (2) the consumption of such alcohol is not excessive or inconsistent with safe and lawful conduct.
4. Any unacceptable test levels will be in violation of this policy.
5. An employee who refuses to submit to a required drug or alcohol test will be subject to discipline, up to and including immediate termination (Pre-Employment/Probationary, Testing For Cause and/or Post Accident per below).

Pre-Employment/Probationary Employee Substance Abuse Tests

1. Each applicant who is given favorable consideration for a position with Webster Industries, Inc., will be tested for the presence of drugs/alcohol. Testing will be accomplished via urine analysis.
2. Prior to collection of the urine sample, the applicant will be advised that the sample will be tested for the presence of drugs/alcohol. The Company will have the sample obtained, identified and tested by a competent laboratory.
3. If the test of the sample is positive for any drug/alcohol, the sample will be tested a second time by another reliable method that is specific for the substance detected.
4. The Company will notify the applicant of the result of any test that is positive for any substance included in the procedure. In the case of a positive result, the Company will provide the applicant with an opportunity to explain the presence of the identified substance prior to being denied employment or being immediately discharged.
5. Any applicant with a confirmed positive test result may be denied employment. However, Webster Industries, Inc. will not discriminate against applicants for employment because of past history of drug/alcohol abuse. Therefore, individuals who have failed a pre-employment test may initiate another inquiry for employment with the Company after a period of no less than six months, but must present themselves drug free.
6. An applicant who has refused to submit to pre-employment testing will not be employed.

Employee Testing: Testing For Cause

1. If an employee is seen possessing or consuming alcohol or illegal drugs while on duty, or if management has reason to believe that the employee is under the influence of illegal drugs or

alcohol, the Company will require the employee to submit to an appropriate test for drugs and/or alcohol abuse. Reasonable cause includes, but is not limited to:

- An employee is involved in a serious accident or incident in which safety precautions were violated, or his/her involvement in a series of accidents.
 - Presence of marijuana smoke, drug paraphernalia, or alcohol containers in an employee's work area or area controlled or used exclusively by an employee.
 - Upon an employee's Supervisor's reasonable suspicion that the employee is intoxicated, using or under the influence of drugs or alcohol. Observable behavior which may provide such reasonable suspicion includes, but is not limited to:
 - Slurred or incoherent speech
 - Staggering gait (walk)
 - Dilated pupils (wide open)
 - Unusual behavior (such as exaggerated gestures, loud talk, etc.)
 - Low morale or constant complaints
 - Inconsistent quality of work (decreased productivity)
 - Many mistakes or unreliable actions
 - Mood swings
 - Appearance changes
 - Short or long term personality changes
 - Chronic absenteeism or tardiness
2. An employee who has been required to submit to drug or alcohol screening in compliance with this provision may be suspended, with pay, pending receipt of the test results. If the tests are negative, the employee will be immediately reinstated.
 3. Any employee refusing to submit to said drug/alcohol testing in compliance with this provision will be placed on an immediate unpaid suspension pending the conclusion of the Company's investigation of the circumstances prompting the decision to test. The Company will then make determination concerning appropriate discipline for the employee, up to and including discharge, based upon the evidence then available to the Company.

Employee Testing: Post Accident Testing

1. The Company will test each employee for drugs/alcohol following a job related accident which results in injury treated by a physician or hospital, significant damage to Company property or the potential for significant harm to any other party, for the purpose of confirming or refuting drug or alcohol use as a possible cause.
2. An employee who has been required to submit to drug and/or alcohol testing in compliance with this provision may be suspended, with pay, pending receipt of the test result. If the tests are negative, the employee will be immediately reinstated.
3. Any employee refusing to submit to said drug/alcohol testing in compliance with this provision will be terminated.

Discipline and/or Discharge

1. Any violation of the Company's Drug and Alcohol Policy, including a refusal to consent to laboratory testing, will subject an employee to discipline, including discharge for the first offense.

2. Under most circumstances, any employee who tests positive as a result of a drug/alcohol test will be provided the option of undergoing rehabilitation in lieu of discharge. An employee who agrees to accept such an option will be placed on a mandatory suspension, of at least one week, without pay and will understand that his/her continued employment depends upon successful and regular participation in the rehabilitation program. Under this option, the employee will be allowed to return to work as described below. Further, an employee who chooses the rehabilitation program must understand that a second violation of the policy will certainly lead to immediate discharge.
3. The rehabilitation option will not be provided to employees involved in the distribution or sale of illegal drugs or substances on Company premises, or to employees determined to have been in flagrant violation of this policy. The decision to offer the rehabilitation option is not based solely on these factors, but is determined on a case by case basis after a complete investigation by management.
4. If an employee refuses to participate in a treatment program, or if he or she tests positive after participating in a program, he or she will be subject to immediate termination.
5. In the event the employee does not successfully complete a drug/alcohol rehabilitation program, the employee will be terminated from employment.
6. The employee may return to work only after the Company receives satisfactory, professional assurance that the employee's presence on the job does not present a hazard to safety or would not adversely impact the Company in any way. Retention will be contingent on the employee successfully passing random tests verifying abstention from illegal drug use or alcohol abuse. The random testing will be conducted for a period of one (1) year.
7. Any second incident resulting in a confirmed positive drug and/or alcohol test will result in immediate termination.

Self Referral

Employees with personal drug, controlled substances, or alcohol problems should feel free to request assistance/information from the Human Resources Department. Information will be provided on a confidential basis, and employees can be referred to the appropriate treatment and counseling services. Employees who voluntarily request assistance, through the Human Resources Department, in dealing with abuse problems may do so without jeopardizing their continued employment with Webster Industries, Inc.

Visitor Restrictions

1. Webster Industries, Inc., strictly prohibits any visitor or contractor from being on Company property, premises or worksite while under the influence or in possession of alcohol, drugs or controlled substances.
2. Any contractor or visitor found in violation of the above stated policy will be removed from the premises and refused future access.

Definitions

- ALCOHOL refers to any beverage that may be legally sold and consumed that has an alcoholic content.
- ILLEGAL DRUG or ILLEGAL SUBSTANCE is defined as any drug or controlled substance that is not legally obtainable or is legally obtainable but has not been legally obtained or has been legally obtained but is not being used in the prescribed dosages for the prescribed purpose.
- A PRESCRIBED DRUG is any drug that has been legally obtained and is being used in the dosage prescribed by the practitioner or as recommended by the manufacturer and that is being used for the purpose for which it was prescribed or manufactured.
- UNDER THE INFLUENCE or IMPAIRED means that an employee is affected by a drug or alcohol or the combination of drugs and alcohol. The symptoms of influence and/or impairment are not confined to misconduct or misbehavior. They could include (but not be limited to) observable

impairment of physical or mental ability such as slurred speech, difficulty in maintaining balance, or general disorientation. A determination of use, influence and/or impairment could be made by professional opinion, urine sample or other commonly used scientifically valid testing methods.

- An employee will be presumed to be under the influence and in violation of this policy whenever the presence of drugs in excess of detectable trace limits and/or alcohol content at or above .10 percent is detected.
- UNACCEPTABLE TEST LEVELS are reached and a person is considered to be in violation of this policy after having tested positive by the Company designated testing laboratory.

3.11 Sexual Harassment And Other Discriminatory Harassment

Webster supports the right of all employees to work in an environment free of discriminatory harassment. Harassment on the basis of race, color, religion, age, gender, disability, national origin, veteran status or genetic information is strictly prohibited and will not be tolerated in the workplace.

A. Discriminatory Harassment

Discriminatory harassment includes any conduct such as intimidation, ridicule or insult that has the effect of: (a) unreasonably interfering with an individual's work performance; (b) creating an intimidating, hostile or offensive work environment; or (c) otherwise adversely affect an individual's employment opportunities.

Examples of discriminatory harassment include verbal abuse, circulating written materials that belittle or show hostility or aversion toward an individual, or inappropriate jokes or slurs. Discriminatory harassment by any employee, supervisor, manager or nonemployee will not be tolerated in the workplace.

B. Sexual Harassment

While all discriminatory harassment is prohibited, sexual harassment is a form of discriminatory harassment that bears special mention. This type of harassment includes unwelcome conduct of a sexual nature in which:

- (a) submission to such conduct is either expressed or implied as a term or condition of continued employment;
- (b) submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee; or
- (c) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to: offensive sexual flirtations; advances or propositions; 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.

Sexual harassment may be subtle or overt. Whatever form it takes - verbal, non-verbal or physical - sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace. Sexual harassment by any employee, supervisor, manager or nonemployee will not be tolerated. All employees are expected to comply with this policy. Appropriate disciplinary action will be taken against any employee who violates this policy.

C. Reporting Procedure

Webster Industries cannot remedy discriminatory harassment if it does not know of the situation. Therefore, an employee who believes he or she has been the subject of harassment **must** report the alleged act immediately to the Human Resources Department. Any employee who feels that he or she is being harassed but is uncomfortable notifying the Human resources Department should file his/her complaint with his/her supervisor or any of the following upper management:

Vice President Finance-Treasurer
Director of Engineering
Vice President Sales
Vice President Manufacturing
President & CEO

This list is provided so that employees have a reporting procedure that enables them to bypass their harasser, if necessary.

All employees have a duty to report any conduct which they believe violates this policy. In addition, every employee has a duty to cooperate with any investigation conducted by the Company, regardless of whether the investigation is being conducted by Company officials or outside parties retained by the Company for this purpose, or, for that matter, by an outside agency.

Reports of harassment or discrimination should be made in writing and should specifically describe the acts of harassment or discrimination, including the identity of the alleged wrongdoer and any witnesses, the time and location of the harassment or discrimination, and the working relationship between the alleged wrongdoer and the complainant.

This policy applies to all incidents of alleged discrimination or harassment, including those which occur off-premises, or off-hours, where the alleged offender is a supervisor, coworker, or even a nonemployee with whom the employee is involved, directly or indirectly, in a business or potential business relationship. Should the alleged harassment occur at a time other than your normal business hours, your complaint should be filed as early as practicable on the first business day following the alleged incident.

D. Investigation and Corrective Action

The policy of Webster Industries is to promptly investigate all complaints of unlawful harassment or discrimination. Any supervisor, employee or agent of the Company who, after appropriate investigation by the Company, has been found to have harassed another employee will be subject to appropriate disciplinary action depending on the severity of the incident. Disciplinary action may include verbal or written reprimand, suspension or termination. Once the investigation concludes, Webster industries will advise the accuser and the alleged wrongdoer of the outcome of the investigation. Full details of the actions taken to maintain a harassment-free environment may or may not be divulged. We understand these matters can be sensitive and we assure you we will treat all matters in a confidential manner. A confidential manner means within the bounds necessary to conduct an effective investigation, and that information will be divulged only on a need to know basis.

E. Retaliation and False Accusations Prohibited

Webster Industries strictly prohibits any form of retaliation against any employee for reporting a violation of this policy, filing a complaint under this policy, or assisting in a complaint investigation. Any employee who feels that he or she is the victim of prohibited retaliation, and any management employee who observes such retaliation, must follow the Company's reporting procedures.

However, if, after investigating any complaint of harassment or discrimination, Webster determines that the complaint is baseless and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including an unpaid suspension or termination.

3.12 Violence Policy

Purpose

This policy has been established to provide a safe workplace free from aggressive, threatening or violent acts. Webster's policy is zero tolerance for violence or threats of violence in the workplace. For purposes of this policy, violence is defined as the deliberate and wrongful violation, damage or abuse of other persons, self or property and includes threats of violence. Acts of violence and threats thereof include but may not be limited to: verbal (such as threats, harassment, abuse and intimidation), non-verbal (such as gestures and intimidation), physical (such as hitting, pushing, shoving, kicking, touching and assault), and others (such as arson, sabotage, vandalism and stalking). Webster believes it is important that all threats be taken seriously.

Responsibility

All employees in all departments are expected to understand our policy to prevent and respond to violence in the workplace. Any acts or threats of violence are to be reported to your Supervisor or the Human Resources Department. When an act or threat of violence is reported it will be documented. A team consisting of the

employee's Supervisor, the Human Resources Department and, if appropriate, a Union Committeeman will investigate and write up the incident. This documentation will be immediately referred to the employee's area Vice President for disposition. Acts or threats of violence are totally unacceptable and will result in appropriate discipline, which can include immediate discharge.

3.13 Nondisclosure of Information

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

- " Trade secrets (information regarding the development of systems, processes, products, know-how and technology)
- " Customer transactions
- " Lists of actual or prospective customers
- " Financial information (excluding information that relates to employee wages and other compensation)
- " Pending projects and proposals
- " Research and development strategies
- " Data processing and computer programs and operations
- " Marketing and sales strategies

Employees who are exposed to confidential information may be required to sign a nondisclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business or personal 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.

Note that this nondisclosure policy should not be construed, in any way, to prohibit employees from disclosing their wages, hours, or other terms and conditions of employment for purposes of engaging in concerted activity that is protected under the National Labor Relations Act.

3.14 Use of Company Computers and Information Systems

Use Of Company Equipment And Computers

Work Stations (WSs) and WS components are selected to facilitate compatibility of hardware and software within the Company.

Employees are not permitted to move, repair, install, attach or configure any hardware on Company WSs. This includes any component of a WS.

The Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Company does not have the right to reproduce such software for use on more than one computer. Therefore, employees may only use software on local area networks or on multiple machines according to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation.

Employees are not permitted to install personal or unauthorized software for use on Company WSs. Downloading of any software or hardware applications or data from Internet sites is prohibited without the approval of Management of Information Systems Department (MIS). Any personal or unauthorized software found on any WS or file server for which the Company does not have a legitimate license will be removed.

Screensavers are no longer necessary with today's technology. Screensavers serve only to hamper the performance of your WS. Screensavers will be deactivated when troubleshooting WSs or during computer audits.

Passwords for computer access must be kept confidential. This is necessary for security reasons and auditing programs that track file modifications in our automated applications. Your Supervisor must authorize any need to share or release your password and only for such time as indicated. An example is vacation coverage.

Configuration of remote access instructions must be kept confidential. Specifications such as IP addresses, user names and passwords are not to be released to anyone outside of the Company without the permission of the Director of I.T.

Transmission And Storage Of Electronic Data And Internet Access

Display or transmission of sexually explicit images, messages or cartoons, or any transmission or use of information systems that contain ethnic slurs, racial epithets, or anything else that may violate the Company's Harassment Policy, is strictly prohibited. Electronic mail and other information systems of the Company, including voice mail, are not to be used in a way that may be disruptive, offensive to others, or harmful to morale.

For privacy reasons, employees should not attempt to gain access to another employee's personal file of E-mail, voice mail or Internet transmissions without the latter's express permission. However, Company management reserves the right to enter an employee's E-mail, voice mail or Internet files or transmissions. All communications are property of the Company.

Any information or data obtained from Company data resources is under the ownership of the Company and not available for duplication, sale or distribution whether internally or remotely accessed. It is the property of the Company.

Internet and E-mail use are for business purposes. Employees will adopt the following practices:

1. Do not visit radio station or music sites to use for listening pleasure. These sites monopolize bandwidth, compromising Internet use for business purposes.
2. News sites are to be referenced as needed and not continuously left on-line. This compromises Internet use for business purposes.
3. Do not visit automated card sites, screensaver sites, social media/networking sites, photo sharing sites, joke sites, etc. The files on these sites have a higher risk of virus or Trojan infestations. These sites also are more prone to including spyware and applications that compromise the performance of your WS and the entire network.
4. Do not sign up for non-business related subscriptions or E-mail notices. These only serve to clutter your E-mail as the lists are distributed to spammers.
5. Do not transmit chain letters, jokes, or non-business Web links thru Company E-mail.
6. You may receive E-mails from xxx@websterchain.com where xxx is an official appearing entity. It may be in other variations of websterchain.com that look official or administrative. The sender may appear to be from Microsoft support. These E-mails may alert you to a perceived undesirable condition on your WS. They may instruct you to execute or open an attached file. Do not open or run these attachments. The attachment could be a virus itself. You may be instructed to change or remove a system file. The E-mail may be a hoax. If E-mails are utilized for communication from the Company MIS department, the sender will not be a generic account ID.
7. Caution is imperative in opening any attached file. Even when received from known users, inside or outside the Company, any attached file needs to be saved to disk to scan the file for potential viruses. Once verified it is virus free, the file can then be opened.
8. AntiVirus real-time protection and AntiSpyware are always activated. No user will deactivate these utilities.
9. Employees are further prohibited from taking any other action designed to degrade or harm the performance of any computer or the network. Such action includes installing viruses, Trojan horses or other invasive software, destroying data, disrupting the computing progress, backing up the system, or the unauthorized use of a password.

As computers continually undergo change, additional practices will be communicated via E-mail or Company bulletin board postings. Please read them.

3.15 Personal Telephone Calls

A very large percentage of the Company's business is transacted by telephone. 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 telephone calls to an absolute minimum. Personal calls should only be made or accepted in case of absolute necessity or emergency. Employees are not permitted to use or accept phone calls made to the Company-sponsored 800 phone number. This number is for business purposes and should not be given out to any individual.

Cellular phone use is prohibited during working hours for all union employees. If you need to make a local call during breaks or lunch a phone is located in the main lunch room. If you need to receive an emergency message the caller should call 419-447-8232 and ask for the Human Resources Department. Emergency phone messages will be delivered. Employees working after 5:00 P.M. should make arrangements with their supervisor.

Due to the critical nature of some management positions and the necessity to be reached when out of their offices, management employees may use cellular phones with the permission of their supervisor. However, this should be kept to a minimum.

3.16 Monitoring of Employee Activity

All electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of Webster Industries. These systems, including the Internet and security cameras, are to be used solely for job-related purposes and not for personal purposes. Employees have no expectation of privacy in connection with the use of this equipment or with the transmission through, receipt from, or storage of information in, this equipment— regardless of whether the activities are conducted, or information is stored, on personal e-mail accounts or other personal mechanisms within the Company's systems.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Company's legitimate business interests, authorized representatives of Webster Industries may monitor the use of such equipment from time to time. This includes monitoring Internet usage of any kind, including while using Company systems. This may also include listening to stored voice-mail messages or reviewing stored email messages.

Webster will follow all Legal and NLRA requirements in the notification of camera installation

3.17 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.

Office Personnel The attire for all Webster offices is business casual. This means collared shirts and slacks for men and slacks, skirts, dress capris (hem must fall below the knee) dresses and appropriate blouses or collared shirts for women. In the shop offices personnel who are required to be on the shop floor in the performance of their duties may choose to wear blue jeans. Blue jeans should be in good repair and free of holes, frayed cuffs, etc. Otherwise blue jeans are not considered business casual.

Attire that is always inappropriate is as follows:

T-shirts with writing or logos; tank tops; thermal underwear; capris with zippers, strings, and/or frays; shorts; flip-flops; leggings; jogging suits; workout attire; sweat suits; clothing with printed messages; tight or provocative clothing; bare midriffs; torn or distressed clothing.

Note: Friday Dress Down Day+. Jeans are acceptable. Shirts with the Webster logo (excluding T-Shirts) are required if wearing jeans. Jeans must be clean, not faded, and have no holes or frayed cuffs. Low-cut or hip-hugger jeans must be worn with a Webster shirt or blouse that covers the midriff. Friday Dress Down Days+are a privilege. All rules must be followed to allow Dress Down Day+to continue.

Salaried employees entering the shop must have closed toe shoes, safety glasses and earplugs. Those entering the shop on a regular basis (at least weekly) must wear safety toe shoes.

Plant Personnel Long pants and shirts required. No shorts allowed during your work shift. Steel-toed shoes/boots required. Personal Protective Equipment (PPE) requirements for your department are posted on all shop bulletin boards. Please see your supervisor or the Human Resources Department if you have additional questions.

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SECTION IV. EMPLOYEE SAFETY AND SECURITY

4.1 Safety Program

Purpose

Webster Industries, Inc goal is to provide a safe, organized work environment for all employees. We will accomplish this with the full support and cooperation of Executive Management, Supervisors/Managers, Safety Committee Members and all Webster employees. Together we will meet our goal by fully complying with all safety and 6S rules and participating in regularly scheduled training and audits.

Responsibility

A group of at least six (6) union employees (one (1) from each department, if possible), shop supervisors and representatives from various office areas, will meet on a monthly basis to discuss safety issues, review injury reports, schedule and conduct safety audits and promote safety by setting good examples. Our 6S Program will be included in meeting topics and audits. Safety and 6S Committee Meetings will be chaired by the Safety Coordinator.

The Safety Coordinator will provide information to the Supervisors for the Monthly Safety Meetings, chair the Safety and 6S Committee, conduct safety audits, and evaluate monthly safety meetings. The Safety Coordinator will also organize a monthly volunteer safety video program, stay up-to-date on training needs and requirements (including First Responders), provide training supplies/materials where needed and maintain the safety supply stock. The Safety Coordinator will provide support to employees and Supervisors and will report to the Vice President Manufacturing.

A list of First Responders is posted throughout the plant and offices; these employees are trained in First Aid, CPR and Blood Borne Pathogens. In the event of an emergency, the First Responders at the scene will coordinate the efforts for the treatment and transportation (if necessary) of the injured employee(s).

Supervisors will be responsible for the safety of their department and hold Monthly Safety Meetings. Supervisors will act as First Responders when needed and will conduct accident investigations by completing an accident investigation form for every accident. Each Supervisor's departmental safety program and progress will be discussed and evaluated during mid-year and year-end reviews by the Vice President Manufacturing. Each Supervisor will be responsible for enforcing safety through disciplinary action based on the Workplace Safety Rules.

All managers are to set a good example by being supportive and showing genuine interest in the safety of all employees and by attending Safety and 6S Committee Meetings whenever possible.

The Vice President Manufacturing will show a commitment to safety by being supportive, making suggestions for program improvements, attending Safety and 6S Committee Meetings and working with the Safety Coordinator to set safety goals.

Webster IndustriesqPresident & CEO has approved the Safety Program and is committed to its success. The President & CEO will continue to show interest in the Safety Program by being supportive, making changes as needed, and evaluating the progress of the Vice President Manufacturing and Safety Coordinator.

Process

In addition to the monthly Safety and 6S Committee Meetings, we will show a safety video in the Plant Training Room. This program will run most months and is voluntary. The videos will be shown during the lunch hour; Webster will provide pizza for the employees to eat while watching the video. Employees must sign up during their monthly Safety meeting to watch the video. Some videos may have a short quiz.

In a continuing effort to keep all employees safe and free from workplace injuries we have a mandatory Personal Protective Equipment (PPE) Program. All employees are required to wear hearing protection, safety glasses and steel toed leather footwear while in the plant. Other forms of PPE are required, depending on your job. PPE must be requested from your Supervisor or Group Leader. Webster will provide a choice of hearing protection, non-prescription safety glasses and other PPE at no cost to employees. Examples of other PPE include gloves, aprons, face shields, dust masks, etc. However, excessive replacement of non-prescription safety glasses or any PPE may result in a charge to the employee.

All shop employees will be required to submit to a hearing evaluation on a yearly basis. The results of the first evaluation will be considered a baseline and the results of further evaluations will be monitored to determine if a threshold shift in hearing has occurred. Yearly training in hearing conservation will be conducted.

Webster Industries, Inc. has a prescription safety glasses and a safety footwear reimbursement program. See the Union Agreement for details.

4.2 Workplace Safety Rules

1. All injuries, however minor, must be reported to your Supervisor.
2. Develop safe working habits as a way to avoid a serious accident; do not expose yourself or others needlessly to danger.
3. Learn to operate your equipment and how to disengage the power in an emergency.
4. Do not use unsafe equipment. Do not use any equipment unless all guards are in place. Do not tamper with safety guards.
5. Never use equipment you are not authorized to use.
6. Follow all Lock-out/Tag-out procedures.
7. Proper lifting techniques should be used at all times; don't lift and twist.
8. Only trained/authorized personnel should operate Powered Industrial Trucks. Under no circumstances are passengers allowed.
9. Wear safe clothing; loose, baggy clothing, long sleeves or other types of clothing may get caught in machines.
10. Hair that reaches the top of a collarless shirt or extends over the collar of a shirt must be tucked up or in a hairnet when operating a rotating spindle machine.
11. Follow MSDS guidelines for all chemicals you handle.
12. Wear required PPE, including steel-toed shoes. Keep your PPE in good condition; the Company will issue non-prescription safety glasses and hearing protection.
13. All painting operations and Foundry shake out operations require respirator use.
14. Foundry workers must wear required PPE during the heat.
15. All grinding operators must wear face shields or goggles and safety glasses, unless specifically instructed to the contrary.
16. The use of cellular phones during working hours is prohibited; this may cause an unsafe situation by distracting you or your fellow employees.
17. Burning of candles is prohibited throughout the plant and all offices; this creates an unnecessary fire risk.
18. Do not engage in horseplay or practical jokes.
19. Do not damage Company property or the property of others.
20. Do not act negligently. Avoid repetitive careless accidents.
21. All union employees must attend the Monthly Safety Meetings.
22. All employees must follow all safety procedures and policies.

The above list contains examples and is not all-inclusive. Failure to comply with these rules may result in discipline or discharge. The authority to discipline rests with the Supervisors and the Vice President Manufacturing. Discipline will be based on accident investigations, injury reports and the severity of the offense.

4.3 Reporting Accidents and Injuries

Webster Industries' procedure for reporting injuries is listed below. This procedure pertains to all employees.

1. Every time you are injured at work, however slight the injury is, or any property is damaged, you must report the injury, or accident to your Supervisor within 24 hours of the injury: If a Supervisor is not available, report the injury or accident to a Group Leader.
2. The duty to report accidents and injuries applies to near misses. Near misses include incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, serious damage and/or serious bodily harm or injury easily could have occurred.
3. An accident report must be completely filled out and signed by the injured worker.
4. If you need first aid treatment you must notify your Supervisor that you are leaving your department. If the Supervisor is not available, notify your Group Leader.
5. If you work on second or third shift, or a weekend shift without a Supervisor, and leave work due to an injury, you must leave a detailed note for the Human Resources Department and call the Human Resources Department (extension 304) the next morning. Leave a message if there is no answer.
6. If you require medical treatment while you are on the clock we will drive you to Mercy Hospital. Do not drive yourself.
7. If you are helping an injured person and can't leave them, have someone else call the switchboard (dial 0) and give the operator information about the injury. Information to relay to the operator includes where the injured person is, what type of injury has occurred and if 911 has been called. When the First Responders arrive let them take over the situation. You may assist them if they need you; if they don't need your help, please return to your job.
8. If it is an emergency and 911 is called, immediately call the Human Resources Department at extension 220, 302, 304, or 317.
9. No one should touch the scene of an accident or operate any equipment until a First Responder has inspected it. In order to prevent the spread of Blood Borne Pathogens, all equipment that has been or could be contaminated with body fluids must be sanitized.
10. Our goal is to keep everyone working safely and make sure everyone receives proper treatment of his or her injuries.

4.4 Blood Borne Pathogens

Employees who are designated as First Responders may be at risk for an occupational exposure to Blood Borne Pathogens. Any employee who assists an injured employee may also be at risk for potential exposure. A Blood Borne Pathogen (BBP) is defined as any pathogenic microorganism that is present in human blood or other potentially infectious material (OPIM) and can infect and cause disease in persons who are exposed to blood containing the pathogen. An exposure incident is specific eye, mouth, other mucous membrane, non-intact skin or parenteral (human bites that break the skin) contact with blood or other potentially infectious materials that results from the performance of an employee's duties. Using appropriate Personal Protective Equipment (PPE) can reduce most exposures to BBP. PPE is available in the first aid room or from the Human Resources Department.

If you feel you have been exposed to a BBP, you must report this to the Human Resources Department. Qualified health care providers will conduct a confidential assessment of the possible exposure and if it was determined that an exposure has occurred offer post exposure follow-up.

4.5 Smoking/ Tobacco Policy

In compliance with the Ohio law prohibiting smoking, and to protect and to contribute to the health and well-being of all employees, Webster Industries, Inc. property shall be a non-smoking effective December 6, 2006. Starting on October 1, 2012 Webster will become a Tobacco free facility, possession or use of any Tobacco products on Webster property is not permitted.

Webster Industries, Inc. offers its employees who wish to participate in Tobacco Cessation Program assistance with any expenses not paid by the health plan. Please see the Benefits Coordinator for more information.

Failure to comply with all of the components of this policy will result in disciplinary action leading up to and including termination.

4.6 Security

Access to all Webster buildings is limited to authorized personnel (employees scheduled for work and business visitors).

Employees reporting for work during lunch breaks and when leaving after work are to enter and exit the plant through Doors A, B, C or D.

Union employees are to use the parking lot located at the south end of the plant. There is a security gate at the entrance to this employee parking lot. The gate has been installed to protect employees and their belongings.

How to Use the Gate:

1. Slow your vehicle down before approaching the gate.
2. If the gate is closed enter your pin number (the last 4 numbers of your social security number).
3. Wait for the gate to open and proceed into the parking area.
4. If the gate does not open for any reason, park in the front parking lot and notify maintenance immediately at extension 286.
5. If maintenance is not available notify the Anneal Man at extension 230.
6. Emergency vehicles have been given a specific code to use (fire & police).

Things to Keep In Mind:

1. The gate will be open 5:00 A.M. until 5:30 P.M. Monday thru Friday, at all other times you must use your preprogrammed pin number to open the gate
2. While the gate is moving a beeping sound will be heard.
3. The gate has an electric eye that will keep the gate open until the entrance is clear.
4. The gate will close after 20 seconds of the entrance being clear.
5. Although 20 seconds doesn't seem that long, someone could wait outside the gate and try to get in before it closes. If you notice any suspicious vehicles sitting around outside the gate, please get a description and plate number. Report them to the Human Resources Department.
6. Only current employees' pin numbers are programmed in. The pin numbers of employees on layoff will be disabled; they will be reactivated when the employee is called back.
7. Do not share your pin number with others; this increases the risk of property damage.
8. The gate is electric so there may be times when it doesn't operate due to power outages or bad weather conditions.

9. **Whether or not the gate is working you are still expected to report to work on time.** You may park in visitor's lot or across from Receiving until it is opened.
10. Employees must use caution when approaching the gate, especially in the winter when the roads are slippery from ice and snow. We do not want the gate being damaged from vehicles whether accidental or intentional.

All bicycles are to be parked in the bicycle racks.

The main gate will be closed and locked at 5:15 P.M. every day.

NO CARS ARE TO PARK IN FRONT OF THE BUILDING. THIS IS A FIRE LANE.

Employees who are given keys related to their jobs will be held responsible for the keys. Lost keys must be reported to the Human Resources Department immediately. Upon separation from the Company, all keys must be returned.

For the safety and security of all Webster employees and visitors, no weapons are to be brought onto Webster property, regardless of the Concealed Weapons Carry Law.

4.7 Visitors

Visitors are to park in the visitor's parking lot outside the main gate and register with the receptionist.

If someone is picking you up after work, or dropping you off, they are to wait for you outside the main gate in the visitor's lot.

Anyone coming to visit employees while on lunch break must do so in the visitor's lot.

4.8 Driving Record

Employees who drive on the job must maintain a driving record satisfactory to both the Company and our insurance carrier. It is at our discretion to request an updated Motor Vehicle Report on an annual basis for all drivers.

Any employee who is required, in the course of his or her job duties, to drive a Company vehicle must have a valid driver's license, including a CDL if applicable. The Company, or the Company's insurance carrier, may request an employee's driving record from the Motor Vehicles Department at any time.

4.9 Employee Guide to Hazard Communication Hazard Communication – Employee Right to Know (1910.1200)

Purpose

This regulation requires chemical manufacturers to assess the hazards of chemicals or substances they sell and pass this information on to distributors or using companies . via labels and Material Safety Data Sheets (MSDS).

Almost everything we are exposed to in life is toxic if you are exposed to enough of it. It is important that the levels of exposure to chemicals be kept within safe limits. Although we feel that there is no exposure to chemicals in our plant in excess of allowable limits, we will continue to monitor the situation. If problems are discovered, ventilation may be added or enhanced and in some cases employees may be asked to wear Personal Protective Equipment (PPE). We want to help ensure that Webster employees, our Company's greatest asset, are not harmed from a safety and health standpoint while doing their job.

Responsibility

Webster must make sure that its employees are informed of this law and the hazards of substances they work with. You, the employee, have a right to know about these hazards and how Webster is protecting your health and safety. The Human Resources Department is responsible for the assignment of numbers and the control of the MSDS. The Human Resources Department will forward a new or revised MSDS to the affected department's Supervisors. The Supervisor will then conduct appropriate training. Webster's employees have a personal

responsibility to assist Webster management in complying with this law. It is important that each of you becomes familiar with the chemicals you work with day-to-day and comply with Company requirements for wearing PPE. Earplugs, respirators, gloves, and aprons are examples of PPE.

Hazard Criteria --- What Is “Hazardous” Under OSHA Law

Chemicals and substances are considered hazardous if they meet any one of the following OSHA-defined criteria:

- a. Explosive, flammable, or combustible.
- b. Oxidizer, reactive, corrosive (acids, bases, etc.).
- c. Compressed gas.
- d. Irritant.
- e. Toxic or highly toxic (based on LD₅₀ or LC₅₀).
- f. Suspected cancer-causing chemicals listed by OSHA, NTP, or IARC.
- g. Reproductive hazard, mutagen (cell change), or teratogen (birth defects).
- h. Chemicals that affect major organs of the body (kidney, lung, liver, skin, etc.).
- i. Sensitizers (cause allergic-type reactions).
- j. Listed by AGGIH as having a TLV 9 (threshold limit value, amount of exposure).
- k. Listed by OSHA as having a PEL (permissible exposures limit, less than TLV).

Process

Employees should learn the hazards of the chemicals you work with. This information can be found on the container label and the chemical's MSDS. Every hazardous chemical at Webster is assigned a number that will direct you to the corresponding MSDS. A complete set of MSDS's is located in a cabinet in the lunchroom. These MSDS's are available to employees at all times. The MSDS will contain important information regarding the chemical. You should become familiar with the MSDS for any chemical you work with. The following information can be found on the MSDS:

- a. Material Identification: name, address, telephone number of the manufacturer, chemical name, formula and trade name.
- b. Hazardous Ingredients: lists all hazardous ingredients greater than one percent by weight* and lists potential hazards as well as respective TLV's (threshold limit values or maximum allowable airborne concentrations).
- c. Physical Data: physical description, color, odor, PH, etc.
- d. Fire and Explosion Data: flash point ease of ignition, fire-fighting techniques, and equipment.
- e. Health Hazard Data: health effects, allowable exposures, and first aid/emergency procedures.
- f. Reactivity: stability of material and what it is incompatible with.
- g. Spill Lead Procedures: clean up and disposal methods for spills.
- h. Special Precaution Information: PPE required, ventilation requirements, medical surveillance precautions.
- i. Special Precaution: proper storage and personal hygiene precautions.

* Or greater than .1% for materials with cancer producing potential.

All containers in the workplace must be labeled. The Receiving Clerk is responsible for affixing a plant label with the corresponding MSDS number on the product before it leaves the receiving area. Some items are labeled from the supplier; these labels are an immediate source of hazard or emergency data regarding substances you work with. If a label becomes old and unreadable, it should be reported to your Supervisor. Chemicals should not be transferred to unmarked containers unless you will be using the entire transferred chemical during your shift. Heed special precautions on the labels or MSDS when handling or storing chemicals; use chemicals in well-ventilated areas. When working in areas with excessive exposure to hazardous agents, use the proper PPE.

If a chemical is spilled, use PPE and follow emergency clean-up procedures or MSDS clean-up procedures. Report all spills, injuries, and equipment accidents immediately to your Supervisor. Follow first aid procedures for chemical exposures; refer to the MSDS and immediately contact your Supervisor. Severe exposure may require prompt medical attention. Practice good hygiene. Never eat, smoke, or drink in areas where hazardous substances are found. After handling hazardous substances, always wash hands before eating.

Contact your Supervisor if you have any questions regarding proper handling of hazardous substances.

Substances of Special Interest to Webster Employees

The following list gives a brief description of substances used at Webster and the associated hazards and controls:

1. Oils and Greases . used plant-wide
 - Hazards: Generally nonhazardous, but some are classified hazardous. Normally a low order of toxicity unless misted. On prolonged contact, can cause skin irritation, dermatitis, or other skin problems.
 - Controls: minimize skin contact, use good personal hygiene (wash off skin), don't re-wear contaminated clothing, and use ventilation if misted. Use PPE as necessary.
2. Carbides . maintenance items
 - Hazards: Toxic alloy elements may be released during grinding (e.g. tungsten, cobalt chromium, etc.)
 - Controls: Use adequate ventilation while grinding. Avoid breathing dusts.
3. Solvents . e.g. Stoddard Solvent, Toluene, Kerosene, Degreasers, etc.
 - Hazards: Variable toxicity through inhalation. Avoid excessive skin contact, which could cause skin irritation or dermatitis.
 - Controls: Use in area with sufficient ventilation or wear respirator, wear gloves or other PPE where prolonged contact is expected.
4. Metals . maintenance department (e.g. Copper, Steel, Aluminum, etc.)
 - Hazards: Alloying elements can be emitted during cutting, brazing, welding, grinding, etc. Also, elements in the welding rods and fluxes can be given off.
 - Controls: Use in adequate ventilation when welding, cutting, grinding, or grazing for extended periods of time or on specialty metals such as stainless steel, leaded bronzed or brasses, or other metals. Avoid inhaling dusts or fumes generated to extent possible.
5. Paints . spray or brush-on and related thinners
 - Hazards: Most paints pose little danger when used for short durations or on small projects. Use over long periods or in enclosed areas can cause problems with regard to solvent vapor or toxic particulate build-up. Special attention should be given to spraying operations involving lead or chrome pigmented paints.

- Controls: Where necessary, use adequate ventilation, and spray inside paint booth; make sure there are no sparks or open flames in the area. Paint respirators can be used for additional protection.
6. Various Cleaners, Aerosols, and Miscellaneous . over-the-counter type items
- Hazards: Varies, but may contain acids, gases, solvents, pressurizing agents, etc. that can be very damaging to the eyes, skin and respiratory tract.
 - Controls: Read labels prior to use of these materials and use PPE as necessary or as dictated on label. Avoid mixing incompatible materials such as chlorine bleach and ammonia. *Use common sense.*
7. Free Silica . contained in molding sands, western bentonite, core sands, etc.
- Hazards: May cause silicosis or other lung damage after prolonged high exposure.
 - Controls: Ventilation and respirators; minimize breathing silica containing dusts; use work proactive controls to keep dust to a minimum.
8. Pheno-Formaldehyde and Isocyanated Based Core Compounds
- Hazards: May emit formaldehyde or isocyanates when heated causing irritation to eyes, nose and throat and possible sensitization (allergic-type reaction).
 - Controls: Use with adequate ventilation.

4.10 LockOut/TagOut

LockOut/TagOut (The Control of Hazardous Energy) 1910.147

Purpose

This procedure establishes Webster Manufacturing lockout or tag out of energy isolating devices. This procedure includes requirements for NFPA 70E Electrical Safety in the work place+It shall be used to insure that the Equipment and Electrical circuits are isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization Hazards, start-up of the Equipment or Electrical Circuits and a release of stored energy could cause injury.

Note: Electrical repairs CAN be performed when the Equipment or Electrical circuits Hazards have been isolated (turned off and checked with a Live/Dead/Live Check). If the Equipment or Electrical circuits cannot be isolated of Electrical Hazards an Energized Electrical work permit will be required. Only a Qualified Person can perform the task following NFPA 70E procedures.

Responsibility

Appropriate employees shall be instructed in the safety significance of the lockout or tag out and NFPA 70E procedure. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tag out procedure.

Lockout must be used instead of tag out, whenever possible. The only exception is when it can be proven that it is impossible to use a lockout.

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tag out and NFPA 70E procedures.

During shift or personnel changes specific procedures shall be utilized to ensure the continuity of lockout or tag out protection, including provision for the orderly transfer of lockout or tag out devices between off-going and oncoming employees, to minimize exposure to hazards from unexpected energization Mechanical and Electrical, start-up of the Equipment or Electrical Circuits. The release of stored or present energy Hazard.

Preparation for LockOut or TagOut

Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical or other) may be involved.

Sequence of Lockout or Tagout System Procedure

1. Complete Job Briefing checklist before any work is done.
2. Notify all affected employees that a lockout or tag out system is going to be utilized and the Reason and Hazards thereof. The Authorized/Qualified employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall be trained and knowledgeable of the construction and operation of equipment or a specific work method and be trained to recognize and avoid any Hazards that might be present.
3. If the machine or equipment is operating, shut it down by normal stopping procedure.
4. Operate the switch, valve or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
5. Lockout and/or tag out the energy devices with assigned individual lock(s) or tag(s).
6. After ensuring that no personnel are exposed and as a check on having disconnected the energy source, operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: RETURN OPERATING CONTROL(S) TO THE "NEUTRAL" OR "OFF" POSITION AFTER THE TEST

Restoring Machine or Equipment to Normal Production Operations

- After the servicing and/or maintenance are complete and equipment is ready for normal production operations, check the area around the machine or equipment to ensure that no one is exposed.
- After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tag out devices. Operate the energy isolating devices to restore energy to the machine or equipment.
- Lockout or tag out devices shall be removed from each energy isolating device by the employee who applied the device. When the Authorized/Qualified employee who applied the lockout or tag out device is not available to remove it, the device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed.
 - a. Employer must verify that the authorized employee who applied the device is not at the facility.
 - b. Employer must make all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tag out device has been removed.
 - c. Employer is to ensure that the Authorized/Qualified employee has this knowledge before he/she resumes work at the facility.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tag out equipment, each shall place his/her own personal isolating lockout or tag out device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tag out device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to

secure the box or cabinet. As each person no longer needs to maintain his/her lockout protection, that person will remove his/her lock from the box or cabinet.

4.11 Emergency Action Plan

Purpose

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life in the event of major disaster. A major disaster includes (but is not limited to) any one of the following: fire, tornado, earthquake, flood, bomb threat, or hazardous chemical spill. In the event of any disaster listed, this plan describes the responsibilities and actions to be taken to protect all employees.

General Procedures

A warning of a disaster may come from any one of the following: commercial or civil defense radio or T.V., in-plant automatic sprinkler or alarm, messenger or police.

- A. A person receiving notification of a possible disaster or an in-plant emergency should immediately notify the switchboard (dial 0). The type of disaster or emergency situation should then be conveyed to all employees with the use of the plant emergency alarm system (Auto-Call).
- B. The following personnel will constitute an Emergency Control Committee: Foundry Manager and Manufacturing Operations Manager. They will assess the situation, report to the President & CEO and Vice President Manufacturing, and decide what procedures need to be taken, assign tasks to personnel and take any other action necessary to protect lives. In any emergency situation, the ranking member of management present shall have final authority to coordinate procedures, and amend, modify or supersede any provisions of this plan in order to ensure employee safety.
- C. Emergency Control will be coordinated in the Human Resources Department or the most convenient office of the other committee members.
- D. First Responders (a list of First Responders is posted throughout the plant and offices) have been certified to provide emergency first aid treatment. When a person is in need of first aid please step back and let the First Responders do their job.
- E. All maintenance personnel will know the location and operation of main controls for shutting off gas, electricity and water leading into the building.
- F. Information to any source of news media will only be released at the discretion of the Vice President Manufacturing.
- G. Telephone numbers to use are: Dial 9 (for an outside line) then 911 for emergencies, or 9-419-447-2323 for non-emergency police.

Responsibility

The following persons and alternates have been assigned to the following duties during a Plant emergency:

Persons assigned to take charge during a fire:

First Shift	Maintenance Manager
Alternate	Vice President Manufacturing
Second Shift	Second Shift Supervisor
Alternate	Shift Fire Watchman (Anneal Man)
Third Shift	Shift Fire Watchman
Alternate	Heat Treat Operator
Weekend (Saturday/Sunday)	Shift Fire Watchman
Alternate	Heat Treat Operator

This person should confirm the Fire Department has been notified by placing a call to them or designating an alternate to place the call. This will serve as a back-up to the alarm system.

Persons assigned to go to the sprinkler control valve at the time of a fire:

First Shift	Maintenance Group Leader
Alternate	Maintenance Employee
Second Shift	Maintenance Group Leader
Alternate	Maintenance Employee
Third Shift	Department Group Leader
Alternate	Department Employee

This person should confirm that the valve is wide open and that it stays open for the duration of the fire. The valve should not be closed until authorization is given by fire officials. This person should remain by the valve until fused sprinkler heads can be replaced and the valve reopened and locked; the locks on the valves are breakaway type. Training will be conducted quarterly as requested by our insurance carrier.

The following Persons assigned to notify Webster's chosen Environmental Company and the Fire Department if a spill or release exceeds 25 gallons

All Shifts	Maintenance Manager
Alternate	Vice President Manufacturing
Second Alternate	Safety Coordinator

This person is then responsible for reporting a spill of over 25 gallons which leaves the facility property line to the Ohio EPA and for completing the spill notification follow-up on Form #2015. The completed form must be submitted to the Ohio EPA Emergency Response Section and the local planning committee of the planning district within 30 days of the spill.

Emergency Alarms

Alarms will sound throughout the plant for various types of emergencies and tests. Employees should not evacuate the plant until instructed by an authorized person. The Emergency Control Committee will decide if evacuation is necessary and then contact the departmental Supervisors.

There may be times when only certain areas are to be evacuated: Supervisors will instruct their employees.

Evacuation Routes and Meeting Sites

A map of all evacuation routes and meeting sites will be displayed in the lunchroom and all departments (see Appendix 1, Evacuation Routes and Meeting Sites). The map shows a primary and secondary route of exit. It is the responsibility of all first line Supervisors to inform employees of these routes. Once a department has evacuated to their designated site outside the plant the Supervisor needs to get a head count. After the roll call is complete, all employees should proceed to the front lawn and stay there until instructed otherwise. The Supervisor will then report the head count to the Emergency Control Committee.

Emergency Shutdown of Operations

An emergency shutdown will only be ordered from the highest-ranking member of the Emergency Control Committee. If time permits, the following personnel should perform the following: Forklift drivers move trucks out of aisles and exit ways. Maintenance should shut off gas lines and electrical supply. No employee should risk any type of injury to accomplish these tasks.

Emergency Auto-Call

The auto-call was established to help coordinate efforts of first aid when an employee suffers an injury or illness. To activate the auto-call system, call the switchboard (dial 0); you will need to give details as to the nature of the problem and the location. All First Responders should call the switchboard to find out the location of the problem. They should then respond to the location to see if their assistance is needed. Only First Responders should call the switchboard for information, other callers may delay necessary help.

For emergencies in the Main Office the operator will need to use the P.A. System.

Fire

In the event of a fire, the ADT Sprinkler Alarms System will be activated automatically. Upon activation, the flow of water will begin in the zone of the fire and an alarm will sound throughout the building. Upon hearing the alarm and being instructed to by a Supervisor, employees should, if time permits, shut off the power to the equipment they are operating and proceed to the proper evacuation site. If the sprinkler has activated in the zone you are working, you should, if time permits, shut off the power to the equipment you are operating, report to the assigned evacuation meeting site and wait for further instructions (see Appendix 2, Fire Alarm Zones).

Hazardous Chemical Spill

All employees are responsible for good housekeeping in their respective departments to reduce the risk of a spill. Refer to Work Instruction 9.8.29 for further details.

The Industrial Storm Water Pollution Prevention Plan is maintained in the Maintenance Office and Safety Coordinator's Office and contains specific information on spill/pollution prevention and containment.

Tornado

In the event of a tornado or severe weather warning the Emergency Control Committee will track the situation and inform employees of any action to be taken. All employees should be familiar with the location of the Emergency Shelters (see Appendix 3, Emergency Shelter Locations).

Earthquake

Earthquakes usually occur without any warning. Employees should attempt to get into a doorway passage or under a table or desk. No one should go outside. After an earthquake has stopped, the following procedures should be initiated:

- A. All employees should help restore calm to fellow employees.
- B. The Emergency Control Committee and Supervisors/Managers should check for injuries and call First Responders as needed.
- C. The Maintenance Department should check for fires and shut off all gas, electricity and water at main controls.
- D. The Maintenance Manager should inspect the building for damage. If major structural damage has occurred, the Emergency Control Committee should order a complete evacuation.
- E. The Emergency Control Committee should then notify proper utility companies or other services as needed.

Bomb Threat

In the event of a bomb threat, which will normally be received over the telephone, the following procedure should be followed:

- A. The person receiving the bomb threat should try to get as much information as possible from the caller, then IMMEDIATELY NOTIFY THE LOCAL POLICE (dial 9-911), informing them of all the details (time of call and details of the conversation).
- B. Notify your Supervisor. The Supervisor will notify the Emergency Control Committee and other Supervisors/Managers.
- C. If necessary, Supervisors will conduct a plant evacuation and sweep of the plant.
- D. Providing nothing has been found, employees will return to the plant and resume production.

- E. Management will conduct a follow-up investigation.

Flooding

No employee is to operate or run any equipment while standing in water. The Supervisor or maintenance will disable equipment as needed. Supervisors will organize the clean up of water in their department.

Fire Prevention and Workplace Hazards

We all have a common interest in doing everything we can to prevent damage by fire to the building and equipment. Please observe all fire prevention rules

It is the responsibility of all employees to prevent any type of fire by observing the following fire prevention rules:

- Extinguish all cigarettes.
- Do not have an open flame around any type of chemicals.
- Make sure all handheld torches are extinguished.
- Do not put hot objects in the trash cans.

Everyone should know the location and proper use of the nearest fire extinguisher. When a fire extinguisher has been used, report it at once to your Supervisor. Do not hang a used fire extinguisher back in place.

All welding operations will be done in a confined area unless otherwise instructed; a fire extinguisher will be available. Outside contractors must have a welding permit from maintenance.

Control of Workplace Hazards

All flammable and combustible materials will be stored in a designated area. Good housekeeping will be the responsibility of ALL employees. All waste materials are to be discarded in their proper places. All aisles, exits and painted areas to fire extinguishers will be kept clear and easily accessible. All employees will know their evacuation route, exits and meeting site. Supervisors will make sure all chemicals are properly labeled.

Maintenance of Fire Equipment and Systems

The Manufacturing Operations Manager will be responsible for making sure all required inspections are completed on the sprinkler system and fire extinguishers.

*******PROCEDURE FOR SECOND AND THIRD SHIFTS*******

In lieu of the plant emergency alarm system, second and third shift employees will use their radios to communicate emergency situations. Group Leaders should report to the Supervisor who will dictate the action to take. The Group Leaders will then instruct employees what action to take depending on the type of emergency situation. Group Leader will continue to report information to the Supervisor until the situation is controlled.

4.12 Respirator Use Respiratory Protection 29 CFR 1910.134

Purpose

Webster Industries recognizes there are processes or work procedures in our facility which may result in employee overexposure to regulated chemicals. Employees who are carrying out these duties are required to wear a respirator to help reduce these exposures. The provisions of such respirator use are identified and explained in this policy.

All Second Shift employees involved in %hake out/spruing+operations as well as the %kid-steer+driver are required to wear a Filtering Facepiece respirator (N95 dust mask) while performing those operations.

All employees who work in the %Paint Booth+are required to wear a Half Mask respirator with Organic Vapor Cartridges while performing painting operations.

In addition, some employees (such as Maintenance Employees) may express a desire to wear respirators during certain operations that do not require respiratory protection. These requests will be evaluated on a case-by-case basis. If it is determined to allow respirator use, the worker(s) must follow the same provisions as the worker(s) who are required to use respirators.

Responsibility

The Safety Coordinator will ensure that all appropriate employees are instructed in the safety significance of respirator use. Each new or transferred affected employee shall be instructed in the purpose and use of the respirators. Respirator styles will be chosen by the Safety Coordinator based on information including, but not limited to, air sampling, job hazards and ease of use, Webster Industries will provide the respirators at no cost to employees.

A Physician or other Licensed Health Care Professional (PLHCP) will be appointed by the Safety Coordinator. The PLHCP will conduct medical evaluations, re-evaluations and if needed medical examinations. A medical re-evaluation will be given annually or when it is reported or observed that changes in the employee's medical condition have occurred that could affect the employee's ability to successfully use a respirator. The LHCP will have knowledge of this program and all necessary information to determine the ability of each employee to successfully use a respirator while employed at Webster Industries, Inc.

Employees who are required, or who choose, to wear a re-usable respirator must safeguard the respirator against damage by ensuring the respirators are properly cleaned, maintained and stored as directed. Employees are required to report any malfunctions of, or problems with, respirators to their supervisor.

Employees who are required, or who choose, to wear a disposable respirator must request a new respirator from their supervisor (or designee) at the start of their shift.

Supervisors must not assign a task that requires respirator use to any employee who has not been cleared by the PLHCP or who has not received training on the proper use and care of respiratory protection equipment.

Process

Before employees can use a respirator a fit test must be completed. This will ensure proper seal and fit can be achieved. The fit test will be conducted using the make, model and size of respirator that they will actually use. A fit test will also be given annually or when it is reported or observed that changes in the employee's physical condition have occurred that could affect respirator fit or function. Such conditions include but are not limited to facial scarring, dental changes, cosmetic surgery or an obvious change in body weight.

Each day, before use, the employee must complete an inspection of the respiratory protection equipment. This inspection shall include checking the condition of the facepiece, straps/harnesses, valves and cartridge/canister connections. These should be free of rips, tears, or any deformities. Any rubber or elastomeric parts should be inspected for pliability and deterioration.

Re-usable respirators should be cleaned on a regular basis of at least monthly, or as determined by use. The cleaning procedure should include disassembling the respirator and inspecting all parts. Defective parts should be discarded and new parts should be requested. All parts should be washed in warm soapy water, or with cleaning clothes. Allow parts to dry before re-assembling respirator, installing new parts or cartridges/canisters if needed. Respirators should be stored in a closable plastic bag, away from direct heat and sunlight, excessive moisture or damaging chemicals. Respirators shall be packed or stored so that the facepiece and exhalation valve will rest in a normal position.

Single use disposable respirators should be used for one shift only and need no cleaning and disinfecting.

All employees using respirators, whether required or voluntary, must complete the Respirator Program training. The training will include an explanation of the hazards associated with the operations requiring respirator use and the specific type of respirator that was chosen for each operation. The respirators capabilities and dangers of not using the respirator correctly will be discussed. The proper use, cleaning, maintenance and storage of respirators will also be discussed. The difference between required and voluntary use of respirators will be explained along with the guidelines for each. Specifically 1910.134 and Appendix D.

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SECTION V. GENERAL PAYROLL POLICIES

5.1 Our Pay Policy

It is the policy of Webster Industries, Inc. to pay wages that are competitive with those paid for similar jobs in our community and industry. We maintain our competitiveness by periodically reviewing our wage structure. During this review, the Company takes into account increases in the cost of living, the general economy, and the profitability of the Company as well as the individual's contribution.

Wages for union employees are dictated by the Union Agreement.

5.2 Paydays and Pay Periods

The pay period for all union employees begins on Monday and ends on the following Sunday. All union employees are paid on a weekly basis each Friday. See Union Agreement for details.

The pay periods for salaried employees are the 1st through the 15th and the 16th through the end of the month, with paydays being twice a month on the 5th and the 20th. Should the 5th or 20th fall on a weekend, you will be paid the Friday prior to the weekend. Knowing the Payroll Department must have sufficient time to accurately prepare payrolls, any overtime worked during one pay period will not be paid until the following pay period.

Should you lose your paycheck, please notify the Human Resources Department immediately so that payment can be stopped and a new check issued to you.

5.3 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 wish to participate in these programs and/or benefits, you must authorize deductions from your paychecks for the cost of the program and/or benefit.

5.4 Direct Deposit

Union employees will be paid by direct deposit or by payroll debit card, unless the employee makes a written request to be paid by check. Salary employees are required to be paid by electronic means. All new employees hired on or after April 1, 2013 will be required to receive their pay by electronic means.

5.5 If You Find an Improper Deduction or Other Error In Your Pay

Webster Industries, Inc. strictly prohibits incorrect pay and improper deductions.

If a management employee believes his/her pay has been improperly subject to a reduction for an absence from work or a shortened work week, the employee should promptly report the reduction to Human Resources. Upon receipt of the complaint, an investigation will be conducted to determine whether the reduction was proper. In instances where it is determined that the reduction was improper, the employee will be promptly reimbursed for the improper deduction. In all instances, the Company is committed to making a good faith effort to assure that its exempt employees are properly paid on a salaried basis.

Similarly, if any employee discovers any other error in his or her pay, the employee should notify the Human Resources Department, who will obtain the correct information and determine whether or not an adjustment is in order. If an error is found, the employee will receive an adjustment on the next regular payday.

No employee will be retaliated against for making a good faith report of an improper deduction or other error in pay.

5.6 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 salaried nonexempt 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. Personal or sick time hours paid for but not worked will not be included as hours worked for purposes of computing overtime.

Union employees . see Union Agreement.

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SECTION VI. EMPLOYEE BENEFITS

6.1 Our Employee Benefit Programs

Complete and official details of the group insurance programs are contained in materials which employees will receive separate from this Handbook. The descriptions in this Handbook are only brief summaries for your general information. Contact the Human Resources Department for more details.

The existence of these employee benefit programs, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for these benefits. The Company reserves the right to change or discontinue some or all of these benefits, subject to the applicable terms of the Union Agreement.

6.2 Holidays

At Webster Industries, Inc., we observe ten (10) holidays each year. These are days on which you normally will not be required to work. Full-time salaried employees who have completed 90 calendar days of service with the Company will receive holiday pay for each of the following holidays:

New Year's Day	Christmas Day
Good Friday	The Day Before Or The Day After Christmas Day
Memorial Day	A Floating Holiday
Fourth Of July	
Labor Day	
Thanksgiving Day	
Day After Thanksgiving	

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.

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

Union employees . see Union Agreement for specifics on holiday pay.

6.3 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 are eligible for paid vacation benefits according to the following schedule:

Salaried Employees – Vacation Policy:

The anniversary date for qualification for vacation eligibility shall be January 1st of each year.

New employees shall accumulate eligibility for the next calendar year as follows:

After 3 Months Service	3 days earned
After 6 Months Service	3 more days earned, 6 Days Total
After 9 Months Service	3 more days earned, 9 Days Total
After 12 Months Service	1 more day earned, 10 Days Total . not to exceed 10 days in a Calendar Year

The vacation period shall be January 1st through December 31st. No accumulation of vacation benefits or time off will be allowed from one vacation period to the next. Vacation time off may not be taken concurrently in any two vacation periods.

Employees with more than one year of service as of the January 1st anniversary date shall be entitled to vacation as follows:

1 Year But Less Than 5 Years	10 days
5 Years But Less Than 15 Years	add 1 day per year up to 20 days
15 Years through 24 years	20 days
25 Years and over	25 days

All vacations must be cleared through your Supervisor so that there will be no conflicts.

Employees who, prior to the January 1st anniversary date, quit their jobs or are discharged for reasons that the Company, in its sole discretion, deems to constitute ~~just cause~~ will not be eligible for accrued vacation benefits.

In each vacation period, employees with three (3) weeks of vacation (15 days) may request to waive and be paid for no more than one (1) week of vacation and employees with four (4) weeks of vacation may request to waive and be paid for no more than two (2) weeks of vacation. Partial week(s) cannot be waived, and employees with one (1) or two (2) weeks of vacation are not permitted to waive time off. Any weeks waived must be with the approval of your immediate Supervisor. Any vacation time that is not used or waived within an applicable vacation period will be forfeited.

Salaried Employees – Vacation Benefits At Retirement:

In the event a salaried employee retires from the Company, the employee will be entitled to a vacation benefit based on their accrued services in the vacation year commencing from the most recent January 1st anniversary date.

The employee will be paid on the basis of one-twelfth of the benefit payable for each complete month of service in the vacation year in which retirement occurs to retirement date, starting with the vacation anniversary date of January 1st.

The benefit payable is defined as the current monthly pay of the employee at the time of retirement factored by the number of weeks of eligibility the employee has earned from the vacation schedule.

For the purpose of this supplement, retirement from the service of the Company means having attained the age of 55 and having at least ten years of continuous service at the time of separation.

Salaried Employees – Vacation Benefits At Layoff:

Should a salaried employee of Webster Industries, Inc. be laid off, the following policy shall be used to determine vacation benefits.

The laid off employee shall be paid, at time of layoff, for any unused portion of vacation benefits remaining from the current vacation period.

Employee shall also be paid vacation benefits on a prorated basis, figured on the number of complete months worked in the vacation year in which layoff occurs to date of layoff, starting with the vacation anniversary of January 1st.

If recalled during the current qualifying year, employee shall accrue vacation benefits based on the number of complete months worked from the date of recall until December 31st. This earned vacation will be taken from January 1st through December 31st of the subsequent year.

The benefit payable is defined as the current monthly pay of the employee at time of layoff factored by the number of weeks of eligibility the employee has earned from the vacation schedule.

Should a layoff be scheduled for only a short period, one month or less, the Department Supervisor and the Human Resources Department shall determine whether or not earned and accrued vacation benefits should be paid.

Union Employees – Vacation Policy:

Union employees . see Union Agreement for specifics on vacation policy.

6.4 Sick/Personal Leave Salaried Employees – Sick Days

The Company recognizes there are times when you will be unable to work due to personal illness or injury or because of an emergency involving your immediate family. In these instances the Company does not want you to suffer financially as a result of your occasional absence from work.

Therefore, at the beginning of each year the Company will make available to you a sick leave of six (6) working days. If you begin your full-time employment after the calendar year has begun, sick leave will accumulate at the rate of one half (1/2) day per month.

Your sick leave may be used in the following manner:

1. For each day you are absent from work because of illness, injury, medical condition, or emergency involving your immediate family, or other excused valid reason, as determined by your immediate supervisor, you will use one sick day or fraction thereof.
2. This time may not be used to extend vacation time off, for personal appointments such as shopping trips, hair appointments or to complete general personal business, nor will it accumulate from one year to the next.

Paid sick leave is granted by the Company for the sole purpose of giving you income protection when you are absent from work for the reasons described in this policy. You will not be paid for time you are absent from work beyond your accumulated sick leave; however, if any of the six (6) days are unused as of the end of the calendar year, the Company will pay salaried nonexempt employees for up to three (3) unused sick days.

In order to provide you with further income protection beyond that provided by your accumulated sick leave, the Company's disability policy may apply.

Frequent absence, either excused or unexcused, beyond your accumulated sick leave is considered chronic and will subject you to disciplinary action.

Union Employees – Sick Leave

Well days, and half well days for IAM employees only, are available for union employees per the Union Agreement. The well day string is reset to zero beginning January 1.

Absences that break the well day string are:

- Personal Illness
- Family Illness
- Personal Business
- Other/Leave of Absence
- Late 2 Hours or Less
- Late Over 2 Hours
- Suspended
- Unexcused
- Quit

Absences that do NOT break the well day string AND do NOT add 1 day to the string are:

- Industrial Injury
- Bereavement
- Jury Duty
- Military Leave
- Family Medical Leave
- Snow Day
- Not scheduled

Absences that ADD 1 day to the well day string are:

- Holiday
- Vacation
- Well Day
- Scheduled Work Day
- see Union Agreement.

6.5 Disability Pay

The Company pays a full-time employee a weekly disability benefit for periods during which he or she is disabled and prevented from working as a result of a non-occupational illness or injury or other medical condition. This is a short-term policy covering up to 26 weeks.

It is not necessary to be confined at home to collect benefits, but no benefits are payable for any period during which the employee is not under the care of a legally licensed physician. The period of disability must commence while coverage is in force.

Successive periods of disability due to the same or related causes shall be considered as one continuous period of disability unless separated by return to full-time active employment for a period of two (2) weeks. Successive periods of disability due to entirely unrelated causes shall be considered as one continuous period of disability unless separated by return to full-time active employment for at least one (1) day.

Union employees . see Union Agreement for information on disability pay.

A salaried employee with less than two years of continuous service is paid one month full basic salary, then 60% basic salary for up to five months, less other income received as described above.

A salaried employee with two or more years of continuous service is paid two months full basic salary, then 60% basic salary for up to four months, less other income received as described above.

Short Term Disability for Maternity leave will be paid as follows: 6 weeks for a natural birth delivery and 8 weeks for a Cesarean Section delivery.

Long-term disability for salaried employees is described in a separate insurance policy.

6.6 Health Insurance

All eligible, full-time, non-probationary employees may elect to participate in the Company's group health insurance plan. An insurance book and current contribution rates will be provided by the Human Resources Department after enrollment. The insurance book will cover items such as dependent eligibility, pre-existing conditions and covered services. In the event any benefit provided by this health and welfare plan is or may be covered by any other plan or insurance policy for the employee or under a plan in which the employee's spouse is eligible to participate, whether it be private, federal or state, that benefit will not be covered by this health and welfare plan to the extent that it is covered by any other such plan or insurance. An employee hired after April 1, 2000, whose spouse is eligible to participate in any other plan or insurance policy due to working thirty-two (32) hours per week or more for another employer must have such spouse obtain single coverage through the spouse's employer.

Health Insurance Benefit at Layoff

Coverage shall be continued for a covered employee on layoff until the end of the month following the month in which layoff begins. Additional coverage is available under COBRA . see Section 6.9.

Coverage for a recalled employee shall become effective on the date he returns to work subject to the seniority rules published by the Company. The Pre-Existing Conditions Limitation will be waived if COBRA Continuation Coverage was in effect immediately after coverage ended until the date of return.

Health Insurance Benefit During Strike

Coverage for employees who go on strike or participate in any unauthorized work stoppage shall terminate immediately.

Health Insurance Benefit During Family, Medical and Other Unpaid Leaves Of Absence

See Section VII. Leaves Of Absence Policies

Health Insurance Benefit During Military Leave Of Absence

Coverage will continue for a maximum of thirty-one (31) days from the day an employee is granted a Company-approved military leave, subject to payment of the contribution then in effect. Coverage will again be

effective on the date such employee returns to work and the Pre-Existing Conditions Limitation is waived for any disability which commenced while on leave. Additional coverage is available under COBRA . see Section 6.9.

Health Insurance Benefit at Disability Of Employee

Coverage for a covered employee (and his covered dependents) who becomes totally disabled while covered under the Plan may be continued for up to one (1) year from the date total disability commenced by making any required contributions directly to the Human Resources Department by the fifth (5th) day of each month for which continuous coverage is desired. Additional coverage is available under COBRA . see Section 6.9.

Health Insurance Benefit at Retirement

Coverage shall terminate on the date of retirement. Additional coverage is available under COBRA . see Section 6.9.

Health Insurance Benefit at Death Of Employee

Coverage for the covered dependents of a deceased employee shall be continued to the end of the month following the month in which the death of the covered employee occurs. Additional coverage is available under COBRA . see Section 6.9.

Routine Preventive Care

Please see the current plan Benefit Book

6.7 Wellness Program

Webster is promoting Wellness through various activities, including a Wellness Screening, Health Fairs, Challenges and Educational Sessions with monetary incentives. All full time employees are eligible to participate in the Wellness Program.

A Smoking Cessation Program approved by the American Lung Association, the American Heart Association, or the American Cancer Society. Proof of participation must be submitted with the claim form. (Note: up to \$300.00 (up to \$150.00/month for two months) will be reimbursed for the use of Chantix with a Smoking Cessation program)

6.8 Prescription Drug Plan

A prescription drug plan is available as a part of the group health insurance plan. Complete details of the prescription drug plan will be provided upon enrollment. See the Human Resources Department if you have any questions.

6.9 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 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.

6.10 Health Savings Account

Please see Human Resources for information regarding this program.

6.11 Life Insurance

The Company provides life insurance without cost to the employee according to the following schedule:

Union Employees (After Probationary Period)	\$25,000 Life and AD&D
Salaried Nonexempt Employees	\$50,000 Life and AD&D
Management Employees	\$50,000 Life and AD&D

Supplemental life insurance may be purchased based on 1-1/2 times base annual salary, with contributions determined by the life insurance Company.

Life Insurance At Retirement

Union and salaried nonexempt employees who have attained the age of 62 at the time of retirement will be provided with life insurance in the face amount of Two Thousand Dollars (\$2,000.00).

Management employees who have attained the age of 55 and have 20 years of service at Webster will be provided with life insurance in the face amount of Five Thousand Dollars (\$5,000.00); those who have attained the age of 55 with less than 20 years of service will be provided with life insurance in the face amount of Two Thousand Five Hundred Dollars (\$2,500.00).

6.12 Optional Life Insurance

Individual life insurance for the employee and/or family members is available through a group life insurance arrangement. See the Human Resources Department for additional information.

6.13 Optional Accident Insurance

Accident insurance for the employee and/or family members is available through a group insurance arrangement. See the Human Resources Department for additional information.

6.14 Retirement Plans

The Webster Savings Plan and Webster Industries Tiffin Collective Bargaining Units 401(k) Plan are intended to be savings plans for retirement.

The Webster Savings Plan does allow loan provisions within our plan and certain specified circumstances may allow you to make a hardship withdrawal. These circumstances are governed by IRS rules.

Salaried employees are eligible to join the Webster Savings Plan at the start of the first quarter after the date of hire with Webster Industries Inc. and they have reached 21 years of age. The Webster Savings Plan will auto-enroll at 3% without a waiver on file.

After meeting eligibility requirements, the Webster Savings Plan for salaried employees allows employees to contribute up to the maximum allowable by law of their gross wages. Webster Industries Inc. will match up to 4 percent of your gross wages to your account.

The Tiffin Collective Bargaining Unit 401(k) Plan does not allow loan provisions within the plan but certain specified circumstances may allow you to make a hardship withdrawal. These circumstances are governed by IRS rules.

Union Employees are eligible to join the Tiffin Collective Bargaining Unit 401(k) Plan at the start of the first quarter after they have completed one year of employment with Webster Industries Inc. and they have reached 21 years of age.

After meeting eligibility requirements, the Webster Industries Tiffin Collective Bargaining Units 401(k) Plan for union employees allows employees to contribute up to the maximum allowable by law of their gross wages. Webster Industries Inc. will make a contribution to this plan. see the Union Agreement for details.

This information is intended to give you an overview of the plans. for more detailed information refer to the Summary Plan Descriptions. Copies are available in the Human Resources Department.

The Company contributes to the union sponsored retirement benefit plan. see the Union Agreement for information.

6.15 Resolving Conflicts Between this Handbook and Applicable Benefit Plans.

Many of the benefits described in this Handbook, including but not limited to life insurance, health insurance, and retirement plans, are governed by their respective plan documents. This Handbook merely summarizes those documents; it does not modify, supplement, or otherwise change them. To the extent that this Handbook conflicts with any summary plan description or other plan documents in any way, the terms of those documents, and not the Handbook, will control.

6.16 Continuing Education

Webster supports employees in the effort to continue their education. The following guidelines are to be followed for tuition reimbursement:

1. Employees need to be actively employed for 12 months.
2. All courses must be related to position at work or relative to obtaining a Business Degree.
3. Employee must fill out a tuition request form and get approval.
4. Employee must sign a payback agreement in the Human Resources Department.
5. After the course is completed the employee must fill out a course appraisal.
6. Employee must obtain a grade of C or better for reimbursement.
7. For reimbursement the employee must bring in a copy of their grades with the bill to the Human Resources Department.
8. Employee may attend the school of his/her choice; however, we strongly encourage you to look at reasonably priced, accredited schools.
9. Webster will reimburse up to a maximum of \$3,600 per year \$300 per credit hour for tuition, fees and books. For example: the typical (3) credit hour course will be reimbursed up to \$900 for tuition, fees and books provided the employee receives a grade of C or better.
10. Webster will not reimburse for mileage.
11. Employee should schedule all classes outside of their normal working hours. If there is a conflict, arrangements should be made with their supervisor.
12. If anyone has any questions they should speak to the Human Resources Manager.

All forms can be obtained in the Human Resources Department. If anyone has questions, they should speak to the Human Resources Department.

6.17 Social Security

All employees are covered by the Federal Social Security Act. A required percentage of your salary or wage must be deducted from your paycheck to pay the employee's portion of this protection, and the Company must match your deduction, dollar for dollar, as required by law.

6.18 Workers' Compensation

Through monies paid in full by Webster Industries, Inc., you are covered under the Workers' Compensation program. Workers' Compensation benefits may 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 should be immediately reported to a supervisor.

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

6.19 Privacy Policy

Webster Industries Inc. places a high value on the privacy of its employees and the expectation that information regarding employees remains confidential and is made available only to persons who have a legitimate right to know. The Company will endeavor to safeguard all personal employee information (e.g., health information, social security number, address, birth date, age, telephone number, subscriber number, policy number, e-mail address, fax number and medical records) against tampering and unauthorized use or disclosure.

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SECTION VII. LEAVES OF ABSENCE POLICIES

7.1 General Policies Regarding Leaves

There are several general policies that pertain to all types of leaves of absence. Union employees . see Union Agreement.

1. A written request for a leave must be submitted to your immediate supervisor at least two weeks in advance or as far in advance as possible.
2. A point is given and your well day string is broken for the first unpaid day of a leave of absence (except Family Medical Leaves or other leaves protected by law). Consecutive days do not affect the well day string either negatively or positively, a new well day string will begin when your leave ends. However each intermittent leave day will break your well day string.
3. 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.
4. All available vacation and/or well days must be exhausted before a personal leave of absence will be granted. Any leave that extends beyond available vacation and/or well days will be granted without pay, unless noted otherwise in this employee Handbook.
5. You are not eligible to receive holiday pay while on leave of absence; unless the leave is for funeral or jury duty purposes only and provided you are an eligible, non-probationary employee. Under certain conditions you may be required to use vacation time for medical leave.
6. Any leave of absence obtained through false pretenses will result in termination of employment.
7. 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.
8. Unless otherwise required by law, while on leave, you must pay Webster Industries, Inc. directly for the premiums on your group insurance plans in order to maintain coverage.
9. Working elsewhere (including self-employment) without prior management approval while on leave of absence or pursuing an interest that conflicts with the purpose of your leave will result in termination of employment.

7.2 Funeral Leave

The Company realizes the emotional stress and additional responsibility that results from a death in an employee's immediate family and, therefore, provides the following paid funeral leave for eligible, non-probationary employees.

In the event of death in the employee's immediate family the employee will be granted three (3) days' pay consisting of eight (8) hours pay per day at the employee's straight time hourly rate, to compensate for time lost to attend the funeral of a member of the immediate family. The employee will also be excused from all scheduled working hours on the day before, the day of a, and the day following the funeral.

The term "immediate family" shall be specifically limited to father, mother, brother, sister, spouse, child and present mother-in-law and father-in-law. The Company may, in its discretion, require the employee to furnish proof of death, in which event a newspaper obituary shall be deemed acceptable.

In the event of the death of a brother-in-law, sister-in-law, grandparent, and grandparent of current spouse, son-in-law or daughter-in-law of the employee, the employee shall be allowed one (1) day of eight (8) hours straight time pay to compensate for time lost from regularly scheduled working hours to attend the funeral. If the day of the funeral is not a scheduled work day no compensation shall be paid. As used in this paragraph brother-in-law or sister-in-law shall be defined as including the brother or sister of a current spouse and child shall include legally adopted children and stepchildren living in the home of the employee.

Should additional time off be necessary, you should discuss this need with your Supervisor.

7.3 Jury Duty Leave

Any employee called to serve as a juror or as a witness in Court as a result of a subpoena for any action to which he is not personally responsible will receive the difference between the pay received for said service and his regular hourly rate of pay for his regularly scheduled hours, provided he works the required time before and after the conclusion; see applicable union agreement for details. Furthermore, an employee must make advance written application for such leave in order to receive pay for the time off.

7.4 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).
- “ The individual applies for reemployment in a timely manner (as defined by the law).

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

7.5 Family And Medical Leaves Of Absence

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees with information concerning FMLA rights and obligations.

Employees Eligible for FMLA Leave. To be eligible for FMLA leave, an employee must: (1) be employed by the Company for at least twelve (12) months (which need not be consecutive); (2) have actively worked for at least 1,250 hours during the twelve-month period immediately preceding commencement of the leave; **and** (3) be employed at a worksite where at least 50 employees are employed by the Company within 75 miles of the worksite.

Basic FMLA Leave Entitlement. FMLA provides eligible employees with up to twelve (12) weeks unpaid family and medical leave of absence from work, continued health insurance benefits, and, generally job restoration, in the following circumstances:

- The birth of the employee's child and in order to care for such child within one (1) year of the birth;
- The adoption or placement of a child for foster care within one (1) year of the placement or adoption;
- To care for the employee's child, spouse or parent (but not in-law) who has a serious health condition ;
- For the employee's own serious health condition that renders the employee unable to perform the functions of the employee's position;
- For a qualifying exigency when an employee's spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status in the regular or reserve component of the Armed Forces in support of a contingency operation and requires deployment to a foreign country; or

Additional Military Family Leave Entitlement. In addition to the basic FMLA leave entitlement, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for a covered servicemember with a serious injury or illness. A covered servicemember is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, and who has a qualifying serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his/her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list; or
- A veteran who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Serious Health Condition. Under the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility; or
- Continuing treatment by a health care provider (at least two visits to a health care provider or one visit and a regimen of continuing treatment) for a condition that causes a period of incapacity of more than **three (3) calendar days** from work, school, or other regular daily activities; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (*e.g.*, asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (*e.g.*, Alzheimer's, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (*e.g.*, chemotherapy, physical therapy, dialysis, etc.).

For leave to care for a covered servicemember, a qualifying serious injury or illness includes a pre-existing injury or illness that was aggravated by service in the line of duty on active duty in the Armed Forces. A veteran's definition of a qualifying injury or illness will be defined by the Secretary of Labor. The injury or illness may manifest before or after the member becomes a veteran.

For purposes of this policy: Except for qualifying exigency leave or covered servicemember leave, "child" refers to children under 18 years of age as well as those age 18 and older who are incapable of self-care because of a mental or physical disability; "spouse" does not include an unmarried domestic partner; and "parent" does not apply to in-laws.

Procedure

1. **Employee Notice of Need for FMLA Leave.** Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. To trigger FMLA leave protection, employees must inform Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. Calling in sick, without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying. Employees must inform the Company if leave is requested for a reason for which FMLA leave was previously taken or certified.
2. **Timing of Employee Notice.** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.
3. **Approval.** All family and medical leave requests will be reviewed by the Human Resource Manager (or his/her designee). The Company may, under the FMLA, require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's or the employee's covered family member's health care provider.

The Company will inform an employee who requests FMLA leave whether or not he or she is eligible for FMLA leave. If the employee is eligible, the notice will specify any additional information required as well as the employee's rights and responsibilities under the FMLA. If the employee is not eligible, the Company will provide the employee with a reason for the ineligibility.

Additionally, the Company will inform the employee whether his or her absence will be designated as FMLA-protected leave and the amount of leave that will be counted against the employee's FMLA leave entitlement. Under certain circumstances, the Company may retroactively designate leave as FMLA leave with appropriate written notice to the employee.

4. **Benefit Continuation.** Group health insurance benefits will continue while an employee is on FMLA leave under the same terms as if the employee continued to work. Any premium contribution for which the employee is responsible must continue to be paid by the employee while on leave. If the employee fails to return to work at the expiration of his or her leave period, the employee will be required to reimburse the Company for any and all premium payments made on the employee's behalf during the period of leave. Such reimbursement will not be required if the employee fails to return due to his or her own continuing serious health condition or circumstances beyond the employee's control.
5. **Non-Health Related Benefits.** The Company will not continue non-health benefits or benefit accruals while employees are on FMLA leave (e.g., vacation and sick leave accruals). Employees also will not accrue seniority or service time while on FMLA leave. However, employees also will not lose any benefits, seniority or service time, which accrued prior to the leave.
6. **Leave Duration.** Leaves (except for leave to care for a covered servicemember) may be taken for up to twelve (12) work weeks during any twelve-month period. This twelve-month period will be calculated as a rolling twelve-month period measured backward from the date the employee would commence the requested leave.

Leave to care for a covered servicemember may be taken for up to twenty-six (26) weeks during any twelve-month period. This twelve-month period will be calculated as a rolling twelve-month period measured backward from the date the employee would commence the requested leave.

7. **Leave Conditions.**

- **Birth of a child, adoption, or to care for foster child.** Leaves for such purposes are generally to be taken in consecutive workweeks and leave must be completed within the twelve-month period following the birth of the child or placement of the child with the employee for adoption or foster care.

Employees requesting leave for one of these purposes must provide the Company with thirty (30) days advance notice of leave, except if the birth or placement requires leave to begin in less than thirty (30) days, employees should provide as much advance notice as practical.

- **Leave to care for a child, spouse, parent or for the employee's own serious health condition.** Employees should take leave for these purposes on a continuous leave basis. However, when medically necessary, leave may be taken intermittently or on a reduced workweek or reduced workdays.

If an employee requests an intermittent or a reduced-leave schedule that is foreseeable based on planned medical treatment, the Company may require the employee to transfer temporarily to an available alternative position, for which the employee is qualified, to better accommodate the recurring periods of leave that the employee will require. Employees transferred in such circumstances will receive equivalent pay and benefits.

Employees requesting leave for these purposes must make a reasonable effort to schedule the treatment, either for themselves or for their child, spouse, or parent, so as not to unduly disrupt Company operations. In this regard, the employee should endeavor to secure the cooperation of his or her own, or the covered family member's health care provider to reasonably schedule the treatment to avoid such disruption.

Employees requesting leave for these purposes must provide thirty (30) days advance notice of leave, or if treatment is required in less than thirty (30) days, as much advance notice as practicable and generally must comply with the Company's usual call-off procedures.

8. Certification. Employees requesting leave for their own or a covered family member's serious health condition will be required to provide medical certification to substantiate the leave request. Such certification should be provided within fifteen (15) days of the leave request, if practical, otherwise within a reasonable period of time. Failure to provide certification will result in denial of FMLA leave until such time as the certification is received. Employees should contact Human Resources for copies of the Certification of Health Care Provider forms to be completed by the employee's or family member's health care provider, as applicable.

Employees must provide recertification prior to completion of a period of disability originally certified by a health care provider.

The Company reserves the right to have an employee or covered family member examined, at the Company's expense, by a health care provider of its choice for a second opinion at its discretion. In the event of a conflict between the medical opinion of the employee's or covered family member's health care provider and that of the Company in the second opinion examination, a third examination may be required by a health care provider mutually agreed upon by the Company and the employee and paid for by the Company. The opinion of the third health care provider shall be final and binding on the Company and the employee.

Appropriate certification also will be required when an employee requests leave for a qualifying exigency or to care for a qualifying servicemember.

9. Use of Accrued Leave Time. Employees will be required to use all accrued unused paid vacation leave concurrently with FMLA leave in the event of a leave for the birth of the employee's child, placement of a child for adoption or foster care, or for the employee's or covered family member's serious health condition.

Any accrued unused sick leave time must be used concurrently with FMLA leave in the event of a leave for the employee's or covered family member's serious health condition.

For leave for the employee's own serious health condition, employees may also be eligible to receive other benefits, such as workers' compensation, in accordance with state law.

If a leave is due to the employee's serious health condition and the employee qualifies both under the terms of the FMLA and the Company's Disability Plan, the disability leave period will be credited toward the twelve (12) week FMLA maximum duration even though the employee is collecting benefits under the Disability Plan

10. Reinstatement After Leave. Eligible employees taking leave under this policy will be reinstated to their former position, or to an equivalent position with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit or position other than that to which the employee would have been entitled had he/she not taken leave. Thus, for example, if a reduction in force or some other business condition arises which affects the employee's position, reinstatement may not be possible.
11. Return-to-Work Certification. Before being permitted to return to work from a medical leave due to the employee's own serious health condition, the employee will be required to provide certification from his or her health care provider that the employee is able to return to work and perform the essential functions of the job. The Company may provide the employee with a list of the employee's essential job functions, which the employee must then provide to the health care provider so that he/she can render an opinion on the employee's ability to perform those essential job functions. The Company may delay and/or deny job restoration until an employee provides a return to work /fitness for duty certification.
12. Periodic Notification During Leave. Employees will be required, while on FMLA leave, to contact the Company periodically regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company with reasonable notice (i.e. within 2 business days) of the employee's changed circumstances and new return to work date.
13. Documentation. In order for an employee to be considered on approved FMLA leave, all appropriate documentation, including leave request and medical certification forms, must be completed.
14. Restrictions on Leave Where Spouses are both Employed by the Company. Spouses who are eligible for FMLA leave and are both employed by the Company are permitted to take only a combined total of twelve (12) weeks of leave during any twelve-month period if the leave is taken: (1) for birth of a son or daughter or to care for the child after birth; or (2) for placement of a son or daughter for adoption or foster care, or to

care for the child after placement. Furthermore, spouses who are eligible for FMLA leave and are both employed by the Company are permitted to take only a combined total of twenty-six (26) weeks of leave during any twelve-month period if the leave is taken either to care for a covered servicemember, or for a combination of care for a covered servicemember and leave for other FMLA-qualifying reasons.

15. Unlawful Acts by Employers. Under the FMLA, it is unlawful for any employer to interfere with, restrain, or deny the exercise of any right protected under the FMLA, and to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.
16. Enforcement. If an employee believes that his or her rights under the FMLA have been violated, the employee should report this violation to Human Resources so that the situation may be investigated and corrected, if necessary. In addition, the employee has the right to file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Company. The FMLA does not affect and federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Anyone needing additional information should contact the corporate Human Resources Department.

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SECTION VIII. EMPLOYEE/COMPANY COMMUNICATIONS

8.1 Open-Door Policy

We have an open-door policy under which each employee can express his/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/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.

8.2 Employees' Suggestions

All employees are encouraged to share with the Company their ideas and suggestions which may be of benefit to Webster Industries, Inc. and its operations or its employees and their welfare. Continuous improvement is part of Webster's business objective and a standard way of documenting improvement ideas is with the Continuous Improvement Form (CIF), which is a tool of the Webster Quality System. Please put your idea or suggestion on a CIF and give it to your Supervisor or other management personnel. The same procedure may be used to raise specific questions, suggest opportunities for improvement, or ask about problems to which you would like management to respond.

8.3 Bulletin Boards

Bulletin Boards are for business purposes only. Considerable information about work schedules, Company activities and other pertinent information on monitoring and measuring Company goals and objectives are posted on the Company bulletin boards. Nothing is to be put on the bulletin boards without the prior express approval of Company management or the Human Resources Department.

8.4 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 Resources Department of changes in:

- " Address and telephone number.
- " Your name.
- " Family status (birth, marriage, divorce, death, legal separation, dependent information, etc.)
- " Beneficiary designations.

Due to government compliance and Company requirements (such as Company sponsored benefit plans) it is important that current information is maintained at all times during your employment and after your separation from the Company.

8.5 Company Information Systems

See Section III, Standards Of Employee Conduct, 3.14 Use of Company Computers and Information Systems.

8.6 Notification Of Plant Closing

Should it become necessary to shut down the plant and offices due to flood, power failure, snow, etc., the decision to curtail operations will be made by the President & CEO, Vice Presidents and/or Human Resources Manager. Once the decision has been made to curtail operations, the Human Resources Department will contact the local radio and television stations and have them broadcast an appropriate message.

8.7 Employee Resignation

If you decide to leave the Company, please advise your Supervisor in writing at least two (2) weeks prior to your date of departure so that an orderly transition can be made. Webster Industries, Inc. reserves the right to sever the employment relationship at any time after a resignation notice is given. This process includes turning in Company property and completing required forms.

SECTION IX. MISCELLANEOUS POLICIES

9.1 Physical Examinations

The Company may, where job related and consistent with business necessity, require you to have a medical and/or physical examination by a health care professional of the Company's choice. The Company may require you to take a medical leave of absence if the physician so recommends. A pre-employment physical and drug testing is required.

9.2 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.

For union employees . see Union Agreement.

SECTION X. SUMMARY

10.1 Summary

The policies, practices, and benefits expressed in this Handbook are those currently in effect at Tiffin, OH; Meridian, MS; Tualatin, OR; and for other direct employees in other locations. 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 cancelled, without advance notice, as determined by Webster Industries, Inc. 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(s) 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 Webster Industries, Inc. 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 Webster Industries, Inc. welcome you. We look forward to having you as a member of our team.

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ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have been notified of the availability and location of the Webster Industries, Inc. Employee Handbook (Revised June 1, 2015). I understand that it is my obligation to read and comply with 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 Supervisor or the Human Resources Department.

I further acknowledge that the Handbook information contained in the Employee Handbook has been prepared to give me a better understanding of my job at Webster Industries, Inc. and to give me 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.

Additionally, I acknowledge that if, in this Handbook, the Company has mistakenly said anything that is different from the actual provisions of the applicable benefit plan documents or any applicable collective bargaining agreement, the actual provisions of those documents 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, unless I am a union employee, I understand that my employment is considered an "at will" arrangement, meaning that I may terminate my employment at any time and the Company has this same right. I acknowledge that this arrangement cannot be altered by anyone in the Company except for the President, in writing.

Date _____ Employee _____

Witness _____

Detach after employee signs and place in personnel file.