



Employee Handbook

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INTRODUCTION

WELCOME TO THE COMPANY

Welcome to Interglass Corporation (the “Company”). On behalf of the Company we welcome you and wish you every success in your employment. We feel our personnel are the best in the business. We hope you will take pride in being a member of our team.

Each of us holds the key to personal and company growth. Through team effort, hard work, and open communication, we will keep pace with the changing needs of our customers. You have joined a team of professionals known for their dedication to quality service. Our continued success depends on your personal commitment to customer service. Our continued success depends on your personal and company goals.

This handbook is provided to you as a ready reference and a summary of our Corporate Human Resources policies, work guidelines, and benefits. It is designed to acquaint you with Interglass. You will find it advantageous to read the entire handbook promptly so that you will have an understanding of the company’s policies, guidelines and benefits.

Interglass embraces change as a fundamental element in remaining competitive. This provides our customers with service they can count on. The handbook is our way of addressing issues of mutual concern and providing you with information needed to assist in making Interglass a great place to work. We all share in the pride of working for a quality organization.

From time to time, we revise this handbook to keep abreast of changes, but we cannot republish this handbook each time a change occurs, we will maintain up to date versions on the company internal website. Some material, however may become obsolete without notice to you. As the contents of this handbook change, notification will follow as soon as possible.

This Employee Handbook is an overview and summary of the Company’s policies, procedures and benefits. Applicable federal, state and local laws are subject to change and may supersede particular parts of this Handbook. Therefore, the Company reserves the right to revise, modify, amend, or delete any policy, procedure or benefits in this Handbook at any time, with or without advance notice. Employees are responsible for their own up-to-date knowledge of the Company’s policies and procedures.

This Handbook is a guideline only. Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Company and any of its employees, nor is it intended to make a commitment to any employee concerning how individual employment action can, should or will be handled.

The employment relationship between the Company and the employee is one of employment at will. This means that employment is for an indefinite period of time and may be terminated at any time, for any reason that is not contrary to law, with or without cause, by either the employee or the Company.

This Handbook is effective immediately and supersedes all and any previous handbooks, manuals, letters and memoranda and may not be amended or added to without the express written approval the Company.

EMPLOYMENT**EQUAL EMPLOYMENT OPPORTUNITY**

The Company is committed to a policy of equal employment opportunity for all employees and applicants. Under this policy all employees and applicants will be treated fairly and equally, and employment decisions will comply with all applicable state and federal employment discrimination laws. All employment decisions will therefore be made without regard to race, color, national origin, ancestry, gender, pregnancy, religion, sex, sexual orientation, age, veteran status, disability, genetic information, or any other basis prohibited by law.

In addition, the Company will not tolerate any discrimination or harassment of any kind by anyone, including but not limited to co-workers, supervisors, etc. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, compensation, training, promotion, termination, as well as all other terms of employment.

BACKGROUND CHECKS

In connection with efforts of the Company to prevent violence and other unlawful conduct in the workplace, the Company may conduct a criminal background check on those employees in positions that may involve close, unsupervised contact with clients and/or when necessary to protect the Company's interests and those of its employees.

DISABILITY ACCOMMODATION

The Americans with Disabilities Act prohibits employment discrimination against qualified individuals with disabilities. A qualified individual with a disability is an individual with a disability who (i) is qualified for a position held or desired (meets the skill, experience, education, and other job-related requirements), and (ii) can perform the essential functions of a job, with or without reasonable accommodation.

90-DAY PROBATIONARY PERIOD

The first ninety (90) days of employment are considered a probationary period to allow you to acclimate to your new environment as well as the opportunity for the Company to evaluate the employment match. During this period the employee is not entitled to receive any type of employment benefits. Within and after this 90-day period does not change or alter the "at-will" employment relationship. You continue to have the right to terminate your employment at any time, with or without cause or notice, and the Company has the same right. There is no guarantee of employment during or after the probationary period. If employee quits job voluntarily before completing 3 months of probationary work at Interglass, he/she must return the Interglass shirts, BUMP CAP, SAFETY GLASS, SAFETY JACKET and will be deducted payment for the safety boots on their final paycheck.

CHAIN OF COMMUNICATION

If you have a complaint, job problem or idea, first discuss it with your immediate supervisor. If your supervisor is unable to resolve or address the issue, or you think it would be inappropriate to discuss the matter with your supervisor, you should contact Miguel Juliao.

HOURS OF WORK AND PAYROLL PRACTICES

FAIR LABOR STANDARDS ACT (FLSA)

Under the Fair Labor Standards Act (FLSA) there are two classifications for employees regarding overtime:

Exempt: Employees under this classification are not subject to or eligible for overtime. This usually includes any employee, typically classified as a Manager and above but may also include other positions. All exempt employees are paid BI-WEEKLY on Fridays.

Non-Exempt: Employees under this classification are subject to and eligible for overtime. These employees are also required to keep track of their work hours by the designated time keeping method. All non-exempt employees are paid BI-WEEKLY on Fridays.

HOURS OF WORK

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total number of hours needed to be worked in any given day.

Lunch Breaks: Break time for employees shall be a 30-minute or 60-minute lunch break in work assignments of 6 hours or more. Non-exempt employees are required to take their lunch break. During meal periods, you will be relieved of all work responsibilities.

ATTENDANCE AND PUNCTUALITY

Employees are expected to report to work as scheduled and on time. Employees are also expected to remain at work for their entire work schedule, except for lunch periods or breaks, or when required to leave on authorized Company business. Punctual and regular attendance is an essential function of each employee's job at the Company. Tardiness and absence cause problems for fellow employees. When an employee is absent, co-workers must perform his /her work.

Late arrivals, early departures, or other absences from scheduled hours are disruptive and, when possible, shall be avoided. In some cases, documentation may be required.

- An employee is late if he/she has failed to clock-in within six (6) minutes of his/her scheduled start time.
- Lunchtime should not exceed 30 minutes.
- Employee may not clock-in more than 10 minutes before his/her start time, unless authorized by his/her supervisor.
- Employee shall be at his/her workstation at his/her start time. Walking around, coffee breaks, dressing, etc, after employee clock-in is not acceptable and could incur in disciplinary action.
- In cases of absence or tardiness, employees need to notify their supervisor within the first 2 hours of his/her scheduled start time on the same day and establish the expected duration of the tardiness or absence. If supervisor is not available, then contact Human Resource department.
- In case of absence greater than 2 consecutive days because of sickness to employee or employee's child, or death of family member, employee must provide a medical or support document (it is not necessary to disclose the type of illness, just the date and time of medical review and how much time was required to be out of work).
- Any employee who fails to report to work for a period of three or more consecutive days will be considered as a voluntarily resignation of their employment from the Company.
- Unless there are extenuating circumstances, an employee must submit a request in writing and obtain permission from his/her supervisor before his/her regular starting time to notify the supervisor and/or human resources of the tardiness or absence.
- Similarly, an employee that wishes to leave early must also submit a request in writing and obtain permission from his/her supervisor before leaving.
- Excessive absenteeism, whether or not excused, may be grounds for disciplinary action up to and including termination of employment.
- Each case of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, please be aware that even one (1) unexcused absence may be considered excessive, depending on the circumstances.
- Any employee who fails to comply with these rules is subject to disciplinary action.
- All non-exempt employees must punch in and out on the Company time clock in accordance with the rules set forth above.

ADMINISTRATIVE PAY CORRECTIONS

The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee must promptly bring the discrepancy to the attention of Human Resources Department so that corrections can be made as quickly as possible. Failure to notify the Company of an error in your paycheck, whether above or below the anticipated amount, may lead to disciplinary action, up to and including termination of employment.

PAY DEDUCTIONS & GARNISHMENTS

The law requires that the Company make certain deductions from every employee's compensation. Among these are applicable federal, state, and/or local taxes. Regular deductions are Federal Withholding, Social Security and Medicare. Pay garnishments are pay deductions taken by the Company, usually to help pay off a debt or obligation to the Company or others. While the Company prefers you manage your debt obligations independently, if the Company is provided with a wage garnishment the deduction will be implemented in accordance with applicable state and federal laws.

The Company may also take deductions from your compensation for damages you cause to company property. In connection with any such deduction, you will be asked to sign a Payroll Deduction Form acknowledging responsibility for the damage and agreeing to the deduction. If you have questions concerning why deductions were made from your paycheck or how they were calculated,

please contact Human Resource Department.

TIMEKEEPING

Timecards are used to ensure that employees working time is accurately reported and that employees receive the correct amount of pay. Accurately recording time worked is the responsibility of every nonexempt employee. Time worked is all the time actually spent on the job performing assigned duties. Dressing and bathing must be done outside working hours.

The timecard is a legal document. It is the employees' responsibility to review their time records to confirm the accuracy of all time recorded. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

OVERTIME FOR NON-EXEMPT EMPLOYEES

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. All overtime work must always be approved by your immediate supervisor, before it is performed.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions.

Overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

OVERTIME PAY POLICY FOR EMPLOYEES INCLUDES THESE PRINCIPAL ELEMENTS

1. Non-exempt employees will be paid straight time for all hours worked up to 40 hours in one calendar week (Monday-Sunday).
2. Non-exempt employees will be paid time and one-half for hours worked in excess of 40 in one calendar week.
3. Only hours actually worked will be used to calculate overtime pay. Paid time off for vacation, personal days, holidays, etc. will not be considered "hours worked."

EMPLOYEE RECORDS

The Company maintains a confidential employment record for every employee. It is important that this record be up to date. Please notify Human Resources Department of any changes in your address, telephone number, marital status, number of dependents, educational progress, training records and any other data that is maintained in your employment records.

Only active (currently employed and working) employees may review their records by scheduling an appointment with Human Resources Department, who must be present during the review.

INTERNAL TRANSFERS

After checking for available positions through the job posting process, any employee who is interested in transferring to another Interglass position and/or location should contact his or her manager and express interest in applying for the open position. An Internal Application must be completed for all job openings, signed by the employee's current manager, and forwarded to the respective hiring manager for further consideration. Employees must be in their current position for a minimum of six (6) months, have a satisfactory disciplinary record to be considered for a transfer. The company reserves the right to grant individual exceptions based on business needs.

The Hiring Manager negotiates a transfer date for the employee's Releasing Manager, ensuring a minimal negative impact on business while remaining cognizant of the employee's needs. A reasonable period of time is typically two (2) to eight (8) weeks depending upon business circumstances.

INCLEMENT WEATHER

Under special circumstances, in which inclement weather does not permit the company to operate normally, Interglass may decide to close. Non-exempt employees will not get paid during such period of time, unless such employees decide to use paid vacations hours (applicable during vacation blackout period). Exempt employees will continue to get their full salary, as long as they worked any part of the workweek. It is the employee's responsibility to contact his/her supervisor or manager during these unexpected events for instructions. Management will make the final decision on local protocol.

EMPLOYEE BENEFITS AND LEAVE POLICIES

VACATIONS

Full-time employees are eligible to earn paid vacation time. The Company encourages each regular full-time employee to take an annual vacation as paid time off away from work, provided that they have vacation time accrued and the vacation period will not occur during a company blackout period, as described further below. A vacation day for hourly paid employees consist of 8 regular hours and do not qualify for overtime.

Employees are granted 40 paid vacation hours after 1 full year of employment.

Employees accrue 8 extra vacation hours for every 2 full years of employment. For example, an employee that has been working for 4 years in the company will have a total of 56 vacation hours, that is equal to 7 vacation days (including the initial 5 regular vacation days). The maximum amount of total vacation hours that an employee will accrue in one calendar year will be 120, that will result when employee reaches 20 years of employment.

For cash payment, Employee may only convert to cash the excess over 40 accumulated hours, or any leftover hours after employee have used at least 40 hours of vacation leave during current calendar year. Vacation time is not accrued during an unpaid leave of absence. Vacation accrual will commence again upon an employee's return to active status. The Company does not pay accrued but unused vacation days upon termination or resignation. Therefore, upon termination of employment with the Company, whether voluntary or involuntary, all unused vacation time will be forfeited and will not be paid out.

Terminated employees (voluntarily or involuntarily) who are re-hired in less than 6 months, will preserve the seniority in the calculation of the extra vacation hours any other benefits the employee has accumulated will be voided, but employees re-hired after 6 months are considered new hires so any benefit will be voided.

Vacations must be taken in multiples of 8 hours which represent one business day. Employees should request vacation time as soon as they are aware of the time-frame they want, but in any event, must request vacation time at least two weeks in advance of when their vacation is to begin.

However, depending upon the circumstances, employees may be permitted to take vacation time without providing two weeks' advance notice. For example, if an employee is unable to attend work due to Government Work Order Restrictions (including COVID-19 Restrictions), inclement weather and/or other emergency situations, and when employee has been hospitalized without previous notice to employer.

All vacation time requested needs to be approved by management in order to maintain adequate staffing. Managers can only approve vacation time up to the number of hours available at the time of vacation. Managers do not have the authority to grant additional vacation for any reason without the approval of Human Resources. In case of inclement weather, employees could decide to use vacation hours to cover the time in which the company will remain close for such reason notifying their manager the next regular business day in which company is back in operation.

Employees that incur a compensable work-related injury can use their accrued sick/vacation time to supplement their workers' compensation benefits. However, they cannot use sick/vacation time to replace workers' compensation benefits.

Furthermore, vacation requests will not be permitted if they will occur during company blackout periods. These are time periods when the Company has historically experienced extremely heavy workloads. The Company will announce each year's blackout periods when vacations will not be permitted (absent extraordinary conditions, as determined in the Company's sole discretion).

Vacation used is reported and consistent with Payroll System requirements. Each employee and manager will be responsible for the accurate and complete reporting of all vacation time taken by the employee.

PERSONAL DAYS

Full-time non-exempt (hourly paid) employees may earn 2 personal days per year worked calculated as 16 hours.

Personal days will only be effective for employees with good standing attendance and punctuality. The Company evaluates each employee's attendance and punctuality over a six-month period. One evaluation takes place in or about July, and in that evaluation, each employee's attendance and punctuality from January through June of that year is reviewed. The other evaluation takes place in or about January, and in that evaluation, each employee's attendance and punctuality from July through December of the prior year is reviewed. Employees must be employed full-time for the entire six-month evaluation period to be eligible to earn a personal day.

For example, if the employee begins working for the Company in October, the employee will not be eligible to accrue any personal days until the employee's attendance and punctuality is reviewed in or about July of the following year. If that employee is then

determined to be in good standing for attendance and punctuality, the employee will be entitled to 8 hours towards a paid personal day. Personal days may only be taken in multiples of 8 hours which represent one business day.

Employees that have six or more tardy work weeks within a six-month period or who have at least one unapproved absence in a six-month period will not be in good standing and will forfeit the right to this benefit. A tardy week consists of either one or several days in one week with an accumulated clock-in totaling over 15 minutes late or a single clock-in over 15 minutes late.

The Company encourages employees to apply the personal days as they desire, having the proper attendance and punctuality record, with management's prior approval.

InterGlass grants 2 personal paid days to exempt (salary paid) employees in addition to vacations days after completing one full year of employment without following an attendance or punctuality policy. After completing 3 years of employment, exempt employees will be granted 3 personal paid days for every calendar year of employment, and furthermore, when reaching 5 years of employment, exempt employees will be granted a total of 4 personal paid days for every calendar year thereafter. Personal Days may not be converted to cash payment.

Employees should provide as much advance notice as reasonably possible prior to taking any Personal Days.

HOLIDAYS

Regular, full-time employees are eligible for Company paid holiday pay following completion of the 90-day probation period only if employee attends work the business day before and after such holiday (unless employee has been approved by management to be absent such days either by using vacation days or unpaid absence). Any exceptions must be approved by management.

The following days are generally recognized as Company paid holidays:

NEW YEAR'S DAY	(JANUARY 1ST)
MEMORIAL DAY	(LAST MONDAY OF MAY)
INDEPENDENCE DAY	(JULY 4TH)
LABOR DAY	(1ST MONDAY OF SEPTEMBER)
THANKSGIVING DAY	(4TH THURSDAY OF NOVEMBER)
INTERGLASS DAY	(FRIDAY AFTER THANKSGIVING DAY)
CHRISTMAS DAY	(DECEMBER 25TH)

Holidays that fall on a Saturday will be observed the preceding Friday, and Holidays that fall on a Sunday will be observed the following Monday. Employees will be paid the amount of hours for Holiday pay equivalent to the amount of hours as per their particular schedule for the day in which the Holiday is observed. For example, if an employee is scheduled to work seven hours on Mondays, and a Company recognized Holiday is observed on a Monday, the employee shall receive Holiday pay for seven hours. At Company's discretion, the company may consider any other day as a paid holiday.

Employees that fail to report to work the day before and the day after a Company-recognized Holiday without advance approval shall not be entitled to receive any Holiday pay.

JURY DUTY

If employees are required to serve jury duty, they may use any available vacation benefits or may request an unpaid jury duty leave of absence, which may be granted in the Company's discretion. Employees must show the jury duty summons to their Supervisor as soon as possible so that the Supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits. Either the Company or the employee may request an excuse from jury duty if, in the Company's judgment, the employee's absence would create serious operational difficulties.

MILITARY LEAVE (USERRA)

Leave for active military service or for active state duty ("Active Military Leave") will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Chapter 115, Florida Statutes.

Any military leaves of absence will be unpaid. However, employees may use any available paid time off that they have accrued for the absence. Benefit accruals, such as vacation, personal leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

FAMILY MEDICAL LEAVE

The Company provides leave to "eligible employees" in accordance with the Family and Medical Leave Act ("FMLA"). To be an "eligible employee," an employee must: (1) have been employed by the Company for at least 12 months (which need not be consecutive); (2) have worked at least 1250 hours of service during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite. The distance will be calculated by using available transportation by the most direct route or as otherwise determined by law.

Employee Entitlements for FMLA LeaveBasic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backwards from the date the employee's leave will be taken.

Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement with the employee of a child for adoption or foster care (Leave taken for this reason must be completed within the 12-month period beginning on the date of birth or placement);
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is either: (1) a member of the Armed Forces on active duty who has been deployed to a foreign country or (2) a member of the Armed Forces (including any reserve component) who has been notified of an impending call or order to active duty status who are deployed to a foreign country.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: (1) 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 (2) a period of 3 consecutive days of incapacity plus two visits to a healthcare provider (the first visit must occur within 7 days of, and both visits must occur within 30 days of, the beginning of incapacity) or a regimen of continuing treatment under a health care provider's supervision for which the employee must make at least 2 visits to a healthcare provider per year; or (3) any period of incapacity due to pregnancy or prenatal care; or (4) any period of incapacity due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.)(involving at least 2 visits to a health care provider per year); or (5) any 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 illness, etc.). Qualifying exigencies include 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities;

4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; and 7) post-deployment activities, including post-deployment reintegration briefings; and 8) any other additional activities agreed upon the employee and the Company.

Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours the employee works each workday) when medically necessary due to a serious health condition of the employee or covered family member. Employees will receive their current rate of pay for hours worked and time spent working will not count against their available FMLA leave.

Protection of Group Health Insurance and Other Benefits

During an approved FMLA leave, the employee's group health benefits will be maintained as if the employee continued to be actively employed. However, the employee must continue to pay the employee's portion, if any, of the group health plan premiums or the employee's benefits may be cancelled. Accrual of benefits such as vacation and paid time off will be suspended, unless

otherwise indicated by the Company, during the duration of the leave. Accrual of seniority will also be suspended during the leave unless otherwise indicated by the Company.

Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. Employees will be notified if they qualify as "key employees", if there is

an intention to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice informing them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the designation of leave as FMLA-qualifying or non-qualifying, if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

Leave may be retroactively designated as FMLA leave with appropriate written notice to employees, provided the failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee.

Employee FMLA Leave Obligations

Employees who take FMLA leave must provide timely notification of their need for FMLA leave. The following describes the timing and content of such employee notices.

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 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. Employees must also follow the Company's usual and customary notice and procedural requirements for requesting time-off or reporting absences when requesting FMLA leave, absent unusual circumstances.

Content of Employee Notice

To trigger FMLA leave protections, employees must inform their immediate supervisor of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow a determination 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 any questions posed to determine if absences are potentially FMLA-qualifying. If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the FMLA-protected leave has been previously provided, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of an employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule which best suits the needs of both the Company and the employee, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation to consult and cooperate with the Company, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider. When employees take intermittent or reduced work schedule leave for foreseeable planned

medical treatment for the employee or a family member, including during a period of recovery from a serious health condition, the Company may transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave. When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

Submit Medical Certifications Supporting Need for FMLA Leave

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide timely, complete and sufficient medical certifications. Whenever employees are requested to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. Employees shall be informed if submitted medical certifications are incomplete or insufficient and employees will be provided at least 7 calendar days to cure deficiencies. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided, and/or may subject the employee to discipline up to and including termination for taking unauthorized leave or for excessive absenteeism. Similarly, employees who fail to timely cure deficiencies will have FMLA leave denied.

With the employee's permission, the employee's health care provider may be contacted (through individuals other than an employee's direct supervisor) to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide authorization allowing clarification or authentication with health care providers, the FMLA leave may be denied if certifications are unclear. Whenever it is deemed appropriate to do so, the right to receive timely, complete and/or sufficient FMLA medical certifications may be waived.

Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If there is reason to doubt initial medical certifications, employees may be required to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

Medical Recertifications

Depending on the circumstances and duration of FMLA leave, employees may be required to provide recertification of medical conditions giving rise to the need for leave. Employees will be notified if recertification is required and employees will be given at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications

Unless employees are notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide a Return to Work Medical Certification form. The form must confirm that the employee is able to return to work and (if indicated on the Return to Work Certification Form) the employee's ability to perform the essential functions of the employee's position, with or without reasonable accommodation.

Employees should attempt to give at least one week's notice by mailing or faxing to his/her supervisor, or to Miguel Juliao, the Return to Work Medical Certification form stating that the employee is able to resume work. However, employees must make sure that this notice is received no later than 3 business days before the employee's return to work at the conclusion of the leave. This is important so that the employee's return to work is properly scheduled.

If the employee's FMLA leave resulted from a workers' compensation injury, the employee's health care provider may send an updated medical work status form to the employee's Case Manager as soon the employee's return to work date is known, even if less than two business days before the employee's return to work. Employees may obtain Return to Work Medical Certification Forms from their supervisor. Job restoration may be delayed and/or denied until employees provide return to work/fitness for duty certifications.

Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of covered military members, employees may be required to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall also provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies due to a different active duty or call to active duty status of the same or a different covered military member.

Substitute Paid Leave for Unpaid FMLA Leave

Employees must (unless the Company specifically informs employees otherwise) use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement. Employees receiving paid disability benefits (including but not limited to worker's compensation and state disability benefits) are not required to use accrued paid time while taking FMLA leave. However, upon request, the Company may allow employees to use accrued paid time to supplement any paid disability benefits. FMLA leave does not affect the employee's eligibility, if any, for short- or long-term disability payments and/or workers' compensation benefits under those insurance plans. Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

For more information regarding the use of accrued paid time off, or eligibility for disability and/or workers' compensation insurance payments, employees should contact Miguel Juliao.

Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the employee is notified of other arrangements, whenever an employee is receiving pay during FMLA leave, the employee's portion of the group health plan premium will be deducted from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium. Employees should contact their immediate supervisor to make these arrangements. If a required payment is more than 15 days late, an employee's healthcare coverage may be dropped for the remainder of the leave period. The Company will provide at least 15 days' notification prior to the employee's loss of coverage.

If employees return to work owing any employer-made contributions to their insurance premiums to maintain coverage during the leave, reimbursement will be required through payroll deduction immediately upon return from leave as permitted by law. If employees elect not to return to work at the end of the leave period, reimbursement will be required for contributions to the health insurance premiums made to maintain coverage during the employee's leave, unless the employee cannot return to work because of a serious health condition or because of other circumstances beyond the employee's control.

Report Periodically Concerning Intent to Return to Work

Employees must contact their supervisor periodically in accordance with the instructions noted on the FMLA Eligibility Notice (e.g. on the first Tuesday and Thursday of each month) 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 employee's immediate supervisor with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, or fails to return to work within the authorized time period without notice, the Company's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions ceases.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. Leave taken because of the employee's own serious health condition may be extended under certain circumstances. The Company may terminate the employment of an employee who does not return to work after the 12 weeks of FMLA Leave has been exhausted and reinstatement from an extended leave beyond the 12 weeks of FMLA leave will depend upon the availability of a vacancy for which the employee is qualified.

Additional Military Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness as defined in the FMLA regulations.

Questions and/or Complaints about FMLA Leave

The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA. The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact their supervisor and/or manager immediately. Any FMLA complaints will be investigated and prompt and appropriate remedial action will be taken to address and/or remedy any FMLA violation.

UNEMPLOYMENT INSURANCE

You are covered by unemployment insurance under the Florida Unemployment Compensation Law. The entire contribution for unemployment insurance is paid by the Company without any deduction from your wages. To receive benefits under this law certain requirements (prescribed by the state) must be met by you.

STANDARDS OF CONDUCT AND EMPLOYEE CORRECTIVE ACTION

EMPLOYEE CONDUCT AND WORK RULES

These standards of conduct are meant as guidelines for all employees. The list of breaches of standards of conduct below is only a partial list. Any infractions of these standards may lead to disciplinary action, up to and including immediate termination.

To ensure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees, the organization, as well as all clients and guests.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- 1) Insubordination or other disrespectful conduct.
- 2) Theft or unauthorized removal or possession of Company property or the property of anyone on Company property.
- 3) Intentionally or negligently damaging Company property.
- 4) Falsification of timekeeping records.
- 5) Leaving the premises without recording out or proper authorization (time theft).
- 6) Reporting of false, untruthful or misleading information.
- 7) Refusal to do work assigned.
- 8) Coming to work while under the suspected use of or influence of alcohol or illegal drugs; possession, distribution, sale, transfer, or use alcohol or taking non-prescribed (illegal) drugs during work hours or anywhere on Company premises or on worksites.
- 9) Possession, use or sale of firearms, ammunition, explosives and/or other weapons on Company property, including parking lots, as well as at any places where the Company operates.
- 10) Repeated absenteeism or tardiness.
- 11) Careless, negligent, or improper handling of Company property.
- 12) Foul, abusive, intimidating, inappropriate or vulgar language to anyone, including but not limited to, fellow employees, vendors and clients.
- 13) Fighting or threatening violence in the workplace.
- 14) Sexual or other unlawful or unwelcome harassment, discrimination or retaliation.
- 15) Unauthorized use of telephones, computers, mail system, or other employer-owned or leased equipment.
- 16) Unsatisfactory work performance.
- 17) Misrepresenting or falsifying information on any Company documents.
- 18) Disclosing of trade secrets or confidential proprietary information without proper approval.
- 19) Refusal to cooperate in any investigation or inspection being conducted by the Company or any legal authority.
- 20) Violating any federal, state, or local criminal laws on any Company premises or jobsite.
- 21) Unauthorized accessing, copying, disclosing information, etc. of personnel files.
- 22) Any unwanted or inappropriate interference with the performance of other employees.
- 23) Any conduct that the Company interprets to adversely affect employee(s) or the Company, its clients or business associates, or any of their reputations.
- 24) Failure to observe Company safety rules.
- 25) Failure or refusal to be available during scheduled "on call" time.
- 26) Any violation of the rules and policies set forth in this Employee Handbook.
- 27) Accept bribery from Customer.

Since no set of rules can cover every conceivable set of circumstances, the Company reserves the right to discipline any employee who has engaged in any behavior which is, in the sole judgment of the Company, as serious as those listed in this Handbook. Nothing in this policy alters the employment – at – will relationship between the Company and its employees.

CONFIDENTIALITY

All employees must use extreme caution to ensure that the Company's confidential information does not become available to anyone not entitled to receive it. All information about the Company's business practices, its policies and procedures, its rates and charges, its marketing strategies, and all such related information ("Confidential Information") is to be regarded as strictly confidential and shall not be disclosed by employees to any third parties. In the event that any employee receives a request, including a subpoena or court order for disclosure of Confidential Information or Protected Health Information, the employee must immediately contact his/her supervisor or the Administrator. The employee shall not respond pending further direction from the Company.

WORKPLACE HARASSMENT, DISCRIMINATION AND RETALIATION

The Company prohibits harassment and discrimination of its employees, clients, or vendors in any form. Violation of this policy may result in severe disciplinary penalties, including immediate discharge.

Sexual and Gender Harassment. Sexual harassment is defined by law to include any unwelcome sexual advance or touching, request for sexual favors, or other verbal, nonverbal, or physical communication of a sexual nature if: a) Submission to such conduct is a term or condition of employment or continued employment, whether explicitly or implicitly. b) Submission to or rejection of such conduct is used as a factor in decisions affecting the individual's employment; or c) Such conduct or communication substantially interferes with the individual's employment or creates an intimidating, hostile, or offensive work environment.

Prohibited conduct includes, but is not limited to, offensive sexual flirtations, suggestive comments, sexual innuendo, unwanted physical contact, insults or verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, use of sexually degrading words or vulgar words of a sexual nature, or humor or jokes about sex or gender-specific traits.

Racial/Ethnic/Religious Harassment. Racial/ethnic/religious harassment is prohibited and is defined to include, among other conduct, offensive communications, threats, insinuations, innuendo, racial, ethnic, or religious slurs, demeaning jokes or humor, offensive stereotype characterizations, or other offensive statements or conduct based upon race, religion, or ethnicity or directed at an individual or a racial, ethnic, or religious class or group.

Employees who experience or witness any kind of harassment, as broadly defined in this policy, shall immediately report such harassment to their immediate supervisor. If he/she is unavailable or you believe it would be inappropriate to contact the supervisor, you should immediately contact Miguel Juliao.

Sanctions and Penalties. Any employee who is found to have violated this policy may be subject to discipline as appropriate. For infractions of a serious nature or repeated offenses of a less serious nature, employees will be subject to severe disciplinary penalties, including, but not limited to, suspension, demotion and/or immediate discharge. A person suspected of serious offenses of this policy may be subject to an investigatory suspension, pending the outcome of the investigation.

Legal Intent. This policy is intended to provide a framework supportive of and consistent with applicable local, state, and federal laws and ordinances. It is not intended to, nor does it, result in any special rights or contractual rights beyond those established by local, state, and federal laws and ordinances.

DISCIPLINARY ACTIONS POLICY

This Disciplinary Actions Policy applies to all Company employees.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

The disciplinary action process is subject to the severity of the offense, but the Company reserves the right to start the disciplinary process at any point, up to and including termination.

1. **Counseling** – The purpose of a counseling session is to make the employee aware that there is an issue and that corrective action is expected to avoid additional disciplinary action, up to and including termination. The counseling process should be documented and kept in the employee's personnel file.
2. **Verbal Warning** – The purpose of the verbal warning is to make the employee aware of any gap in behavior or performance that still exists and create awareness for immediate corrective action. The verbal warning will be documented and kept in the employee's personnel file.
3. **Written Warning** – If a similar action is repeated, the employee is given a written warning with a 30-day corrective action plan. The purpose of this meeting is to discuss the behavior or performance gap in more detail and collaborate on a solution for the employee. The written warning will be documented and kept in the employee's personnel file.
4. **Final Written Warning** – The employee is given a final written warning with up to a 30-day corrective action plan. At this time; management stresses that termination of employment may occur if immediate corrective action is not taken. All documentation is to be kept in the employee's personnel file.
5. **Suspension without pay** – After the receipt of at least one prior disciplinary action, a disciplinary suspension without pay for an employee who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least one full work day, but may not be for more than two work weeks.
6. **Termination** – If similar action continues, pending the circumstances, termination of employment may occur.

SAFETY AND HEALTH

SMOKING

In keeping with the Company's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This prohibition on smoking specifically includes the use of e-cigarettes in the workplace. This policy applies equally to all employees and visitors.

DRESS AND PERSONAL APPEARANCE

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean as determined by the requirements of the area in which the employee works. Appropriate appearance includes:

Apparel. Generally, employees should wear appropriate, clean clothes.

The Company reserves the right to discuss personal appearance or personal hygiene with any employee at any time. Repeated violations of this policy may result in discharge of employment from the Company.

Uniforms. Certain positions may require the employee to wear a uniform. To the extent a uniform is required, the Company shall be responsible for providing the uniform, but the employee shall be responsible for weekly laundering costs.

Do not wear loose clothing, jewelry or long hair while operating machinery.

Protective Gear. Employees in eligible positions shall also receive an annual allowance from the Company in the amount of \$150.00 per calendar year to purchase personal protective equipment, such as steel toe boots, products for back support, and/or safety glasses. If you have any questions concerning this policy, please contact your supervisor.

POSSESSION OF FIREARMS/WEAPONS

The possession or use of any weapon is strictly prohibited on Company property (as defined above), in accordance with Florida law, Fla. Stat. § 790.251. Employees who reside in the State of Florida and who possess a valid concealed weapons license issued pursuant to Fla. Stat. § 790.06, are permitted to possess and keep legally owned firearms locked inside or locked to their private motor vehicle in a Company parking lot. No firearms may be kept in any Company owned vehicles. Any violation of this policy will result in immediate dismissal.

SECURITY INSPECTIONS

The Company wishes to maintain a work environment free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Company prohibits the possession, transfer, sale, or use of such materials on its premises. The Company requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the Company. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Company at any time, either with or without prior notice.

USE OF COMPANY BULLETIN BOARDS

The posting of written solicitations on the Company's bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for, among other things:

- Internal memoranda;
- Organization announcements;
- Workers' compensation insurance information; and
- State disability insurance/unemployment insurance information.

PARKING

Appropriate parking space is provided for employee parking. Please refer to management's guidelines for your designated parking area at your location.

COMPUTER AND INTERNET USAGE

Computers, computer files, the email system, and software furnished to employees, if at all, are Company property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. All computer documents, messages or other media composed, sent or received on the Company's computer system are and remain the property of the Company. **Therefore, computer and email usage is not private and may be monitored by the Company, its agents and/or the government.**

The equipment, services, and technology provided to access the Internet remain at all times the property of the Company. As such, the Company reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems. **Internet use by an employee is not private and may be monitored by the Company, its agents and/or the government.**

Abuse of the Internet access provided by the Company in violation of law or Company policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- 1) Sending or posting discriminatory, harassing, or threatening messages or images.
- 2) Using the organization's time and resources for personal gain.
- 3) Stealing, using, or disclosing someone else's code or password without authorization.
- 4) Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- 5) Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- 6) Participating in the viewing or distribution of pornography or obscene materials.
- 7) Sending or posting messages that defame or slander other individuals.
- 8) Attempting to break into the computer system of the Company.

CELLULAR PHONE/TELEPHONE USE

Telephone access provided to employees is intended for business use. Although it is understood that there may occasionally be a need to use Company phones for conducting personal business during working hours, such calls must be limited to those that are absolutely essential.

Cellphone use and texting is not permitted when handling glass, operating machinery, or driving company vehicles (not even with hands-free devices – including music or other type of players), and their use is only authorized for work related calls. Drivers must use hands-free devices when answering calls while driving a vehicle but are not allow to text messages.

Excessive personal calls or texts during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make any personal calls or texts on non-work time and to ensure that friends and family members are aware of the Company's policy. Flexibility may be provided in circumstances demanding immediate attention, such as for safety reasons or an unforeseen emergency.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as the other employment does not interfere with their position at the Company and the other position is not in competition with or for a competitor of the Company. The employee must still meet and maintain the standards of their job with the Company, including scheduling demands, regardless of additional employment.

If the Company determines in its discretion that an employee's work interferes with performance or the ability to meet the requirements of the Company as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Company.

GENERAL SAFETY INFORMATION

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

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

SPECIFIC SAFETY INFORMATION

- Complete uniform including safety goggles, bump cap, and steel-toe boots must be worn at all times.
- Safety Jacket must be worn when handling glass.
- Forklifts/Vehicles cannot be driven close to any glass machine. Use the overhead cranes when needed.
- All machinery and tools must be used in a safe and responsible manner (according to operator's manual), and all employees are responsible for their care and maintenance.
- Employees are not allowed to take any piece of glass outside of InterGlass (even if that piece of glass will be trashed) nor any tool, unless authorized by Miguel Juliao.
- Damages to any product or equipment must be reported immediately to a supervisor.
- The chains for all doors must be used at all times, except when servicing a customer.
- Employees must leave all personal belongings inside their assigned locker.
- Paper and food must be secured into a plastic bag before disposing in the trash can and later disposed in the trash container outside of the warehouse.

WORKPLACE VIOLENCE PREVENTION

The Company encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or management before the situation escalates into potential violence. The Company is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

VISITORS IN THE WORKPLACE

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

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area. If an unauthorized individual is observed on the Company's premises, employees should immediately notify their manager or, if necessary, direct the individual to the main entrance.

WORKERS' COMPENSATION

The Company provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to

applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. In order to assure workers' compensation benefits, all work-related injuries must be reported with 24 hours. If you will be absent from work as a result of an injury you will be required to furnish a statement from a physician stating that you are able to return to work. If you do not have a physician's statement, you will not be able to return to work. Neither the Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Company.

ILLNESS IN THE WORKPLACE

At all times, employees should be ready and fit to perform their work duties. Employees with illnesses shall be entitled to continue to work, to the extent allowed by their condition and to the extent that they may do so safely and in accordance with technical and performance standards.

If at any time an employee believes that they could cause danger to themselves or anybody else, they must immediately cease working and notify their supervisor or someone else in management. Similarly, if at any time an employee is taking medication or any other substance that could cause danger to themselves or others, the employee must immediately stop working and notify their supervisor or others in management.

An employee's failure to comply with this policy will subject the employee to discipline, including but not limited to, termination of employment.

DRUG-FREE WORKPLACE COMPANY POLICY

Recognizing that substance abuse (including alcohol) is a detrimental problem facing society, this company will do the best we can to actively fight this problem. One of the ways we are addressing this problem is by implementing and maintaining a substance abuse policy to ensure the company will be a drug-free workplace.

We understand employees and applicants under a physician's care may be required to use prescription drugs; however, illegal use of prescribed medications is also substance abuse and will be dealt with in the same manner as the abuse of illegal substances. We encourage those who abuse drugs and/or alcohol to voluntarily seek help. This policy contains an employee assistance resource file which allows employees and their families to find help in dealing with alcohol or drug abuse. However, it is the employee's responsibility to seek help before drug and alcohol problems lead to disciplinary action.

Legal Drug: Includes prescribed drugs and over-the-counter medications which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.

Illegal Drug: Any drug: (a) which is not legally obtainable; (b) which may be legally obtainable but has not been legally obtained; or (c) which is being used in a manner or for a purpose other than as prescribed.

This company's Standard of Conduct requires that employees of this company shall not use illegal drugs or abuse alcohol or prescription medications. Any employee determined to be in violation of this policy is subject to disciplinary action, even for the first offense. In order to maintain this standard, this company shall establish and maintain the program and rules set forth below, under Florida statutes 440.101 and 440.102.

A. Post-Offer Job Applicant Screening

This company will conduct post-offer drug tests designed to prevent the hiring of individuals who use illegal drugs or abuse prescription medications. If a job applicant refuses to submit to the required drug test, tampers with or adulterates a drug test specimen or has a confirmed positive drug test result; he/she forfeits his/her eligibility for employment.

B. Current Employee Screening

This company will conduct drug and/or alcohol screens, as outlined in this policy, to identify employees who use illegal drugs or abuse alcohol, etc., either on or off the job. It shall be a condition of continued employment that all employees submit to a drug and/or alcohol screen in accordance with the provisions listed below. This company may suspend employees without pay, under this policy, pending the results of a drug and/or alcohol test or investigation.

- 1. Reasonable Suspicion Testing:** "Reasonable suspicion testing" means drug and/or alcohol testing based on an employer's belief that an employee is using or has used drugs in violation of the employer's policy, drawn from specific visual or verbal facts that would lead a reasonable person, without any medical training but normal life experiences, to conclude the possibility of drug and/or alcohol use. Whenever possible, the supervisor who is suspicious of an employee's behavior should have the suspicious behavior confirmed by another supervisor or manager before requiring the employee to be tested. Employees who refuse to be tested will be terminated. If there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol, the employee will be required to undergo drug and/or alcohol testing at a laboratory chosen by the company.

Occurrences that may be indicators of substance abuse and are considered grounds for reasonable suspicion are: a) direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug, b) abnormal conduct or erratic behavior while at work or a significant deterioration in work performance, c) information that an employee has caused, contributed to, or been involved in an accident while at work, d) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

If an employee is arrested for or convicted of a drug-related crime, this company will investigate all of the circumstances, and company officials may utilize the drug-testing procedure if cause is established by the investigation. An arrest for a drug-related crime constitutes reasonable suspicion of drug use under this policy. As a condition of employment, an employee must notify the company's Human Resources of any criminal drug statute arrest or conviction within five (5) days of such arrest or conviction.

2. **Accident and Injury Procedures:** Any employee involved in a work-related accident, which requires medical treatment, above and beyond first-aid, must first receive treatment. The employee must then submit to a post-accident drug screen. A post-accident alcohol test may apply. The employee must report for testing to the designated collection site within 24 hours of the accident, if the drug and/or alcohol collection is not performed following treatment. Failure to do so will be considered a refusal to test, resulting in immediate termination.
3. **Return to work and Follow-up drug testing:** If an employee in the course of employment voluntarily enters an employee assistance program for drug-related problems, or an alcohol/drug rehabilitation program, this company must require the employee to submit to a drug and/or alcohol test as a follow-up to such program. Follow-up testing must be conducted at least once a year for a two (2) year period after completion of the program. Advanced notice of a follow-up testing date must not be given to the employee to be tested.
4. **Random Testing:** This company may conduct random drug testing, as stated in Florida Statutes 440.102. A third-party company designated by this company will generate a computerized random list of employees who would be required to submit to a random drug screen. When an employee is chosen for a random drug screen, their name automatically returns to the pool for future random tests.

C. Basis for Discipline or Termination

1. **Illegal Drug Use and Alcohol Abuse:** Any employee using, selling, purchasing, possessing, soliciting or distributing illegal drugs and/or unauthorized alcoholic beverages on company property or company business will be in violation of this policy, resulting in immediate termination of employment. Any employee who has a confirmed positive drug and/or alcohol test, as determined under Florida Administration Codes 59A-24 listed below, will be subject to the company disciplinary action, as outlined in the company Employment Acknowledgment Agreement Form.

Table of Positive Drug Levels In Urine

Drug to Be Tested For:

Drug	Initial	Confirmation	Drug	Initial	Confirmation
Alcohol (blood)	0.04 g/dL	0.04 g/dL	Barbiturates	300 ng/ml	150 ng/ml
Amphetamines	1,000 ng/ml	500 ng/ml	Benzodiazepines	300 ng/ml	150 ng/ml
Cannabinoids	50 ng/ml	15 ng/ml	Methaqualone	300 ng/ml	150 ng/ml
Cocaine	300 ng/ml	150 ng/ml	Methadone	300 ng/ml	150 ng/ml
Opiates	2000 ng/ml	2000 ng/ml	Propoxyphene	300 ng/ml	150 ng/ml
Phencylidine	25 ng/ml	25 ng/ml			

Any employee who has a confirmed positive drug and/or alcohol test may forfeit eligibility for medical and indemnity benefits under Florida's Worker's Compensation Law (Florida Statutes 440.101 and 440.102) and may also forfeit unemployment benefits, under Florida law.

2. **Refusal to Test:** Any employee who refuses to submit to a required drug and/or alcohol test will be subject to immediate termination of employment. A tampered with or an adulterated drug and/or alcohol specimen, will be considered a refusal to test, resulting in termination of employment. Any employee who refuses to test, tampers with or adulterates a drug and/or alcohol specimen, will automatically forfeit eligibility for medical and indemnity benefits under Florida's Worker's Compensation Law (Florida Statutes 440.101 and 440.102) and will also forfeit unemployment benefits under Florida law.

D. Confidentiality

1. All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the employer through a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this Rule, in determining compensability under Chapter 440.101 & 440.102 FL. Statutes.
2. Employers, testing laboratories, employee assistance programs, drug and alcohol rehabilitation programs and their agents who receive or have access to information concerning drug test results shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction, in pursuant to an appeal taken under this section, or unless deemed appropriate by a professional licensing board in related disciplinary proceedings. **The consent form must contain, at the minimum, the following:** a) The name of the person authorized to obtain the information, b) The duration of the consent, c) The signature of the person authorizing release, d) The precise information to be disclosed, e) The purpose of the disclosure.

3. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant. Information released contrary to this section shall be inadmissible as evidence in any such criminal proceeding.
4. Nothing herein shall be construed to prohibit the employer, agent of the employer, or laboratory conducting a drug test from having access to employee drug test information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to the company or its agents defense in a civil matter.

E. Prescription and Non-Prescription Medications:

This company will provide a standard form for the employee to confidentially report the use of prescription or non-prescription medications to the Medical Review Officer both prior to and after the drug or alcohol test. No prescription drug shall be brought upon the premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner so prescribed. Employees must keep all such prescription medicines in the original container which identifies the date of the prescription and the prescribing physician. Employees should report the use of any prescribed medication which may alter the employee's physical or mental ability, prior to commencing work. This company retains the right to change the employee's job assignment during the term of treatment.

F. Drugs to Be Tested For: Common and Chemical Name**Over-the-counter and prescription drugs which could alter or affect the outcome of a drug test:**

<u>ALCOHOL:</u>	(booze, drink, beer, liquor, wine, moonshine) All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 10% (20 proof) ethyl alcohol, Comtrex is 20% (40 proof) and Listerine is 26.9% (54 proof).
<u>AMPHETAMINES:</u>	(bennies, black beauties, crystal, speed, uppers, crank) Obetrol, Biphetamine, Desoxyn, Dexedrine, Direx
<u>CANNABINOIDS:</u>	(marijuana, hashish, maryjane, grass, reefer, pot, dope, etc.) Marinol (Dronabinol, TEC).
<u>COCAINE:</u>	(coke, crack, blow, nose candy, toot, snow) Cocaine HCl topical solution (Roxanne)
<u>PHENCYCLIDINE:</u>	(PCP, angel dust) Not legal by prescription.
<u>METHAQUALONE:</u>	(ludes, qualude, optamil, parest) Not legal by prescription.
<u>OPIATES:</u>	(heroin, horse, smack, powder) Paregoric, Prepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guituss AC, Novahistine DM, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine and sulfate), Percodan, Vicodin, etc.
<u>BARBITURATES:</u>	(barbs, rainbows, downers, golfballs, reds, blues) Penobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotunate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, etc...
<u>BENZODIAZEPINES:</u>	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, etc...
<u>METHADONE:</u>	Dolphine, Methadose
<u>PROPOXYPHENE:</u>	Darvocet, Darvon N, Dolene, etc.

This company will test for the minimum of drugs which is described as a five (5) panel test (amphetamines, opiates, cocaine, pcg, cannabinoids), but is allowed to test up to all 10 drugs and alcohol, as listed above.

G. Challenge to Test Results

1. A requirement of a drug-free workplace program is that within five working days after receiving notice of positive, confirmed test result, the employee must be allowed to submit information to the Medical Review Officer explaining or contesting the test results. If the employee's explanation or challenge of the positive test result is unsatisfactory to the employer, the employee must be notified within fifteen days that the explanation is unsatisfactory and be given a copy of the positive test results. All documentation shall be kept confidential by the employer and shall be retained by the employer for at least one year.
2. An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge or Compensation Claims pursuant to Chapter 440 F.S., or if no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction.

H. Employee's Responsibility

When an employee undertakes a challenge, it shall be the employee's responsibility to notify the Medical Review Officer and the sample shall be retained by the laboratory until the case is settled.

I. Laboratory Assistance

The Medical Review Officer, designated by this company, shall provide clinical/technical assistance to the employee for the purpose of interpreting positive, confirmed test results which could have been caused by prescription or non-prescription medication taken by the employee. Additionally, employees and job applicants have the right to consult the laboratory for technical information regarding prescription or non-prescription medication.

J. Employee Protection

1. Upon implementation of a drug-free workplace program, the employer shall detail in writing, within seven (7) days after testing an employee who had exhibited suspicious behavior, the circumstances leading to a determination of reasonable suspicion of drug and/or alcohol abuse to warrant the testing. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept and retained confidentially by the employer for at least 1 year.
2. During the 180-day period after written notification of a positive test result, the employee or job applicant who has provided the specimen shall be permitted by the employer to have a portion of the specimen re-tested at the employee's expense. Such re-testing shall be done at another AHCA licensed or NIDA approved laboratory chosen by the employee or job applicant. The second laboratory must test for equal or greater sensitivity for the drug in question. The first laboratory is responsible for the transfer of the portion of the sample to be re-tested, and for the integrity of the chain-of-custody during the transfer.
3. The testing laboratory may not disclose any information concerning the health or mental condition of the tested employee.
4. This company may not request or receive from any testing facility any information concerning the personal health, habits, or condition of the employee or job applicant, including the presence or absence of HIV antibodies in that person's body fluids.
5. This company may not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test. All initial positive results are automatically subject to a GC/MS confirmation test before any results are reported to the Medical Officer.
6. This company may not discharge, discipline or discriminate against an employee solely on the employee's voluntary seeking of treatment while employed by the company for a drug-related incident, if the employee has not previously tested positive for the drug, entered an employee assistance program for drug-related problems, or entered an alcohol and drug rehabilitation program.

K. Investigation

To ensure that illegal drugs and alcohol do not enter or affect the workplace, this company reserves the right to search all vehicles, containers, lockers, or other items on this company's property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon this company's request. Searches will be conducted only where this company has reason to believe that the employee has violated this company's substance abuse policy. Failure to consent to a search or display personal property for visual inspection will be grounds for discharge or denial of access to this company's premises. Searches of an employee's personal property will take place only in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration for the employee involved. Individuals may be required to empty their pockets, but under no circumstances will an employee be required to remove articles of clothing or be physically searched. Because the primary concern is the safety of its employees and their working environment, this company will not normally prosecute the employee in matters involving illegal substances. However, this company will turn over all confiscated drugs to the proper law enforcement authorities. Further, this company reserves the right to cooperate with or enlist the services of proper law enforcement authorities in the course of any investigation.

L. Collective Bargaining Rights

This policy does not eliminate the bargaining rights of any employee covered under any collective bargaining agreement between this company and any certified labor organization as provided in the collective bargaining process, if applicable.

M. Employer Protection

This policy supersedes any information provided to employees, either written or oral. This company reserves the right to change provisions of this policy and testing program at any time.

N. Drug Referral Services and Support Groups Nationwide:

1. Alcohol Hot-line: 1-800-ALCOHOL, referral line for information on alcoholics' programs.
2. Cocaine Hot-line: 1-800-COCAINE, referral line for information on cocaine abuse programs.
3. National Drug & Alcohol Treatment and Referral Hot-line: 1-800-662-4357, Confidential information on treatment, self-help, and support programs for drug users.

If you need more information about Substance Abuse, please contact Human Resources Department to get an Educational Material.