

OCCURRENCE POINT VALUES

Absent Without Calling In =	2 points/day
Absence That is Called In =	1 point/day
Consecutive Days Absent with a Doctor's Excuse =	1 point per 5 scheduled work days
Missed Punches =	1/3 point
Partial Days Missed =	Fraction of point Up to 3 Hours Missed = 1/3 Point 3-6 Hours Missed = 2/3 Point 6-8 Hours Missed = 1 Point

Each point will remain on an employee's record until one year after the date incurred.

Absent Without Calling In = 2 points per day. Two points will be given to an employee for each day he or she is absent and does not call in at least a half hour prior to the start of the shift. Unless FMLA approved, a doctor's note will not excuse points already incurred for no call/no show. You will also receive a written warning for failure to timely report your absence.

Absence That is Called In = 1 Point each day. Provided the employee reports the absence using the appropriate Attendance Call in Line, one point will be given for each day absent. An employee may call in one time to report a multiple day absence. However, he or she must call in again if unable to return to work on the original date indicated or will be pointed for not calling in (as stated in #1.)

EXCEPTIONS

- Approved and pre-scheduled vacation time off.
- Scheduled company holidays.
(Other "days of observance" may be considered.)
- Jury Duty scheduled during the employee's normal scheduled work day (with proper documented proof from the court.)
- Schedule changes approved by supervisor or manager. (Ex. Lack of Work)
- Time off to attend the funeral for immediate family member (with documented proof).
- Days missed that are covered under the Family & Medical Leave Act.

Consecutive Days Absent with a Doctor's Excuse = 1 Point per 5 scheduled work days. You must still notify the company via the Call in line as stated in #1 and #2.

Missed Punches = 1/3 point

Partial Days Missed = Fraction of Point. If a partial day is missed by an employee, points will be incurred using the following schedule:

Up to 3 Hours Missed = 1/3 Point
3-6 Hours Missed = 2/3 Point
6-8 Hours Missed = 1 Point

DISCIPLINARY MEASURES

Every attempt will be made by the Human Resources Department, the supervisors and the managers to follow the discipline schedule as outlined here. The Company tries to provide warnings, whenever possible; however, it is each employee's responsibility to be aware of his or her point accumulation. Therefore, a missed warning or notification does not mean that the employee will not be terminated once 10 or more points are incurred.

- Once an employee has incurred at least 5 points, a warning will generally be issued. This warning will be documented and kept in the employee's personnel file.
- Once an employee has incurred at least 8 points, a second warning will generally be issued. This warning will be kept in the employee's personnel file.
- Once an employee has incurred 10 points within a 12-month rolling period, he or she will be terminated.

AMERICANS WITH DISABILITIES ACT COMPLIANCE FORM

PAGE 1 OF 1

I, _____ acknowledge that the essential functions of the

PRINT NAME

_____ position were discussed with me and that I am able
to perform all of these essential functions.

JOB CLASSIFICATION

PLEASE CHECK ONE BELOW:

_____ I am able to perform the functions without accommodation for a disability or handicap.

_____ I request the following accommodation: (list below)

I
I
L →

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE

DRUG FREE WORKPLACE POLICY

PAGE 2 OF 2

PURPOSE

SMI values its employees and recognizes their need for a safe and healthy work environment. Furthermore, employees abusing drugs (including marijuana) and alcohol are less productive and are often a risk to the safety and productivity of our Company. The establishment of a Drug-Free Workplace Policy is consistent with SMI's desire to promote a safe and accident-free workplace.

PRE-EMPLOYMENT SCREENING

Offers of employment with SMI may be conditioned on proper cooperation with and participation in a drug and controlled substance screening test. Following a conditional employment offer, applicants will be asked to sign a form consenting to a screening test as part of the application process. Failure to sign the consent form will be considered a withdrawal of the application. Applicants who test positive without a legitimate medical reason will be denied employment.

TESTING EMPLOYEES

SMI may, in its sole discretion and at any time, require an employee to undergo tests to determine the presence and/or amount of alcohol and/or drugs in his/her system.

SMI may request current employees to submit to an alcohol/marijuana/drug/controlled substance test in certain circumstances, including but not limited to:

- A. When an employee's conduct, actions or behavior reasonably leads management to suspect that the employee may be using or under the influence of drugs or alcohol on Company premises or while performing duties for SMI while away from Company premises and/or during working hours
- B. When an employee has a prohibited substance in his or her possession (actual or constructive) while on Company premises or while performing work duties for SMI
- C. When an employee has experienced an on-the-job injury or accident

****Failure to comply will be grounds for termination.***

DRUG FREE WORKPLACE POLICY

PAGE 2 OF 2

SMI prohibits the use, being under the influence of, possession, purchase, sale or distribution of alcohol, marijuana, any illegal/controlled substances and drug-related paraphernalia on Company premises or while performing duties for SMI away from Company premises.

For purposes of this policy, the term “Company premises” or “Company property” includes all property owned, leased, used or under the control of SMI and its affiliates including but not limited to SMI plant, offices, facilities, parking areas, land, buildings, structures, all work locations, vehicles, and equipment.

- The substances prohibited by this policy include, but are not limited to, such items as: any illegal or unlawfully obtained drugs or controlled substances, “designer” or synthetic drugs, “over the counter” or prescribed medications not being used for purposes or in the manner intended, mood or mind-altering substances, marijuana, inhalants, and alcoholic or intoxicating beverages.

- Compliance with this policy will be required by SMI as a condition of employment for qualified applicants or for continued employment of current employees. The presence of a detectable amount of any prohibited substance in an employee while working and/or during working hours may be deemed a violation of this policy, regardless of when or where the substance entered the employee’s system.

- Even though applicable law may permit the use of marijuana or if an employee is registered under applicable law to use medical marijuana, the employee is still prohibited under company policy from being under the influence of marijuana while at work (whether used at work, home or elsewhere).

PROHIBITED:

- Alcohol
- Marijuana
- Illegal / controlled substances
- Drug-related paraphernalia
- Illegally obtained drugs
- Designer / synthetic drugs
- Over-the-counter medications being misused
- Mood altering substances
- Mind altering substances
- Inhalants
- Alcoholic beverages

Violations of this policy will result in discipline up to and including termination of employment.

ELECTRONIC & CELL PHONE POLICY

PAGE 1 OF 1

The purpose of this policy is to address the use of all electronic devices in the workplace. The primary objective is to promote safety, productivity, quality, privacy and limit company liability. Management reserves the right to change this policy if deemed necessary.

"ELECTRONIC DEVICE" DEFINED:

Any personal electronic device with the ability to receive and/or transmit voice, text, data message, or access the internet, including but not limited to cellular phones, digital wireless phones, videos, cameras, I-Pods, I-Pads, and tablets, games, any type of hands-free device, headphones and ear buds, cameras and recording devices for voice or video.

When can I use my cellphone during my work day at SMI Composites?

You can use your phone during scheduled breaks and lunch - but never in the manufacturing plant!

POLICY IN THE PLANT

- Electronic devices cannot be left out in the open or visible anywhere in the manufacturing plant
- Electronic devices must be kept in lockers, purses, pockets, cars, backpacks, etc.
- Employees are free to use electronic devices during scheduled breaks and lunch times only
- Absolutely no use of Videos or Cameras without Company authorization

POLICY FOR PERSONAL PHONE CALLS

- Production employees may not accept personal phone calls during scheduled work hours
- Family and friends should be informed to leave non-emergency messages on your personal cell phone for you to return during breaks
- Emergency calls should be directed to the Human Resource Department or Receptionist

EXCEPTIONS TO POLICY

- Communication devices supplied by and authorized by the company for business purposes are exempt from this policy
- Managers and supervisors are authorized for cell phone usage, only when necessary, for company business communication during times of production
- Absolutely no walking, talking and texting

HARASSMENT & EQUAL OPPORTUNITY EMPLOYMENT

PAGE 1 OF 1

We want to re-emphasize that it is the long-standing policy of the Company to treat all employees with respect and courtesy. During your employment with us, it is expected and required that you will treat all the people with whom you work with respect and courtesy. The Company will not condone or tolerate conditions of a discriminatory nature. Employees may not engage in conduct toward any other employee which tends to degrade or harass them. Your good judgment in this regard is expected at all times.

You should be aware that guidelines have been issued and published by the Equal Employment Opportunity Commission setting forth its interpretation that racial, national origin, age, or sexual harassment in the workplace constitutes discrimination in violation of Title VII of the Civil Rights Act of 1964. In keeping with our policy, it is expected and required that you will not engage in any conduct toward any other employee, which may be viewed, as unlawful harassment. Failure to adhere to the Company's long-standing corporate policy against discrimination, including harassment, may be grounds for immediate termination.

All complaints regarding discrimination, including harassment, should be directed to the Director of Human Resources.

The continued success and growth of SMI Composites is dependent upon the effectiveness of our employees. This effectiveness, in turn, is directly related to our ability to communicate with one another in such a manner as to ensure the professional cooperation and support of all employees, the free expression and exchange of the individual's ideas and concerns, and the fair and timely resolution of conflict should it arise.

It is our belief that the continued growth of our employees and SMI Composites can best be achieved through courteous communication and the maintenance of a professional demeanor. This is not only our policy but also our practice.

We encourage you to freely express issues and concerns on an individual basis with your supervisor, or members of management. You can be sure that your questions, comments and concerns will be given full consideration and timely response. Any request to maintain such communications in confidence will be observed to the fullest extent possible.

I acknowledge that I have received a copy of SMI Composites, LLC. Harassment Policy. The contents were reviewed with me and a Human Resources Representative answered questions.

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE

INTERNET, EMAIL & ELECTRONICS POLICY

PAGE 1 OF 2

This document will be updated periodically and located in Human Resources. Please review this document occasionally in order to keep up to date on SMI Composites, (referred to a "SMI" throughout this document) Internet & e-Mail Policy.

The goals of this policy are to outline appropriate and inappropriate use of SMI's Internet resources, including the World Wide Web, e-Mail, the intranet, FTP (file transfer protocol), and USENET. Your account provides you with access to networks around the world through these services. Use of these services is subject to the following conditions.

YOUR ACCOUNT

Internet access at SMI is controlled through individual network accounts and passwords.

IT IS REQUIRED to read and sign the INTERNET & E-MAIL POLICY AGREEMENT prior to receiving a network account and password.

APPROPRIATE USE

Individuals at SMI are encouraged to use the Internet to further the goals and objectives of SMI. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of SMI, and clients within the context of an individual's assigned responsibilities.
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
3. Participating in educational or professional development activities.

INAPPROPRIATE USE

Individual Internet use will not interfere with others' use and enjoyment of the internet. Users will not violate the network policies of any network accessed through their account. Internet use at SMI will comply with all federal and state laws, all SMI policy, and all SMI contracts. This includes, but is not limited to, the following:

1. The internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonations, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The internet may not be used in any way that violates SMI's policies, rules, or administrative procedures. Use of the internet in a manner that is not consistent with the mission of SMI, misrepresents SMI, or violates any SMI policy is prohibited.
3. Individuals should limit their personal use of the internet. SMI allows limited personal use for communication with family and friends, independent learning, and public service. SMI prohibits use for mass unsolicited mailings, access for non-employees to SMI resources or network facilities, competitive commercial activity unless pre-approved by SMI, and the dissemination of chain letters.
4. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to SMI or another individual without authorized permission.
5. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or use streaming media (MSNBC, Comcast - The Fan, radio stations, etc.).

INTERNET, EMAIL & ELECTRONICS POLICY

PAGE 2 OF 3

SECURITY

For security purposes, users may not share account or password information with another person. Network accounts are to be used only by the assigned user of the account for authorized purposes.

Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.

FAILURE TO COMPLY

Violations of this policy will be treated like other allegations of wrongdoing at SMI. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities.
2. Disciplinary action according to applicable Mayco policies.
3. Termination of employment; and/or.
4. Legal action according to applicable laws and contractual agreements.

MONITORING AND FILTERING

SMI may monitor any Internet activity occurring on SMI equipment or accounts. If SMI discovers activities which do not comply with applicable law or company policy, records retrieved may be used to document the wrongful content in accordance with due process.

DISCLAIMER

SMI assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. SMI is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet and e-Mail Policy, feel free to contact the IT or HR Department.

INTERNET ACCEPTABLE USE POLICY & INTERNET USER AGREEMENT

I hereby acknowledge that I have read and understand the Internet & e-Mail Policy of SMI Composites. I agree to abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action up to and including discharge according to applicable law or company policy.

I hereby agree to indemnify and hold SMI Composites and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's use of SMI owned computer resources and the network, including reasonable attorney fees.

Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

INTERNET, EMAIL & ELECTRONICS POLICY

PAGE 3 OF 3

SIGN OFF PAGE

Signed and dated by the undersigned, in the presence of the witness below.

NAME _____

WITNESS NAME _____

SIGNATURE _____

WITNESS SIGNATURE _____

DATE _____

DATE _____

PAID BENEFITS PAGE 1 OF 2

JURY DUTY POLICY

SMI Composites LLC supports employees in fulfilling their civic responsibilities by serving jury duty when required and fully compensates for jury duty time off, up to 10 days.

However, you must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. And you will be expected to report for work during your jury service whenever the court schedule permits. The employee must provide court documentation of jury duty service that includes the employee's name, dates served, and times served.

Insurance benefits will ordinarily remain in effect and unchanged for the full term of your jury duty absence.

PAID HOLIDAYS POLICY

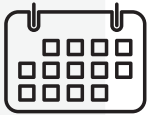
The Paid Holiday Benefit applies to full-time, permanent employees after they have completed their 30 days of continuous employment. Employees must work the full scheduled day before and after the holiday to receive pay.

- New Years Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Years Eve
- Half Day/Floating [Personal Choice]

PAID HOLIDAYS:

Applies to full-time, permanent employees after they have completed their 30 days of continuous employment.

The vacation and paid time off is January through December of each calendar year.



All paid time off must be used in eight (8) hour increments and approved (minimum 24 hour notice) by the Supervisor or Department Manager using the Vacation Request process.



Paid time off will be paid when time off is being taken.



BEREAVEMENT POLICY

Full-time employees who have worked at SMI Composites LLC for at least 90 days are permitted up to 3 consecutive days with pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent, or grandparent.

Eligible employees may be permitted 1 day with pay for the death of a relative who is not an immediate member-including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the Company may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

PAID BENEFITS

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VACATION

Only active, full-time employees are eligible for paid vacation, and all vacation must be earned before being taken. You may not substitute pay for unused vacation. Should a Company holiday occur during your vacation, you may add an additional day, either at the beginning or end of the vacation period, with your supervisor's approval.

SMI Composites reserves the right not to approve a vacation request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

The vacation year for SMI Composites employees, who have completed one year of service, is each calendar year. Therefore, the number of vacation days you are eligible for in each vacation period, beginning on your January 1st is determined by the years of service that you have accumulated.

Employees will be eligible for vacation upon their one year of service anniversary date for the first year, and then January 1st of the following year.

PAID TIME OFF DAYS

PAID TIME OFF DAYS

VACATION DAY ELIGIBILITY

Less than one year of service	0
After completion of first year hired	5
After 2 years of full-time service	10
After 5 years of full-time service	15
After 10 years of full-time service	20

Vacation should be taken a week at a time and a minimum fourteen (14) day notice is required.

The Company is willing to allow five (5) earned vacation days to be taken in non-consecutive one (1) day or two (2)-day increments, provided the employee works the full scheduled day before and the full scheduled day after the vacation day(s).

Failure to work the full scheduled day before and the full scheduled day after will be noted in the employee's records as a violation of Company absence policy. Approval for any such day will be at the sole discretion of management. A five-day (5) notice is required.

If you do not take the vacation time you have available during the calendar year, you will lose it. The Company does not pay for vacation time not used and it cannot be carried over to the next eligibility year. If you resign, or are terminated, you are not eligible to collect unused vacation days.

QUALITY AND ENVIRONMENTAL POLICY

PAGE 1 OF 1

SMI Composites will conduct all aspects of its business in a responsible manner. This will be achieved in the following statements:

- Comply with all applicable laws, regulations, standards, and other requirements.
- Adopt a culture of continual improvement to meet to exceed customer requirements and expectations with goals set to confirm achievements.
- Evaluate our activities and measure our performance against established goals through audits and management reviews.
- Advocate the adoption of prudent quality and environmental principles to our vendors, suppliers, and customers.
- Make all efforts, through pollution prevention efforts during research, process design, and plant operations to:

Reduce and eliminate the generation of waste and emissions at the source
Recycle when practical
Reuse containers and products

- We pledge ourselves to the prudent and sustainable use of the earth's resources and protecting the natural environment. At the same time, we strive to fulfill our corporate mission of contributing to enhance prosperity for all.
- Communicate our quality and environmentally oriented activities to employees, vendors, suppliers, customers, the local community, environmental agencies, and the general public.

Under observance of the aforementioned, customer satisfaction is the company's main priority. We want to be our customers' preferred supplier.

"Meeting the needs of our Customers and our Planet" - Nick DeMiro | Mayco International President

SOCIAL MEDIA POLICY PAGE 1 OF 2

Social media can be used to share your life and your opinions with family, friends and co-workers around the world.

Social media can also present certain risks and carry certain responsibilities related to your employment. Mayco has established guidelines for the appropriate use of social media.

Social media includes all means of communicating or posting information or content on the internet or company intranet.

SOCIAL MEDIA INCLUDES:

Websites

Digital Communication

Social Networking Sites

Bulletin Board Or Chat Room

Blogs

Classified Advertising Sites

Review Websites

General Information Sites

To balance the rights of SMI Composites LLC (SMI) and its employees related to social media usage.

YOU ARE RESPONSIBLE

You are solely responsible for what you post online. Consider the risks and rewards before posting content.

Consider how your posting might affect:

- Your job performance
- The performance of fellow employees
- The reputation of SMI, its customers, suppliers or employees
- The unintentional release of proprietary information of SMI, its customers, suppliers or employees

NO RETALIATION

SMI Composites prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee will be subject to disciplinary action, up to and including termination.

Keep in mind that any of your online conduct that adversely affects this company, its employees or its legitimate business interests may result in disciplinary action up to and including termination.

If you have questions or need further guidance on this policy, please contact your hr representative.

SOCIAL MEDIA POLICY PAGE 2 OF 2

BE HONEST AND ACCURATE

Make sure you are always honest and accurate when posting information. If you make a mistake, correct it quickly. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about SMI, fellow employees, customers, suppliers, or people working on behalf of SMI or SMI's competitors.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

Do not post confidential information. If you are unsure whether a picture, video, audio or comment is of a confidential nature - ASK before posting. **Do not post internal confidential communications.**

Do not create a link from your blog, website or other social networking site to SMI's website without identifying yourself as an employee of the Company. Respect financial disclosure laws. It is illegal to communicate or give a tip on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate Insider Trading laws. This not only applies to SMI, but also to our customers and suppliers.

EXPRESS ONLY YOUR PERSONAL THOUGHTS OR OPINIONS

Never represent yourself as a spokesperson for SMI, be clear and open about your exact relationship with the company. Make it clear that your views do not represent those of Mayco, fellow employees, customers, suppliers or people working on behalf of SMI. Employees should not speak to the media on SMI's behalf without contacting the Human Resources Director.

USING SOCIAL MEDIA WHILE AT WORK

Refrain from using social media while on work time or on equipment we provide, unless it is work-related and authorized by your manager. Do not use your SMI email addresses to register on social networks, blogs or other online tools utilized for personal use.

Postings that include discriminatory remarks, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated. Examples of such conduct include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

This policy applies to all SMI Composites LLC employees and its subsidiary companies in the United States.

We recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco.

It shall be the policy of SMI Composites to provide a designated tobacco-use zone for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors of SMI Composites.

DEFINITION

- **No use of tobacco products or electronic cigarettes will be allowed within the facilities of SMI Composites at any time.**

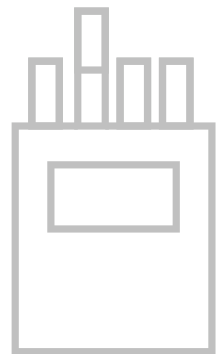
The designated smoking area will be located at least 20 feet from the entrances.

All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors and employees will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

- **Employees are to only use the designated smoking area on their scheduled breaks.**
- **Smoking will not be permitted near any employee entrances.**
- **Vaping is strictly prohibited within all indoor areas of the facility.**

PROCEDURE

1. Employees will be informed of this policy through communication boards, shift huddle, e-mail, and/or orientation and training provided by their supervisors and Human Resources.
2. Visitors will be informed of this policy by their hosts.
3. Any violations of this policy will be handled through the standard disciplinary procedure.



WORK RULES POLICY *PAGE 1 OF 4*

The purpose of this policy is to define the work rules that SMI Composites LLC (SMI) has in place to ensure the wellbeing and safety of its employees and the organization.

All employees are expected to adhere to the work rules and refrain from policy violations and misconduct during their employment. Committing any violation of the following SMI rules or misconduct will result in disciplinary action up to and including termination of employment. Misconduct refers to behavior deemed detrimental to SMI, SMI property, or employees.

SAFETY RULES

The following rules have been written for your own safety and are to be adhered to at all times. Those individuals not adhering to these rules will receive a written violation up to and including discharge.

DRESS CODE

1. Shorts must cover the leg to the knee.
2. No loose-fitting clothing, neck wear or jewelry, which could get caught on machinery.
3. No rings (other than wedding bands), bracelets or any other jewelry, which could get caught on machinery.
4. No sandals, flip-flops or canvas shoes are permitted. Athletic type shoes are permitted, if they consist of only leather, no canvas or nylon. Shoes or boots must have hard leather or crepe soles and have leather sides, backs and tops.
5. Hair below the shoulders must always be restrained from entanglement to prevent contact with one's shoulders while on the plant floor.

Entering and exiting the building:

- Employees are required to enter and exit the building through the designated employee entrance.

Eye protection must be worn at all times in designated areas.

Hearing protection must be worn in required areas:

- Protection devices must be SMI issued unless prescription safety glasses are obtained by the employee, and OSHA certification is confirmed by a Human Resources Representative.
- PPE must be worn at all times and can be obtained from your supervisor, PPE Vending, or Human Resource Office.

Only trained and licensed employees are to use Power Industrial Trucks (PIT) and use cranes.

Power lockout procedures must be followed by all employees.

All safety procedures must be followed.

Review standard operating procedures prior to performing a job.

All injuries must be reported to your supervisor.

WORK RULES POLICY

PAGE 2 OF 4

PAYROLL BADGE PROCEDURES

- Employees are required to scan their Payroll Badge when they arrive and leave. If employees are authorized to leave the premises during breaks, they are required to scan out and back in anytime they leave during their shift.
- If you did not swipe your card during your shift, or left your card at home, it is your responsibility to have your Supervisor fill out and sign an Exception Report.
- Failure to notify your Supervisor that you failed to swipe in or out could result in not being paid for time worked and a disciplinary action being issued. A manual check will not be issued, and you will receive payment on the next scheduled payroll.
- Employees who do not get a paid lunch period are allowed to leave the plant during their lunch break, provided they have notified their Supervisor when they leave and when they return. Failure to do anything but the above will constitute a written violation.
- Your Supervisor must approve any overtime worked. It is your responsibility to notify your Supervisor to fill out an Exception Report.

The following list of offenses is not all inclusive but intended to be viewed as examples of unacceptable behavior and in violation of SMI's operating standards. Any corrective action taken or termination will depend on the severity of the misconduct, the circumstances surrounding the misconduct, and the employee's record while employed at SMI.

PENALTY: VIOLATION

1. Failure to accurately complete or fill out any and all required reports, applications or any other SMI records, whether intentional or unintentional.
2. Leaving your job or workstation without permission from your supervisor.
3. Using abusive/intimidating or profane language, coercing or interfering with any employee.
4. Returning late from lunch or break periods.
5. Posting, removing or defacing SMI bulletin board postings or any other SMI property without permission.
6. Parking in unauthorized parking areas or improperly parking in any area (authorized or not).
7. Engaging in any type of "Horseplay" such as running, jumping, throwing items, climbing on any machine or equipment. This includes any immoral, indecent or illegal act on SMI premises.
8. Sleeping, wasting time, loitering in rest rooms, breakrooms, locker rooms or any other area on the property by an employee during working hours.
9. Entering or leaving through any other door other than the designated employee entrance and/or failing to follow designated route to the time clocks or lunchroom area.

WORK RULES POLICY

PAGE 3 OF 4

PENALTY: VIOLATION

10. Violation of any posted or normally accepted rules governing safety and conduct. This also includes posting/hanging any signs on SMI equipment or property inside or out.

11. Creating or contributing to disorderly or unsanitary conditions by throwing refuse on the floors or in the parking lot of the employer. This also includes improperly disposing of liquid waste down drains or on the outside of the building.

12. Smoking, vaping, or carrying of any lighted materials in any area other than designated smoking areas.

13. Requesting or collecting funds, donations, or the selling of any items unless authorized by the Human Resource Department in writing.

14. Failure to report to work with all necessary tools and safety equipment.

15. Taking food, puzzles, books, magazines or any other reading materials or beverages without spill proof lids or any other distraction for consumption or use to the work station.

16. Adjusting, changing or altering of any machine by the operator.

17. Repeated failure to scan your payroll badge.

18. Failure to follow the instructed procedures, patterns or routines at workstations without receiving prior approval from a supervisor.

19. Entering SMI property at any time other than an employee's scheduled shift.

20. Allowing access of the plant to unauthorized individuals.

21. **Excessive absenteeism:** Repeatedly having poor attendance whether excused or unexcused. This includes coming in late or leaving early. Any exceptions will be determined by the Human Resource office only.

22. Failure to report an absence one (1) hour prior to the start of your shift.

23. The making or publishing of false, vicious or malicious statements concerning any employee, supervisor, or SMI and its products.

24. Failure to take a required disciplinary suspension.

25. Use of cell phone or any other electronic device anywhere other than in designated break areas.

26. Wearing of attire that contains words or pictures of anything graphic, crude, vulgar, profane or sexual.

27. Failure to meet production or quality standards.

Penalties continued on next page

WORK RULES POLICY

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PENALTY: DISCHARGE

The following list of serious misconduct is not all inclusive but intended to be viewed as examples of terminable offenses and in violation of SMI's operating standards. Any corrective action taken or termination will depend on the severity of the misconduct, the circumstances surrounding the misconduct, and the employee's record while employed at SMI.

28. **Theft:** Stealing or removing any items from the premises or an individual to include removal or misuse of SMI records, documentation, blue prints or any other confidential information.

29. **Firearms & Explosives:** Possession of any type of firearm or explosive on SMI property.

30. **Fighting:** Physical attack or threat to an individual or the use of any weapon or object intended to cause harm to an individual or property.

31. **Controlled Substance Abuse:** Selling, possession, or under the influence of a controlled substance or alcohol while on SMI property.

32. **Sabotage:** The damaging of SMI property, equipment and/or products either intentional, premeditated or due to gross negligence or carelessness to include tampering with and/or disengaging or bypassing any error proofing equipment.

33. **Insubordination:** Refusal or failure to follow instruction from a supervisor or any other insubordinate act.

34. **Gambling:** Wagering or betting on company premises.

35. **Unlawful Activity:** Any act defined as criminal under the laws of the State of Georgia or the United States committed on SMI premises.

36. Tampering with time card or time clocks.

37. Swiping or tampering with another employee's time-card.

38. Entering SMI facility utilizing someone else's badge.

39. **Damage or misuse on or of SMI Property:** unauthorized use, careless use, misuse or abuse of any tools, vehicles, equipment or materials owned by the SMI, customers, vendors or coworkers.

40. **Electronic Devices:** unauthorized use of a SMI phone without permission from your supervisor. Possession or use of cameras, video cameras or any device which can record or reproduce anything in or on SMI premises.

41. **Willful Negligence:** Carelessness or negligence in the performance of a job assignment causing scrap, rework, personal injury or the damaging of any tooling or equipment.

42. **Insurance Fraud:** The misuse, abuse or misrepresentation of any employee's insurance plan(s).

43. **Failure to Report Injuries/Accidents:** All injuries or accidents regardless of type or severity must be reported immediately to management.

44. **Harassment:** Persistent and unwelcome conduct. Unwelcome sexual advances, verbal or physical sexual conduct or any behavior of a sexual nature that creates an intimidating, hostile or offensive work environment.

45. **Job abandonment:** Leaving the premises prior to the completion of the shift without notifying the supervisor. This will be considered a voluntary quit.

Failure of SMI to detect or enforce any of the penalties shall not be precedent setting nor prejudice the right of SMI to enforce such penalties at a later date.

WORKPLACE SAFETY POLICY

PAGE 1 OF 1

EMPLOYEE SAFETY AND HEALTH POLICY

SMI Composites is committed to protecting the safety and health of every employee, but the responsibility for maintaining a safe and healthy working environment is not just that of SMI Composites. To be totally effective, every employee has a responsibility to comply with all safety rules and programs established by SMI Composites.

Federal and Georgia safety and environmental regulations specify and require certain protective equipment. For example, the employer is required to install proper guards, interlocks, etc., to prevent accidental injuries. No employee should ever remove or modify this equipment unless properly authorized by SMI Composites.

Another example is proper use of seat belts in vehicles as prescribed by law. Yet another example is the Right-to-Know Act that entitles an employee to information concerning the chemical composition of hazardous substances used in and around the employee's job.

Every employee is responsible to assist SMI Composites in establishing and maintaining a safe working environment. Employees are also expected to report promptly to a Supervisor, Manager, or the President, any condition that they believe may be unsafe or unhealthy. SMI Composites will investigate the report, endeavor to fix any problems, and will not tolerate any retaliation against employees who make a good faith report regarding an unsafe or unhealthy workplace condition.

WORKER'S DISABILITY COMPENSATION POLICY

SMI Composites provides workers' disability compensation insurance at no cost to you. In the event of a work-related injury or condition, workers' disability compensation insurance may provide wage-loss benefits. Following an accident at work or upon learning of a medical condition arising out of your employment with the employer, you must immediately notify your supervisor so that a report may be filed with SMI Composites's insurance provider.

Nova Stevensville will require a medical release from a licensed health care provider prior to allowing an employee to return to work following an absence of a week or more. SMI Composites may require that the employee submit to necessary medical evaluation by a doctor selected by SMI Composites or SMI's Composites's insurance carrier. Any questions regarding workers' compensation benefits or policies should be directed to the SMI Composites.