



***The Ipe Clip Fastener Co., LLC
2111 58th Ave. E
Bradenton, Florida 34203
941-896-9851***

Employee Handbook

***Authorized Company Supervisors:
Operations Manager: Bryan Reska
Phone: 941-896-9851 ext. 213***



Introduction

The policies outlined in this handbook should be regarded to as guidelines, which in a developing business will require changing from time to time. The corporation retains the right to make decisions involving employment as needed to conduct its work in a manner which is beneficial to the employees and The Ipe Clip Fastener Co., LLC. These policy statements summarize the current benefit plans maintained by The Ipe Clip Fastener Co., LLC. If any questions arise regarding the interpretation of these plans, the answers will be determined by reference to the actual plan documents and policies rather than the summaries contained in these policy statements.

Our corporation adheres to the policy of employment-at-will, which enables the corporation or the employee to terminate the employment relationship at any time for any reason. The policies contained in this handbook are not intended as a contract of employment and may be added to or changed as needed by our corporation, except that we will not modify our policy of employment-at-will in any case.

Equal Employment Opportunity

Our corporation is committed to the full utilization of all human resources and to a policy of equal employment opportunity. Our corporation will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental disability or veteran status. You may discuss equal employment opportunity-related questions with the department supervisor or any other members of management.

Non-Harassment

It is our policy to prohibit harassment of one employee by another employee or supervisor on any basis including, but not limited to age, race, color, physical or mental disability, national origin and/or religion.

The purpose of this policy is not to regulate our employees' personal morality. Rather, it is to assure that, in the workplace, no employee harasses another on any of these bases.

While it is not easy to define precisely what any of these bases are, they certainly include slurs, epithets, threats, derogatory comments, unwelcome jokes, and teasing.

Any employee who feels that he or she is a victim of such harassment should immediately



report the matter to the department supervisor or any other member of management. Our corporation will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

Sexual Harassment

It is our firm policy to prohibit sexual harassment of any employee by another employee or a supervisor. The purpose of this policy is not to regulate the morality of employees. Rather, it is to assure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it certainly includes unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to, drawings, pictures, teasing, uninvited or inappropriate touching or other sexually related comments.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

1. Any employee who believes that (s)he is a victim of sexual harassment should report the act immediately to the department supervisor. If you prefer not to discuss the matter with the department supervisor, you may speak directly to any other member of management.
2. The corporation will investigate every reported incident immediately. Any employee, supervisor or agent of the corporation who has been found to have sexually harassed another employee may be subject to disciplinary action, up to and including immediate discharge.
3. The corporation will conduct all investigations in a discreet manner. The corporation recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.



4. The reporting employee and any employee participating in any investigation under this policy have the corporation's assurance that no reprisals will be taken as a result of a sexual harassment complaint. Rather, it is our policy to encourage discussion of the matter so as to help protect others from being subjected to similar inappropriate behavior.

Categories of Employment

Introductory Period: Full-time and part-time employees are on an introductory period during their first 90 working days of employment. During this period of time, you will be able to determine if your new job is suitable for you, and your supervisor will have an opportunity to evaluate your work performance.

Full-Time Employees regularly work a 40-hour work week and are eligible for our fringe benefits package in accordance with their position and length of employment.

Part-Time Employees work less than 40 hours each week and are not eligible for benefits.

New Employee Orientation

Upon joining our corporation, you were given this copy of our policy statements. After reading these policy statements you will be asked to sign the receipt page and return it to your supervisor. You will also be asked to complete personnel and payroll forms.

Your supervisor is responsible for the operations of your department and (s)he is a good source of information about the corporation and your job.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to your supervisor.

After your suggestion is investigated, you will be notified whether or not it is feasible to put into practice.

Management believes that suggestions indicate initiative on the part of an employee. With your approval, we will place the suggestion in your personnel file and take it into consideration at the time of your performance review.

Specific recognition for suggestions may be reflected in different ways based on the value



of the suggestion.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.

If you feel you have a problem, you should present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that (s)he will be able to satisfactorily resolve most matters.

If you find that you still have questions after meeting with your supervisor or that you would like further clarification on the matter, you may request a meeting with a member of upper management. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, you may request a meeting with the vice president or president.

Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

Recording Your Time

You are required to maintain an accurate record of all time worked. Hourly employees must record their hours on a time clock. You will punch in via the time clock at the beginning of your shift and end of your shift. You will also be required to punch in and out for your lunch break. You may not punch in more than five minutes before your scheduled shift. Under no circumstances should you punch in or out for another employee. Such action may result in immediate discharge.

Payday

You will be paid on Friday for the period which had ended the previous Friday. When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Method of Compensation

You have the option of receiving a payroll check or being paid through our direct deposit program.

Performance Reviews

Your performance is important to our corporation. Once a year, on or about your anniversary date



of hire, your supervisor will review your job progress within our corporation and help you to set job performance plans. Our performance review program is designed to provide a basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the corporation. New employees will generally be reviewed at the end of their introductory period.

Health Benefit

After 90 days of employment, full time employees are eligible to receive health benefit reimbursement. The Ipe Clip Fastener Co., LLC. will reimburse the employee \$100.00/month if the employee shows proof of paid health insurance policy. Reimbursement will only be provided with current proof of insurance payment and will not be back dated. It is the sole responsibility of the employee to have proof turned in every month

Pay Raises/ Pay Rate

Depending upon your performance and our corporation's profitability, adjustments in your pay may be made when there has been an improvement in or containment of an already good performance during the review period.

Your pay rate or request for pay raise shall only be discussed with the president, vice president or manager of the company. Discussion of one's pay rate with other employees is forbidden and will result in employee termination.

Overtime

There may be times when you will work overtime so that we may successfully meet the needs of our customers. In case of **mandatory overtime**, employees will be given a 24 hour advance notice, should personal arrangements need to be made. With voluntary overtime, employees may have less than a 24 hour notice. Once an employee makes a commitment to work scheduled overtime, he/she is expected to work these scheduled hours. Absence or tardiness related to overtime can result in disciplinary action up to and including termination. All overtime must be approved in advance by your supervisor.

Hourly employees will be paid a rate of time and one-half their regular hourly rate for hours worked over 40 in a work week.

Only actual hours worked count towards computing weekly overtime.

Vacation



Full-time employees, defined as having been employed for 12 consecutive months at 40 hours a week, equal to a **minimum of 2,080** hours worked from date of hire to first anniversary, are eligible for paid vacation time. Vacation is calculated according to your anniversary date of hire as follows:

After 1 year, you will receive 1 week of vacation.

After 5 years, you will receive 2 weeks of vacation.

After 15 years, you will receive 3 weeks of vacation.

After 25 years, you will receive 4 weeks of vacation.

Requests for vacation should be submitted in writing at least 90 days in advance to your supervisor. When possible, vacation periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority in scheduling vacation times. Employees will not be paid for earned but unused vacation time upon termination or resignation. Vacation days will not be carried over to the following year, nor will employees be paid in lieu of taking the actual time off.

Sick Days

After completing one full year of service (twelve calendar months), full-time employees are eligible for two paid sick days each year.

Sick days are calculated according to your anniversary date of hire.

Sick days may not be carried over to the following year nor will employees be paid in lieu of taking the actual time off.

Employees will not be paid for earned but unused sick days upon termination or resignation.

Jury Duty

Florida: The Ipe Clip Fastener Co., LLC. is not required to pay employees for jury service in the state of Florida. If you must serve, it will be unpaid leave.

Military Leave

Employees who are required to serve in any branch of the Armed Forces of the United



States or are engaged in state military service will be given the necessary time off, without pay.

Bereavement

Full-time employees may take one paid day for the death of an immediate family member after one year of employment. Members of the immediate family include spouses, parents, brothers, sisters and children with proper documentation of obituary.

Holidays

Our corporation observes six holidays during the year. They are:

1. New Year's Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving
6. Christmas

If one of the above holidays falls on a Saturday, it normally will be observed on the preceding Friday, if one falls on Sunday, it normally will be observed on the following Monday.

You **must** work your scheduled workday before and after the holiday in order to be paid for the holiday, unless you are absent with prior permission from your supervisor.

In event that it is necessary, due to pressure of business, to have some employees work on a day specified as a paid holiday, payment will be made as follows:

Employee will be paid for the holiday (8 hours). If the additional hours worked exceed 40 hours, said employee will be paid at a rate time and one half for those additional hours as per company policy.

Returning to Work After a Medical Condition

If you take a leave because of your own serious health condition or a work related injury, you are required to provide medical certification from your doctor that you are able to resume work before you return. Employees failing to obtain a written return-to-work medical note from their doctor will not be permitted to resume work.



Social Security

Social Security is more than a paycheck deduction. It offers financial security for you and your dependents. Although this is a federally established program, it is your contributions and ours that pays for this benefit.

Both you and our corporation contribute to provide you with monthly checks and medical coverage once you reach retirement age. These funds are then forwarded to the federal government to support the Social Security Program.

Workers' Compensation

On-the job injuries are covered by our Workers' Compensation Insurance Policy provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor. We ask for your assistance in alerting management to any condition, which could lead to or contribute to any employee accident. Any claims will require a drug test.

Bonus Plan

Employees may receive bonuses from time to time. These are based on individual merit, the corporation's profitability, and any other factor deemed significant by the corporation. Whether or not bonuses are granted, and the amount of any bonuses granted, are determined by management.

Attendance and Punctuality

Attendance and punctuality are important factors for your success within our corporation. We work as a team, and this requires that each person be in the right place at the right time. In a manufacturing operation such as ours, attendance is critical in order to meet shipping deadlines. Our company's success is determined by how we meet our deadlines and commitments. Manufacturing goals can be met only when employees are present. Employee absence has a direct negative effect on production schedules. Excessive absence can lead to disciplinary action up to and including termination.

If you are absent without notifying the corporation, we may assume that you have voluntarily abandoned your position with the corporation, and you will be removed from the payroll. Emergency situations resulting in an employee's ability to contact us will be considered on a case by case basis.

If you are going to be late for work or absent, you must notify your supervisor as soon as



possible but at least one-half hour prior to the start of your workday. Just like excessive absence, excessive tardiness has a direct negative effect on production schedules. Excessive or unexcused tardiness can lead to disciplinary action up to and including termination.

Work Week

Because of the nature of our business, your work schedule may vary depending upon your job. The company schedule will be posted by the time clock on Friday for the following. If any changes need to be made please see you supervisor.

Meal Time

A 30-minute, unpaid meal break should be taken each day. Your supervisor is responsible for approving the scheduling of this time.

Breaks

Two, 15-minute breaks will be scheduled by your supervisor each day. There are no additional breaks for smokers. Your approved break areas are the dockside parking lot or Lunch room area.

Clean-Up

At the end of each shift, five minutes are designed for cleaning the work area and washing up.

Solicitation and Distribution

In order to avoid unnecessary annoyances and interruptions from your work, solicitation by an employee of another employee is prohibited at all times.

Employee distributions of literature, handbills or other printed materials in work areas are prohibited at all times. The forwarding of chain emails is also prohibited at all times.

Trespassing, soliciting, or distribution of literature by non-employees on these premises is prohibited at all times.

Substance Abuse

The Company has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger for everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following



substance abuse policy:

Employees are prohibited from reporting to work or working while using illegal or unauthorized drugs. Employees are prohibited from reporting to work, or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal drugs or alcohol in the workplace including: on company paid time, on company premises, in company vehicles or while engaged in company-activities. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at company-sponsored functions or activities.

Your employment or continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to termination may be permitted in lieu of termination, at the company's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state and local laws. The company assures that any information concerning an individual's drug or alcohol use will remain confidential.

Consistent with its fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their essential job functions or jeopardize the health and safety of themselves, or others. The company will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the company's policies and applicable federal, state or local laws.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to the inspection of company issued lockers, desks or other suspected areas of concealment, as



well as an employee's personal property when the company has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines only and should not be interpreted as a contract of employment.

*Additional regulations apply to employers covered by the Drug-Free Workplace Act.

Changes in Personal Data

We need to maintain up-to-date information about you so we would be able to aid you and/or your family in matters of personal emergency.

Changes in names, address, telephone, number of dependents or changes in next of kin and/or beneficiaries and marital status must be given in writing to your HR Manager.

Protecting Corporate Information

Protecting our corporation's information is the responsibility of every employee and we will share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the corporation's confidential business with anyone who does not work for us.

Care of Equipment

You are expected to use proper care when using the corporation's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property, report it to your supervisor at once. You will be responsible for payment of equipment, if excessive breaking or careless of equipment is noted by your supervisor.

Company Vehicles

Operators of company vehicles are responsible for safe operation and cleanliness of the vehicle. Accidents involving a company vehicle must be reported to your supervisor immediately.

Employees are responsible for any moving and parking violations and fines which may result when operating a company vehicle.

Company vehicles may only be used for job-related travel.



The use of seat belts is mandatory for operators and passengers of company vehicles. Only company employees are allowed to travel in company vehicles.

Severe Weather

Except in cases of severe storms, we are all expected to work regular hours. Time taken off due to poor weather conditions is unpaid. If severe weather causes a closing you will be telephoned by a supervisor.

Personal Telephone Calls

It is important to keep our telephone lines free for customer calls. Although the occasional use of the corporation's telephones for a personal emergency may be necessary, routine personal calls are not permitted. Any observation of personal calls will result in termination.

Cell Phone Usage

There is to be no personal cell phone usage, including texting, while you are punched in. Cell phones need to be left in your vehicle during the working day.

Company email

The company email system is for work related correspondence only. No personal use of the company email system is allowed.

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Shop Workers:

- Must wear Steel Toe Shoes at all times
- Must have hair pulled back
- Shirts must be tucked in
- No Shorts
- No Jewelry

Office Workers:

Office staff is expected to dress in a casual professional manner. Our customers' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent the company with your appearance as well as your actions. The properly attired man or woman helps to create



a favorable image for the company, to the public and fellow employees.

Outside Employment

Our corporation hopes that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify your supervisor in writing.

Outside employment must not conflict in any way with your responsibilities within our corporation. You may not work for competitors nor may you take an ownership position with a competitor.

Parking

Free parking facilities are available to employees. You are required to park within the designated areas. All Shop Workers are to park in the front of the building and enter the building through the main lunchroom. All office staff is to park in the lot closest to the main entrance and enter through the main office.

Please Note: *Employees are **NOT** permitted to park in the spots designated as “Visitor parking or Employee of the month spot.” The company is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your car doors.*

Bulletin Board

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

Lunch Area

A lunch area is available for your use. You are expected to clean up after eating in this area. This area should be kept clean for the next person's use.

Smoking in the work place

Our company is committed to providing a safe and healthy environment for employees and visitors. Therefore, smoking is not permitted.

Fire Drills

Fire drills are scheduled periodically throughout the year. These drills are an important



aspect in employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see your supervisor.

Driver's License/Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to the human resources department immediately. Violations of this policy may result in immediate termination of your employment.

If you must leave us

Should you decide to leave your employment with us, we ask that you provide your supervisor with at least two weeks' advanced notice. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment within the corporation or seek a favorable reference from us.

Additionally, all resigning employees must complete a brief exit interview prior to leaving.

You should notify the corporation if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Company information such as customer's names/addresses, supplier information, operating procedures, sales information, and any other pertinent company information is considered company property. The release of this information would be deemed detrimental to the company. As part of your employment with our company you agree to all terms of company policy, whether it be written, verbal, or as noted by company handbook. As part of the employment acceptance, you the employee agree that he or she may/shall be deemed personally liable for unauthorized disclosure of company information.

Employee agrees not to contact customers, employees, or suppliers post employment. Any post employment contact with the company shall be solely with your supervisor.



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I understand that the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and The Ipe Clip Fastener Co., LLC. of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have any questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of my supervisor.

Please sign and date this form acknowledging you have read and completely understand our policies and procedures which are outlined in the employee handbook. This will be given to your manager and then placed in your personnel file.

Print Name _____ Date _____

Employee
Signature _____

Manager Name _____ Date _____

Manager Signature _____