



CID

ATTACHMENTS

EMPLOYEE HANDBOOK





EMPLOYEE HANDBOOK

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WELCOME TO CONSTRUCTION IMPLEMENTS DEPOT (C.I.D.)

This handbook has been developed by C.I.D. in order to familiarize our employees with the company, with key policies and procedures, and with many of the benefits you can expect. This handbook supersedes all previous employee handbooks and memos.

ABOUT US

Thank you for joining C.I.D. We hope you agree that you have a great contribution to make to the manufacturing industry by way of C.I.D., and that you will find your employment here a rewarding experience. We look forward to the opportunity of working together to create a more successful company. We also want you to feel that your employment with C.I.D. will be a mutually beneficial and gratifying relationship.

You have joined an organization that has an established reputation for quality. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of C.I.D.'s team, you will be expected to contribute your talents and energies to further improve the environment and the company.

C.I.D. is a customer supportive company and a leading resource for quality Skid Steer attachments. It is our mission to provide the highest quality attachments and the expertise and product support our customers need.

This employee manual will provide answers to most of the questions you have about C.I.D.'s benefit programs, as well as company policies and procedures. You are responsible for reading and understanding this employee manual. If anything is unclear, please discuss the matter with your supervisor.

Sincerely,

Construction Implements Depot (C.I.D.)

ABOUT THIS HANDBOOK

No one other than the Executive Committee of C.I.D may alter or modify any of the policies in the Employee Handbook. Any alteration or modification of the policies in this Employment Handbook must be in writing.

No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

C.I.D. and the Company will be referenced through the Employee Handbook and are one and the same. Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

C.I.D. at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, employees will be notified. Any such action shall apply to existing as well as to future employees.



SECTION 1 : EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

At C.I.D., it is our policy to provide equal employment opportunities to all employees and applicants for employment based on qualifications, abilities and merit. Therefore, C.I.D. prohibits any employment decisions that are made on the basis of race, color, religion, ancestry, national origin, age, gender, genetics, sexual orientation, marital, familial, or disability status or status as a covered veteran or any other legally protected group. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Questions or concerns about discrimination, or the fairness of an employment practice at your worksite, should be reported to your immediate supervisor or a member of our C.I.D. Executive Committee without fear of retaliation. All complaints of discrimination will be investigated, and appropriate action taken.

HARASSMENT POLICY

It is the policy of the Company that harassment of applicants and employees, including sexual harassment, on the basis of race, color, religion, ancestry, national origin, age, gender, genetics, sexual orientation, marital, familial, or disability status or status as a covered veteran or any other legally protected group, is unacceptable and will not be tolerated.

This policy applies to all employees. It covers harassment by employees of the Company (including supervisor and management), customers, vendors or other third parties with whom the Company has business dealings. The Company will not tolerate offensive or otherwise unprofessional behavior which it determines is inappropriate in the workplace, even if it is not sufficiently severe or pervasive to meet the legal definition of a hostile environment.

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

Sexual Harassment

The Company does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures. Nor should any employee or applicant be led to believe that an employment opportunity or benefit would in any way depend upon “cooperation” of a sexual nature.

Other prohibited forms of harassment include jokes, verbal abuse and epithets, degrading comments, the display of objects and pictures and other offensive conduct.

Reporting Harassment of Any Kind

Any employee who feels that he or she has been the subject of harassment (or who has reason to believe that someone else has been the subject of harassment), including sexual harassment, has the obligation to notify his or her supervisor or other member of management in oral or written form. The complainant is expected to provide information that the Company requests, including a detailed account of the incidents complained of, witnesses (if any), dates and other information considered relevant by the Company. A prompt investigation of the matter will be made. All employees – whether complainant, witness or accused – are required to be truthful, accurate and cooperative during the Company investigations. Information obtained during the investigation will only be told to another on a need-to-know basis. As the reporting employee or a witness employee, the Company will not retaliate against you for prompting or participating in the investigation.

Anyone who is found to have engaged in prohibited harassment will be subject to appropriate sanctions, which may include termination of employment, depending on the circumstances. No one should be presumed to be in violation because an investigation is being conducted.

It is the policy of the Company that no one will be retaliated against for making a complaint of harassment based upon an honest perception of the events or for cooperating in the investigation of a complaint.

ANTI-WORKPLACE BULLYING

The Company considers workplace bullying unacceptable and will not tolerate it under any circumstances. This policy applies to all employees of C.I.D., including supervisors, managers, and executives. It applies during normal working hours, at work-related or sponsored functions, and while traveling on work-related business. It includes treatment of fellow employees, customers, clients and other third parties.

Bullying is unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. The following are examples of behavior that the Company will consider to be bullying behavior:

- Abusive or offensive language, including being sworn at
- Insults or personal attacks
- Spreading rumors and innuendo
- Staring, glaring or other nonverbal demonstrations of hostility
- Encouraging others to turn against the targeted employee
- Unwarranted or invalid criticism
- Trivializing of work and achievements
- Blame without factual justification
- Isolating people from normal work interaction including socially
- Excessive demands
- Setting impossible deadlines
- Unfairly blaming for mistakes
- Excessive supervision or micro-managing
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public

The Company encourages all employees to report any instance of bullying in the workplace to your supervisor or a member of the Executive Committee without fear of retaliation. Any reports of this type will be investigated promptly. Employees found to be in violation of this policy will be disciplined up to and including termination.

RETALIATORY EMPLOYMENT DISCRIMINATION

C.I.D. will not discriminate or take retaliatory action against an employee because the employee, in good faith, does, or threatens to do file a claim or complaint, initiate any inquiry, investigation, inspection, proceeding or other action, or testify or provide information to any person with respect to any of the following:

- a worker's compensation claim;
- a wage and hour claim;
- a person possessing a sickle cell or hemoglobin C trait;
- relating to members of the North Carolina National Guard;
- related to genetic testing or information;
- occupational safety and health complaints;
- related to North Carolina Pesticide Control Law; or
- related to the North Carolina Toxic Vapors Act.

In addition, C.I.D. will not discriminate or retaliate against any employee who does any of the following:

- exercises any right on behalf of the employee or on the behalf of another employee under North Carolina wage and hour law or Pesticide Control Law;
- causes any of the activities listed above in (a) through (g) to be initiated on behalf of another employee;
- complies with the provisions of North Carolina law relating to Parents of Juveniles Adjudicated Delinquent or Undisciplined; or
- exercises any rights to obtain relief under North Carolina Domestic Violence Law.

However, an employee who is absent from the workplace for a reasonable time to obtain relief under North Carolina Domestic Violence law shall follow C.I.D.'s usual time-off policy or procedure, including advance notice to the employer, when required by the employer's usual procedures, unless an emergency prevents the employee from doing so. C.I.D. may require documentation of any emergency that prevented the employee from complying in advance with the C.I.D.'s usual time-off policy or procedure, or any other information available to the employee which supports the employee's reason for being absent from the workplace.

NO DISCRIMINATION BASED UPON LAWFUL USE OF LAWFUL PRODUCTS

C.I.D. will not fail to or refuse to hire a prospective employee, or discharge or otherwise discriminate against any employee with respect to compensation, terms, conditions, or privileges of employment because the prospective employee or the employee engages in or has engaged in the lawful use of lawful products if the activity occurs off the premises of the employer during nonworking hours and does not adversely affect the employee's job performance or the person's ability to properly fulfill the responsibilities of the position in question or the safety of other employees.

ACCOMMODATIONS FOR DISABILITIES

C.I.D. is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices are conducted on a non-discriminatory basis in accordance with ADA and all other applicable federal, state and local laws. If you would like to request an accommodation, please contact a member of the Executive Committee.

ACCOMMODATIONS FOR RELIGIOUS OBSERVANCES

C.I.D. encourages a diverse workforce and will make reasonable accommodations for religious observance. Safety and impact on customer service is paramount and will therefore receive significant consideration when evaluating an accommodation request and identifying opportunities to meet the request. Employees who wish to request an accommodation should contact a member of the Executive Committee.

OPEN COMMUNICATIONS AND CONFLICT RESOLUTION

C.I.D. encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact a member of the Executive Committee. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

CUSTOMER RELATIONS

The success of C.I.D. depends upon the quality of the relationships between C.I.D., our employees, customers, suppliers and the general public. Our customers' impression of C.I.D. and their interest and willingness to purchase from us is greatly influenced by the people who serve them. In a sense, regardless of your position, you are C.I.D.'s ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, C.I.D. and C.I.D.'s products and services.

Below are several things you can do to help give customers a good impression of C.I.D. These are the building blocks for our continued success:

Act competently and deal with customers in a courteous and respectful manner.

Always communicate pleasantly and respectfully with other employees.

Follow up on orders and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner.

Take great pride in your work and enjoy doing your very best.



SECTION 2 : GETTING STARTED

We understand that getting established in a new role can sometimes be overwhelming. To make your transition as smooth as possible, this section outlines what you can expect as a new employee.

PROOF OF WORK AUTHORIZATION

All offers of employment are contingent on verification of the candidate's legal right to work in the United States. U.S. Citizenship and Immigration Services require that the

Company and new employee provide specific information for completion of the Form I-9, Employment Eligibility Verification within three (3) days of commencing employment. Employees must complete Section 1 of Form I-9 no later than the end of their first day of work. Failure to provide the appropriate documentation for completion of the Form I-9 will result in suspension and/or termination.

EMPLOYEE BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join C.I.D. are well qualified and to ensure that C.I.D. maintains a safe and productive work environment, it is our policy to conduct preemployment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

If an applicant refuses to provide the information necessary for the employer to conduct the necessary background checks or provide false information during the application process, the employer will deny employment.

All offers of employment are conditioned on receipt of a background check report that is acceptable to C.I.D. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Background checks will include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Any applicant with a criminal conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

C.I.D. also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

NEW EMPLOYEE ORIENTATION

As a new member of the C.I.D. team, you can expect a thorough orientation to the policies and procedures of the company. Depending on your department’s workload, your supervisor will introduce you to your co-workers and work area layout. Please feel free to ask your colleagues any questions during your orientation.

EMPLOYMENT OF RELATIVES

In the event that an employee becomes a relative of another employee (ex. Marriage), this must be reported to the supervisor or Human Resources immediately. If they are currently reporting to one another or working in the same department, one person will be transferred to another department or manager.

Any new employee must disclose close family relations, specifically marriage, to the supervisor or Human Resources upon hire to ensure the new employee is not assigned to the relation’s department.

INTRODUCTORY PERIOD FOR NEW EMPLOYEES

C.I.D. monitors and evaluates every new employee's performance during the first 90 days to determine whether further employment in a specific position or with C.I.D. is appropriate. At the same time, new employees have the opportunity to decide if C.I.D. provides the right work environment for them.

This period may be extended, for whatever reason, at management's sole discretion. A former employee who has been rehired after a separation from C.I.D. is considered an introductory employee during their first 90 days following rehire.

During the Introductory Period, employees are not eligible for benefits unless otherwise required by law. Employees may not miss more than three (3) days during the probationary period. This excludes any pre-hire days recorded at orientation. Any days in excess of three (3) will subject the employee to the discipline policy. Completion of the Introductory Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and C.I.D. may choose to terminate your employment at any time, with or without reason.

At the end of the Introductory Period, your supervisor or manager will discuss your job performance with you.



SECTION 3 : COMPENSATION & LEAVE

The total compensation you receive for the work you do goes beyond the base salary you receive. Paid time off, comprehensive health benefits, incentive pay and access to overtime hours are all advantages, as well, that you receive by choosing to work for C.I.D.

BASE SALARY

The goal of C.I.D.'s compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and company needs. Compensation may vary based on roles and responsibilities, individual, and company performance, and in compliance with all applicable laws. For any questions about your pay, please contact your supervisor or a member of the Executive Committee.

Shift Differential

Any employee working 2nd shift will receive a \$1 shift differential. Any employee working 3rd shift will receive a \$2 shift differential on top of their base rate. When, or if, the employee moves to 1st shift, the shift differential will be removed from their pay.

EMPLOYMENT CLASSIFICATION

Employees are classified into one of three categories: regular full-time, regular part-time, and temporary.

Regular Full-time: A regular full-time employee is regularly scheduled to work at least 40 hours per week in a regular work assignment.

Regular Part-time: A regular part-time employee is regularly scheduled to work less than 40 hours per week in a regular work assignment.

Temporary: From time-to-time C.I.D. may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. A temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement.

Summer employees, interns, and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than he agreed upon specified period. Temporary employees are not eligible for the benefits described in this Employee Handbook except as granted on occasion, or to the extent required by provision of State and Federal laws.

Exempt and Non-Exempt Status

Employees of C.I.D. are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs (determined by the duties and responsibilities of the job) are entitled to overtime pay for hours worked in excess of 40 hours per workweek.

- Non-exempt positions (also referred to as “hourly” positions) are covered by the overtime provisions of the Fair Labor Standards Act (FLSA) and require overtime payment of 1 ½ times a staff member’s hourly wage rate. The workweek at C.I.D. begins on Sunday at the beginning of the workday and ends on Saturday at the end of the workday. Positions that are by law non-exempt and require overtime payment cannot be treated as exempt positions under any circumstances.
- Exempt positions (also referred to as “salaried” positions) are excluded from overtime payment provisions. By law, C.I.D. is not required to pay staff members in exempt positions any overtime. In some instances, due to practices within the industry or other market conditions, C.I.D. may choose to treat certain exempt positions as non-exempt for purposes of paying overtime. Treating an exempt position as non-exempt for the purpose of paying overtime is allowed under the FLSA.

OVERTIME PAY

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. All overtime work performed must receive the supervisor’s prior authorization.

PAYROLL & PAYDAY

Our payroll work week begins at 12:00 am on Monday and ends at 11:59 pm on Sunday at midnight. Payday is normally on Friday for services performed during the one (1) week period ending the previous Saturday at the end of the workday. Your pay will be deposited directly into your bank account. Your paystubs will be distributed electronically on a weekly basis. The weekly pay schedule is made up of fifty-two (52) pay periods per year.

Changes will be made and announced in advance whenever C.I.D. holidays or closings interfere with the normal pay schedule.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, notify your supervisor immediately. He/she will take the necessary steps to address the problem and to ensure that any necessary correction is made promptly.

All C.I.D. pay information is confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.

Any unauthorized disclosure of confidential information by employees may impede the Company's ability to effectively compete for talent, may create unnecessary conflict and disputes, and could lead to disciplinary action up to and including termination of employment.

MANDATORY DEDUCTIONS

C.I.D. is required by law to make certain deductions from your paycheck. Among these are applicable federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify the number of exemptions you claim, please complete a new W-4 form. Only you may modify your W-4 form. And verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Wage Garnishments

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained to you whenever C.I.D. is required to make such deductions from your pay.

SALARY BASIS POLICY

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, the FLSA provides an exemption from both minimum wage and overtime pay for exempt employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$913 per week. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations.

Salary Basis Requirement: Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced due to quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing, and able to work, deductions may not be made for time when work is not available.

Employers may make full or partial day deductions from an exempt employee's pay in the following circumstances:

- Absence from work for one or more full days for personal reasons (not sickness/disability);
- Absence from work of one or more full days due to sickness/disability if the deduction is made in accordance with plan, policy, or practice of providing compensation for salary lost.
- To offset amounts employees receive as jury or witness fees, or for military pay.

- Unpaid disciplinary suspensions of one or more full days due to workplace conduct rule violations.
- During initial or last week of employment.
- For penalties imposed for infractions of safety rules of major significance.
- When employees take unpaid leave under the Family and Medical Leave Act.

It is C.I.D.'s policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

If you believe that an improper deduction has been made to your salary, you should immediately report this to your direct supervisor, or a member of the Executive Committee. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

PERFORMANCE REVIEWS

C.I.D. conducts written performance appraisals immediately following the introductory period and in conjunction with an employee's anniversary date. Our reviews are designed to improve future employee performance and to evaluate each employee's ability to handle an expansion of his/her duties. Appraisals are in writing, signed by the supervisor, or the General Manager (if appropriate), and the employee. Appraisals will be conducted in a timely manner. Employees will be actively involved in the evaluation of their performance. In addition, it is understood that appraisals are not intended to guarantee automatic increases in pay.

The employee's management team will conduct performance evaluations. The evaluations are to be a representation of the employee's work solely during the entire period under consideration. The appraisals utilize a rating system evaluating specific job requirements as well as general factors such as attendance and interpersonal skills. Overall comments are to be included in the evaluation. The completed evaluation is to be discussed with the employee, at which time his/her comments are encouraged. Then, based on the rating of the employee, an appropriate course of action is decided upon, and a date is set for the next evaluation.

SICK TIME OR PERSONAL TIME POINTS SYSTEM

Sick and/or personal time is provided to all full-time employees for absence due to his/her own illness, injuries, doctor appointment, etc. or for those of the employee's immediate family. Where absence is foreseeable, you are asked to notify your supervisor with as much advanced notice as possible. Employees may also use any available paid vacation days for illnesses or personal time. Employees who choose not to use vacation time for sickness or personal reasons shall take the day unpaid.

Employees will be allowed to accrue seven point seven five (7.75) attendance points throughout the calendar year. Accrual rates are as follows:

Absence	Points
Tardy/Out Early <u>less than</u> thirty (30) minutes	0.25
Tardy/Out Early <u>greater than</u> thirty (30) minutes	0.5
Call to Supervisor <u>before</u> start of shift	1
Call to Supervisor <u>after</u> start of shift	2
No Call/No Show one (1) day (Call to Supervisor 6 hours after start of shift)	4

*Schedule changes that have been pre-negotiated with the Supervisor are not subject to this points system. Excessive absences, tardiness or leaving early will be subject to the following discipline policy.

Discipline	Issued At
Documented Counseling Action	4 points
2 nd Documented Warning	6 points
3 rd Documented Warning with one (1) day suspension	7 points
4 th Documented Warning resulting in termination	8 points

All points are subject to review by upper-level managers and may be issued or erased at their discretion. Depending on the circumstance, including the employee’s length of employment, C.I.D may counsel employees prior to termination for excessive absences, tardiness or leaving early.

All attendance points will reset on January 1 of each year.

NOTIFICATION PROCEDURES

When you are absent from work and your absence has not been previously scheduled, you must personally notify your immediate supervisor or manager as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail or message with a co-worker does not qualify as notifying your supervisor. If your manager does not answer or respond within an hour, you are to call and leave a message with HR (336-8592002).

LEAVE TO ATTEND CHILD’S SCHOOL

As required by North Carolina law, C.I.D. allows four (4) hours of leave per year to any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child to attend or otherwise be involved in that child’s school. Leave is subject to the following conditions:

- You and your supervisor must mutually agree upon the time for the leave.
- You must submit written request for the leave at least 48 hours prior to the leave.

C.I.D. may require written verification of your attendance or participation during the leave time from the school.

SHUTDOWN

The company may, at its discretion, schedule a one (1) week shutdown period each year to facilitate a company-wide inventory and major maintenance and repair projects. Only those employees specifically requested by the company to work during the shutdown period to assist with these operations or to perform other essential duties will be allowed to work.

BEREAVEMENT LEAVE

We know the loss of someone dear to you is a difficult circumstance. As you take time to grieve, we hope to support you through this period of mourning. This document outlines company policies and procedures regarding bereavement leave due to the death of a loved one. To be eligible for paid bereavement, an employee must have completed their 90-day probationary period.

Bereavement leave for a spouse or child (Birth, foster, adopted, step):

Our company offers full-time employees up to 80 hours of paid time off following the death of a spouse or child.

Bereavement leave for other immediate family members:

Our company offers full-time employees up to 40 hours of paid time off for bereavement leave after the death of an immediate family member. Other immediate family members are defined as the following: Mother, Father, Stepparent, Sister, Brother, Grandparent, In-law (Mother, father, son, daughter).

Bereavement leave for other family members:

In the event of the loss of other family members, we recognize the need for grieving and provide one (1) day of unpaid time off for bereavement leave. Any person unspecified above is considered "other family members."

(If the deceased is not an immediate family member as defined above, any paid bereavement leave or time off granted will be at the discretion of upper management. Requests will be reviewed on a case-by-case basis, taking into consideration the employee's relationship with the deceased, staffing needs, and overall business operations.)

In the event of the loss of a loved one, please contact Human Resources to request bereavement leave as soon as possible after the loss. Human Resources will confirm your leave request and any other necessary details. Should you need to extend your leave time, please communicate once again with Human Resources to request an extension of your bereavement leave. Please note this extension may be unpaid if granted. Bereavement leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements.

JURY DUTY

C.I.D. is committed to supporting the communities in which we operate, including supporting our employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor within 48 hours of receiving the notice. If you are required to report to jury duty, at the end of each day of Jury Duty, notify your Supervisor of your status.

C.I.D. will permit you to take the necessary time off and will reimburse you for the difference between your jury duty pay and your regular pay, not to exceed eight (8) hours per day up to \$100.00, for a maximum of five (5) business days.

On any day not serving on jury duty, you will be expected to return to work. In order to receive jury duty pay, you must present a court-issued statement of jury service and pay to your supervisor.

FAMILY MEDICAL LEAVE ACT (FMLA)

Family Medical Leave Act (FMLA) allows employees to balance their work and family life by taking reasonable leave for certain family and medical reasons. In order to be eligible for an FMLA leave, you must have been employed by C.I.D. for at least 12 months and have worked 1,250 hours during the past 12 months and if at least 50 employees are employed by the employer within 75 miles.

Employees must see Human Resources to begin the FMLA approval process.

Substitution of Paid Leave for Unpaid Leave

FMLA leave will run concurrently with any available paid leave for which an employee is eligible, including vacation time available at the time FMLA leave begins.

Employees' absence due to a worker's compensation injury will run concurrently with unpaid FMLA leave and may count toward an employee's FMLA leave entitlement, provided that the absence is due to a qualifying "serious health condition" as defined under the FMLA. Please be aware that employees receiving worker's compensation payments are not able to substitute accrued paid time off for any part of the leave of absence.

*Please see Human Resources for the full FMLA policy

EXTENDED DISABILITY

If a period of disability continues beyond the 12 weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave.

PERSONAL LEAVES

In special circumstances, C.I.D. may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of management. While you are on an unpaid leave of absence from C.I.D., you will be responsible for paying the total premiums for your insurance coverage and that of your dependents.

MILITARY LEAVES

As an Equal Opportunity Employer, C.I.D. is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). In accordance with the provisions of USERRA, employees serving in the Reserves or National Guard will be granted Military Leave to enable them to voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

If an employee is called to active duty or volunteers for the same, the employee should submit copies of military orders to his or her supervisor as soon as is practical. Employees will be granted military leave without pay for the period of military service, in accordance with applicable federal and state laws. Health benefits will continue for the first 30 days of military leave. After 30 days, employees will have the option of paying the entire cost of the premium for continued coverage. Employees must apply for reinstatement within 90 days after the period of military service ends. Eligibility for reinstatement after military duty is determined in accordance with applicable federal and state laws.

SECTION 4 : BENEFITS & VACATION

C.I.D. offers a comprehensive benefits package for eligible employees and each benefit plan has separate eligibility conditions. This section provides a brief overview of the programs offered. For additional information, please contact a member of the Executive Committee.

HEALTH BENEFITS

C.I.D. offers affordable medical insurance coverage to all eligible U.S. employees in compliance with the Affordable Care Act (ACA). Eligible employees' effective date of coverage will be 60 days after the start of employment with C.I.D.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 HIPAA limits exclusions for preexisting conditions; prohibits discrimination against employees and their dependents based on their health status; guarantees renew-ability and availability of health coverage to certain employers and individuals; and protects many workers who lose health coverage by providing better access to individual health insurance.

The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special Enrollment periods apply to you and/or your dependent(s), if you have a new dependent as a result of marriage, birth, adoption or the placement for adoption (qualifying event). Under these rules, a group health plan is required to provide the opportunity for special enrollment for these individuals should they make the request within 30 days of the date the qualifying event occurred.

If you decline enrollment under C.I.D.'s plan for yourself or your dependents (including your spouse) and state in writing that you and/or your dependents have coverage under another group health plan or health insurance coverage as the reason for declining to enroll you may also have special enrollment rights. Special enrollment rights may apply to you and/or your dependents in the event that you and/or your dependents are no longer eligible for this other coverage.

Your plan may offer an Annual Open Enrollment giving you the opportunity to enroll yourself and/or your dependents if you have previously declined/waived coverage for you and/or dependents.

OTHER BENEFITS

The company may choose to offer other employee benefits to full and/or part time employees. Below is a list of benefits that may be offered; however, as this list may change, please refer to the most recent benefits summary regarding the current programs being offered. Employees are eligible for benefits after completing 30 consecutive days of employment with

Medical Insurance	Vision Insurance
Dental Insurance	401(k) Retirement
Voluntary Employee Life/AD&D	Voluntary Child Life/AD&D
Voluntary Spouse Life/AD&D	Short-Term Disability
Long-Term Disability	Accident Insurance

C.I.D. understands that you will be at your best when you are able to meet your personal needs and enjoy regular rest and relaxation. That is why we offer paid time off benefits to our employees.

HOLIDAYS

All regular full-time employees of C.I.D. are eligible for **up to eighty (80) hours of holiday pay per calendar year**, paid at their base rate of pay. This annual allotment includes **nine (9) company-recognized holidays** as well as **one (1) floating holiday**.

The Company recognizes the following holidays as paid holidays:

New Year's Day	Good Friday
Memorial Day	Independence Day (July 4 th)
Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	Floating Holiday

The **floating holiday** is determined **at the discretion of CID Management**. In **December of each year**, CID Management will publish the complete **holiday schedule for the upcoming year**, including identification of the floating holiday.

In order to be eligible to receive holiday pay, an employee is required to work regularly scheduled hours on the workday immediately preceding and the workday immediately following the holiday. In accordance with Company policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday eligibility.

When the regular holiday falls on Saturday, the preceding Friday shall be considered the company holiday. When the regular holiday falls on Sunday, the following Monday shall be the Company holiday, unless otherwise determined by management.

Employees are not allowed holiday pay while in an out-of-pay status such as a leave of absence or layoff or while receiving short-term disability payments. Any employee who is eligible for holiday pay but is required to work on a Company holiday will be paid at time and a half their regular rate. Holiday pay is not considered hours worked in computation of overtime.

VACATION TIME

Vacation is a time for you to rest, relax, and pursue special interests. C.I.D. has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make C.I.D. a leader in its field.

Vacation is provided for you to conduct personal business that can only be taken care of during regular business hours, such as religious observances, ethnic holidays, and other events of personal significance. Employees with disabilities may also use vacation for the purpose of securing necessary treatment. This is viewed as a reasonable accommodation under the Americans with Disabilities Act (ADA).

Vacation time will be awarded on January 1st of every year and run through December 31st, as follows:

Years:	Vacation:
Year of hire	40 hours prorated after completion of probationary period
Year 1	40 hours on January 1 after completion of probationary period
Year 2	80 hours
Year 3-6	80 hours + one (1) day for each year of service
Year 7	120 hours

*120 hours is the maximum amount of paid vacation time awarded per year

In order to qualify for paid vacation time, you must be a full-time, regular employee (having successfully completed the 90-day introductory period). Employees hired after January 1 will accrue vacation time on a prorated basis. All vacation increases after Year 1 will be applied on the employee's hire date anniversary on a prorated basis.

You may take your earned time off at your discretion, but due notice must be given. A personal time request form must be obtained from your supervisor or manager for approval. Except in emergency situations, employees must give their supervisors written notice of intent to observe a Vacation Day according to the following schedule:

Time Off Requested	Notice Required
4-8 hours	One (1) working day
12-32 hours	Five (5) working days
36+ hours	14 working days

Supervisors will consider workload priorities in determining whether to approve such requests; however, full consideration is given to requests for holidays of religious significance when a reasonable accommodation is possible.

Vacation time will not be carried over from year to year. You will receive pay out for any earned vacation time left unused in the paycheck that immediately precedes Christmas.

Employees who give proper two-week notice (see “Termination of Employment” section), in good standing and actively work through their final two weeks of employment will be paid for any unused vacation time in their final paycheck. If notice is given within the month of the annual anniversary; vacation time will be reviewed in lieu of personal days taken to determine specific “pay-out” of vacation time.

Any employee that maintains a Manager position or a Sales Associate position shall provide a 4 week notice in order to qualify for payment for unused vacation time.

WORKERS’ COMPENSATION

Workers’ compensation insurance provided by C.I.D. covers certain work-related accidents and illnesses that occur on the job and/or which are caused by the employment. If a claim is accepted as workers’ compensation by C.I.D.’s insurance company, the necessary medical treatment will be covered under this insurance, rather than the employee’s health insurance. If you are injured while on the job and need

medical treatment, report the injury immediately to a supervisor and seek treatment at the nearest company-approved treatment facility. It is very important that you notify a supervisor or manager immediately of a possible work-related injury so that the workers' compensation insurance company can be notified.

Early Return to Work

During the recovery and/or rehabilitation period for an accepted work-related injury, C.I.D. will try to provide modified duty work assignments for the injured worker, based upon the workers' compensation physician's recommendations and physical restrictions. This will assist the employee in continuing to earn income. C.I.D. will make every attempt to try to accommodate an injured employee with work until he/she is medically released back to full duty.

SECTION 5 : WORKPLACE EXPECTATIONS & PROCEDURES

C.I.D. wants you to have everything you need to do the best job possible in a safe, professional environment. This section outlines our mutual commitments and expectations.

RULES OF CONDUCT

C.I.D. expects each person to always act in a mature and responsible way. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

The following list of Unacceptable Activities is not intended to be all-inclusive. Nothing in this list alters the at-will of your nature of employment; either you or C.I.D. may terminate the employment relationship with or without reason, and in the absence of any violation of these rules. Violation of these rules may result in disciplinary action up to and including termination.

1. Violation of any company rule; any action that is detrimental to C.I.D.'s efforts to operate profitably.
2. Violation of security or safety rules of failure to observe safety rules or C.I.D. safety practices; failure to wear required safety equipment; tampering with C.I.D. equipment or safety equipment.
3. Negligence or any careless action, which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on company premises, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
6. Engaging in criminal conduct or acts of violence, making threats of violence toward anyone on company premises or when representing C.I.D., fighting or provoking a fight on company property, or negligent damage of property.
7. Insubordination or refusing to obey instruction properly issued by your manager or supervisor pertaining to your work; refusal to help on a special assignment.

8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in any act of sabotage; negligently causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; or using company equipment for personal profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by C.I.D.; alteration of company records or other company documents.
12. Spreading malicious gossip and/or rumors; engaging in behavior, which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency on company property.
14. Conducting a lottery or gambling on company premises.
15. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
16. Leaving work before the end of a workday or not being at work, READY TO WORK, at the start of a workday without approval of your supervisor or manager; stopping work before time specified for such purposes.
17. Sleeping or loitering during working hours.
18. Excessive use of company telephone or CELL PHONES for personal calls.
19. Creating or contributing to unsanitary conditions.
20. Posting, removing or altering notices on company property without permission of an officer of C.I.D.
21. Failure to report an absence or late arrival, or excessive lateness.
22. Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
23. Speeding or careless driving of company vehicles.
24. Failure to immediately report damage to, or an accident involving, company equipment.
25. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or other without authorization during

business hours, or at any time or place that interferes with the work of another employee on company premises.

CONFLICT OF INTEREST

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the employer may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with C.I.D.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their supervisor or a member of the Executive Committee.

OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by C.I.D. This prohibition also extends to the unauthorized use of any company tools or equipment and the

unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If C.I.D. determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

DRUG AND ALCOHOL ABUSE

C.I.D. takes seriously the problem of drug and alcohol abuse and is committed to providing a substance-free workplace for its employees. This policy applies to all employees of C.I.D., without exception, including part-time and temporary employees.

No employee is allowed to consume, possess, sell or purchase any alcoholic beverage on any property owned by or leased on behalf of the Company, or in any vehicle owned or leased on behalf of the Company. No employee may use, possess, sell, transfer or purchase any drug or other controlled substance which may alter an individual's mental or physical capacity. The exceptions are aspirin- or ibuprofen-based products and legal drugs which have been prescribed to that employee, and which are being used in the manner prescribed.

C.I.D. will not tolerate employees who report for duty while impaired by use of alcoholic beverages or drugs.

All employees should report evidence of alcohol or drug abuse to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Employees who violate any aspect of this policy or employees whose actions suggest they are under the influence of alcohol and/or drugs may be subject to disciplinary action up to and including termination.

ATTENDANCE AND PUNCTUALITY

C.I.D. expects employees to be at their workstations, ready to work at the beginning of assigned daily work hours, and to reasonably complete their projects by the end of assigned work hours.

From time to time, it may be necessary for an employee to be late or absent from work because of emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours. It is your responsibility to contact your immediate supervisor if you will be absent or late. When you call in to inform C.I.D. of an unexpected absence or late arrival, please ask for your manager or supervisor. If you are arriving to work late, please let your manager or supervisor know when you expect to arrive to work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

An employee will be considered to have voluntarily resigned if he/she has been absent from work for two (2) consecutive days without contacting C.I.D.

BUSINESS HOURS (PLANT)

Our regular plant operating hours are from 6:00 a.m. to 2:45 p.m., Monday through Friday. The normal workweek consists of five (5) days, each eight (8) hours long. You may be asked to work overtime at any given time. Overtime can be mandatory.

BUSINESS HOURS (OFFICE)

Our regular office hours are from 8:00 am to 5:00 pm, Monday through Friday. The normal work week consists of five (5) days a week, each (8) hours long. Your particular hours of work and the scheduling of your meal period will be determined and assigned by your manager or supervisor. Most employees are assigned to work a forty (40) hour work week. Should you have any questions concerning your work schedule, please ask your supervisor.

MEAL AND BREAK PERIODS

C.I.D. encourages employees to take a rest. Each employee may take restroom breaks, brief beverage breaks, and brief rest breaks when working in extreme temperatures and the like. CID expects employees to use sound discretion when taking such breaks. Any abuse of this policy, such as excessive breaks, or breaks that interfere with expected production, may be treated as infractions under Section 4.22.

Employees are not permitted to leave the Company grounds or premises unless they clock out for their designated lunch break only.

Employees are allowed a 45-minute lunch break from 11:00 – 11:45 a.m.

For your convenience and comfort, C.I.D. provides a meal room. This area is for everyone's use. It is your responsibility to help keep this facility clean and sanitary. Please remember to use containers with reliable seals and label your food with your name and date. Food stored in the refrigerator for a period of more than five (5) days will be disposed of.

TIMEKEEPING PROCEDURES

It is the policy of C.I.D. to comply with applicable laws that require employees to maintain records of the hours they work. It is the responsibility of all employees to accurately record their time. This includes the time the employee begins and ends their workday, as well as the beginning and end of each meal period. Each employee shall also record the beginning and ending time of any departure from work for personal reasons.

Please be certain that hours worked and used leave time is recorded accurately. Falsification of a timecard, including recording hours worked on another's timecard, is a breach of Company policy and is grounds for disciplinary action up to and including termination. In the event of error in recording your time, please report the matter to your manager or supervisor immediately. Please discuss any questions you may have about your pay with your supervisor.

COMPANY AND DEPARTMENTAL MEETINGS

On occasion, we may schedule a company-sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee and attend a meeting held during your non-working hours, you will be paid for the time at the meeting as well as your travel time.

EXPENSE REIMBURSEMENTS

Under ordinary circumstances, it is the policy of C.I.D. to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on C.I.D. business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort.

USE OF COMPUTER, TELEPHONE AND MAIL

C.I.D. property, including computers, phones, electronic mail, and voice mail, should be used only for conducting company business. Electronic media and services provided by the Company are company property, and their purpose is to facilitate company business. They are not for personal use or personal entertainment.

C.I.D. strictly prohibits non-job-related uses of its software and business equipment, including but not limited to facsimiles, telecopiers, computers and copy machines, external electronic bulletin boards, wire services, on-line services and the Internet.

Internet: Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity. To ensure proper use of these systems, the company may monitor the use of these systems from time to time. Employees who violate this policy are subject to discipline, up to and including termination of employment.

Telephone: Except during emergencies, breaks, and lunch periods, the company telephones are restricted to company business. Please arrange your affairs so that personal calls will not be necessary during work hours. All incoming emergency calls will be accepted and delivered immediately. Your supervisor will arrange for you to make any outgoing emergency calls. Please notify your Supervisor of any personal long distance telephone calls that you must make while at C.I.D.

The Company telephone system is at all times the property of the Company. By accessing the telephone system through facilities provided by the Company, you acknowledge that the Company has the right to monitor its telephone system from time to time to ensure that employees are using the system for its intended purposes.

Computer Software: C.I.D. does not condone the illegal duplication of software. The copyright law is clear. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyedited material without authorization" (Section 106). Unauthorized

duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years

PERSONAL USE OF COMPANY PROPERTY

In some instances, employees may be allowed to borrow certain C.I.D. tools or equipment for their own personal use while on company premises. In no instance may this be done off our premises, or without prior management approval. C.I.D. is not liable for personal injury incurred during the use of company property for personal projects.

As a C.I.D. employee, you must accept full responsibility for any and all liabilities for injuries or losses which may occur, or for the malfunction of equipment, while you are using company equipment for personal projects. You are responsible for returning the equipment or tools in good condition and you are required to pay for any damages that occur while using the equipment or tools for personal projects.

USE OF COMPANY VEHICLE

If you are authorized to operate a C.I.D. vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

- Company vehicles are to be used for Business only. No personal use.
- You must be a North Carolina licensed driver.
- You must maintain mileage reports.
- You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
- C.I.D. provides insurance on company vehicles, however, you will be considered completely responsible for any accidents, fines, moving, or parking violations incurred.
- You must keep the vehicle clean at all times. You must also wash and vacuum the vehicle as often as necessary. You will be reimbursed for your reasonable expenses in keeping the vehicle clean. Please retain any receipts for reimbursement.
- Persons not authorized or employed by C.I.D. may NOT operate a company vehicle.
- Prior to operation of any company vehicle, your manager or supervisor will train you on the appropriate steps to take if you are involved in an accident (filling out the accident report, getting names of witnesses, etc.).

USE OF SOCIAL MEDIA

At C.I.D., we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for C.I.D.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with C.I.D., as well as any other form of electronic communication.

The same principles and guidelines found in C.I.D. policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of C.I.D. or C.I.D.'s legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the C.I.D. Harassment Policy, the C.I.D. Rules of Conduct and the C.I.D. Confidential Information and Nondisclosure Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. The intent of these guidelines is not to restrict the flow of useful and appropriate information, but to minimize risk to the Company and its employees.

Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of C.I.D. Also, keep in mind that you are more likely to

resolved work-related complaints by speaking directly with your co-workers or by utilizing our Open Communications Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might 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.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. 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 C.I.D., fellow associates, members, customers, suppliers, people working on behalf of C.I.D. or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of C.I.D. trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- 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.
- Do not create a link from your blog, website or other social networking site to a C.I.D. website without identifying yourself as a C.I.D. associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for C.I.D. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of C.I.D., fellow employees, members, customers, suppliers or people working on behalf of C.I.D. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of C.I.D. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of C.I.D."

- Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed, or both.

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Use of Computer, Telephone and Mail Policy. Do not use C.I.D. email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

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

Media contacts

Associates should not speak to the media on C.I.D.'s behalf without contacting the Executive Committee. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact a member of the C.I.D. Executive Committee.

CONFIDENTIAL INFORMATION AND NONDISCLOSURE

The company has various types of confidential business information which must be protected. Employees are obligated to protect this information. Such confidential information includes, but is not limited to, the following examples:

- Financial information;
- Compensation data;
- Marketing strategies and information;
- Technological data;
- Trade secrets; and
- Personnel data and payroll records.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they did not actually benefit from the disclosed information.

DRESS CODE

Employees of C.I.D. are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects the Company's reputation or image is not acceptable.

UNIFORMS

All shop employees are required to wear CID-issued shirts as part of the company's standard uniform. The company will provide these shirts at no cost to employees, and they will be distributed on an annual basis. Uniforms become available to employees after they have completed 90 days of employment.

To maintain a safe and professional workplace, **employees are not permitted to wear tank tops, cut off the sleeves of any shirt, or wear shorts.** Employees must wear full-length pants and intact, non-altered shirts that meet company and safety requirements at all times.

Specialized or professional uniforms—such as FR-rated shirts, pants, or other protective apparel—are the financial responsibility of the employee. For welding positions, rental uniforms are required, and employees will have \$6.00 per week deducted from their

paycheck to cover the cost of these rentals. All welding rental uniforms will be cleaned and repaired according to the rental company's established schedule.

Upon termination of employment, any rented or professional uniforms in the employee's possession must be returned to Human Resources. Any missing, unreturned, or damaged rental uniforms will be deducted from the employee's final paycheck in accordance with state and federal wage laws.

SOLICITATION AND DISTRIBUTIONS

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-company literature in work areas at any time during working time.

PERSONNEL RECORDS AND ADMINISTRATION

Active employees may review and/or obtain a copy, but not remove documents from their own personnel and medical/confidential files upon written request to the C.I.D. Executive Committee.

SUGGESTIONS

C.I.D. encourages all employees to bring forward their suggestions and good ideas about making the Company a better place to work and enhancing service to our customers. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued.

DISCIPLINARY PROCEDURE

The following four (4) actions of discipline may be applied in an attempt to resolve unacceptable conduct, and/or poor performance; attendance concerns; and serious infractions of workplace policies, rules and/or procedures:

1. **Employee Counseling or Verbal Reminder (Documented)** - Employee is counseled by the supervisor following a minor offense in an attempt to eliminate possible misunderstandings and to explain what constitutes proper conduct. The purpose of a documented verbal reminder is to make certain the employee is fully aware of the misconduct or performance problem and what the company's expectations are for elimination or improvement of the problem; therefore, enabling the employer to avoid recurrence of the incident. NOTE: after two Verbal Warnings have been issued for the same infraction, a Written Warning will be issued for a third offense.
2. **Written Notice** - Employee receives a written notice following serious misconduct or continuation of repeated minor offenses. The purpose of a written notice is to make certain the employee understands the severity of the situation and that further misconduct will most likely result in suspension or discharge. A signed copy (by employee and supervisor) of the written notice will be kept by the Executive Committee for the employee's personnel file.
3. **Suspension or Final Written Warning** - A suspension without pay of up to five (5) days or a final written warning is used to address continuing problems where previous action has been ineffective or following serious misconduct. The purpose of the suspension is to make certain the employee understands the seriousness of the situation, and in the event of a serious infraction, to allow the company time to investigate the situation. The Executive Committee will review all suspensions. They will place a copy of the documentation in the employee's personnel file.
4. **Termination** - Employee is discharged as the result of a serious offense or the final step in the accumulation of minor offenses of the same nature. Depending on the seriousness or severity of certain conduct, supervisors may recommend an immediate written notice, suspension or termination.

Each step of the process may be documented and will become part of the employee's personnel file. Depending on the nature and severity of the offense, the Company reserves the right to by-pass one or more steps, as some incidents may be grounds for discharge.

SECTION 6 : SAFETY IN THE WORKPLACE

The safety and health of employees is top priority. C.I.D. strives to provide a clean, hazardfree, and safe environment in accordance with the Occupational Safety and Health Act of 1970.

GENERAL SAFETY RULES

As an employee, you are expected to take part in maintaining a safe environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment when required. It is your responsibility to learn the location of all safety and emergency equipment, as well as the safety and/or emergency phone numbers. Each employee is expected to exercise caution and common sense in all work activities.

Any problems with Company-provided safety equipment should be reported to your immediate supervisor. If it is not safe to work for any reason, report the problem to your supervisor immediately.

Working Safety: Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your manager or supervisor.

Lifting: Ask for assistance when lifting heavy objects or moving heavy parts. USE A HOIST OR FORKLIFT IF AT ALL POSSIBLE. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back or arm muscles.

Materials Handling: Do not throw objects. Always carry or pass them. Use flammable objects, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Trash Disposal: Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in approved containers.

Housekeeping: To prevent slips and tripping, clean up spills and pick up debris immediately. Keep aisles, workplace, and stairways clean, clear, and well lit. Walk, don't run. Watch your step.

Handling Tools: Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

Falling Objects: Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas: Keep cabinet, file and desk drawers closed when not in use. Open only a single drawer of a file cabinet at a time. Arrange office space to avoid tripping hazards, such as telephone or electrical cords. Remove or pad torn, sharp corners and edges.

Using Ladders: Place ladders securely. Do not stand on boxes, chairs or other objects not intended to be used as ladders.

Machine Guards: Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

Electrical Hazards: Do not stand on a wet floor while using an electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

Ask Questions: If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety, or security. If you feel a task may be dangerous, inform your supervisor at once.

We strongly encourage employee participation and your input on health and safety matters. Please obtain an *Employee Suggestion Form* for this purpose. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is C.I.D.'s responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions up to and including termination.

FORKLIFT OPERATION

Employees must satisfactorily complete training and be certified by CSUEB or CSUEB designated trainer before being authorized to operate the forklift.

Employees who received forklift operator training through a prior employer must complete C.I.D. initial training.

Employees who were trained or certified on a different type of forklift than the type they are assigned to use are required to complete training on the newly assigned equipment. The training only includes the practical and operator's performance evaluation, unless the trainer or EHS determines more training is needed.

Operator training, evaluation and certification shall be conducted by designated personnel who have the knowledge, training and experience to train powered industrial truck operators and evaluate their proficiency.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, and hearing protectors in designated areas or when working on an operation which is potentially hazardous. Also, wear gloves whenever handling castings, scrap, or barrels.

C.I.D. makes available a variety of PPE to protect employees from industrial hazards. This policy outlines the requirements for obtaining Company reimbursement for PPE. To be eligible for PPE reimbursement, an employee must have completed their 90-day probationary period. Receipts must be presented to the payroll department. Reimbursements will be applied to the employee's paycheck.

Hearing Protection: Hearing protection is required in designated parts of the plant. C.I.D. will provide company-issued hearing protection. Personal hearing protection or headphones worn must meet OSHA's permissible noise exposure and noise-reduction standards. Personal headphones or earbuds that do not meet OSHA noise-reduction requirements are not permitted in the designated areas.

Eye Protection: Safety glasses are required in all parts of the plant. C.I.D. will furnish safety glasses to fit all employees. The first pair of glasses is furnished at no cost to the employee and should be properly cared for. In the event glasses are damaged due to work related cause or due to normal wear, C.I.D. will replace them at no cost to the employee.

If the glasses are damaged due to neglect, abuse, or careless actions, the employee will be held responsible for the replacement cost.

NOTE: For those employees who wear prescription glasses, C.I.D. will provide a reimbursement of \$125, after the completion of the 90-day probationary period, for prescription safety glasses as prescribed by your eye doctor. Each prescription can be filled once in a rolling 24-month period. Damaged prescription glasses will be treated the same as regular safety glasses as mentioned above.

- Prescription eyewear shall meet ANSI Z87.1 or higher
- Lenses and frames shall have basic or high impact protections with side shield protection and shall be transparent, unless otherwise deemed necessary by function • Eyewear shall cover the whole eye area with reasonable comfort
- Lenses may have coatings or properties such as anti-glare, anti-fog, anti-scratch, and/or transition UV protection as long as they retain transparency and are free of permanent color or shading in their default working state

Clothing: Proper clothing for plant employees should be pants and shirts. No article of clothing should be worn that hangs excessively loose so that it can easily be caught in a piece of moving equipment.

Shoes: Proper shoes should be worn at all times while on the premises. Proper shoes are steel toes, which provide total coverage of the feet. Cloth shoes such as tennis shoes are not permitted in the factory environment.

NOTE: If safety shoes are required in your department, the company will pay up to \$125.00 of the cost once within a 12-month rolling period.

If your department requires you to wear safety shoes with metatarsal guards, the company will pay up to \$150.00 of the cost once within a 12-month period. Metatarsal guards may be lace in or built in.

Protective footwear includes steel toe, alloy toe or composite toe shoes and boots

Must comply with ASTM 2413-18

Gloves: Gloves will be provided upon request and should be worn on jobs where there is constant contact with steel. Rubber gloves are required when handling all hazardous materials such as acids, strippers, or thinners.

FIRE PREVENTION

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your manager or supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

IN CASE OF A FIRE:

- If you are aware of a fire, you should:
- If possible, immediately contact your supervisor. Evacuate all employees from the area and go to the assigned assembly area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
- Dial 911 or the local fire department.
- Do not re-enter the building until directed to do so by the fire department.

EMERGENCY EVACUATION

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed in an orderly fashion to the assigned assembly area. Be present and accounted for during roll call.
- Do not re-enter the building until instructed to do so.
- Shut off all gases in your area.

ZERO TOLERANCE FOR VIOLENCE

Violence is strictly prohibited in the workplace. Workplace violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties.

Prohibited conduct includes, but is not limited to:

- Attempting to cause or intentionally causing bodily injury to another person;
- Willfully, and on more than one occasion, following, being in the presence of, or otherwise harassing without a legal purpose and with the intent to place the employee in reasonable fear for the employee's safety;
- Willfully threatening, orally or in writing, or by any other means, to physically injure an employee in a manner and under circumstances that would cause a reasonable person to believe that the threat is likely to be carried out and that actually causes the employee to believe that the threat will be carried out;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing or using a weapon that is not required by the individual's position;
- Intentionally damaging property;
- Threatening to injure an individual or to damage property;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- Retaliating against any employee who, in good faith, reports a violation of this policy.

Employees who violate this policy will be subject to disciplinary action, up to and including termination. If you feel that you are a victim of workplace violence or suspect or witness an act of violence, you must report it immediately to your supervisor or a member of the Executive Committee.

Additionally, C.I.D. reserves the right to file a civil action for a no-contact order against an employee who violates any of the first three examples of prohibited conduct listed above. Actions for a no-contact order will be filed in compliance with applicable state law.

WEAPONS AND FIREARMS

C.I.D. prohibits all persons who enter company property from carrying a handgun, firearm, knife, or prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The only exception to this policy will be police officers, security guards or other persons who have been given written consent by C.I.D. to carry the weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

HOUSEKEEPING

Neatness and good housekeeping are signs of efficiency. You are expected to always keep your work area neat and orderly. This is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor, which may cause others to trip and/or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your manager or supervisor immediately.

BUILDING SECURITY

Each and every employee must follow the building security rules and regulations listed here:

Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.

When you leave C.I.D. premises, make sure that all entrances are properly locked and secured.

At the time you are hired, you will be advised about the proper entrances and exits for our employees, as well as unauthorized areas, if any.

Certain areas of C.I.D. facilities may be restricted to authorized personnel only. Such areas will be clearly marked. Only authorized personnel may enter those areas.

INSPECTION OF PROPERTY

Packages or bags you carry into or out of work may be inspected by any supervisor at any time. You are discouraged from bringing large or valuable personal items to work. The company is not responsible for any loss or theft of personal items. You are also advised to place any personal items in the trunk of your vehicle during work hours.

As part of a company investigation of possible violations of a policy, it may be necessary for work areas, lockers, desks or cabinets to be searched on occasion. These are the property of the company and, as such, we reserve the right to search them with or without advance notice. You should have no expectation of privacy.

VISITORS IN THE WORKPLACE

Our insurance company prohibits unescorted or unauthorized visitors in our facilities. If you are expecting visitors, such as clients, customers, or friends, please notify your manager or supervisor. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

PARKING

To maintain safe and organized traffic flow across CID facilities, employees are required to park only in their designated areas. Plant 1 parking is along the side of or behind the building in the designated parking lots. Plant 2 / Office Parking is designated exclusively for office staff, approved supervisors, and visitors. No other employees are permitted to park in these spaces. All other employees working in plant 2, are to park in the designated gravel parking lot.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your manager or supervisor.

Remember to lock your car every day and park within the specified areas.

C.I.D. cannot be and is not responsible for any loss, theft, or damage to your vehicle or any of its contents while on company premises.

USE OF EQUIPMENT

C.I.D. will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of the Company—unless it is approved for a job that specifically requires use of company equipment outside the physical facility.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have no completed training on the proper use of the machine or equipment. It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and C.I.D. If you find that a machine is not working properly or in any way appears unsafe, please notify your manager or supervisor immediately. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Employees must wear the appropriate personal protective equipment required for each job. Remove loose clothing, jewelry, or rings before operating machinery.

PERSONAL CELL PHONE USE

Use of personal cell phones is prohibited at work with the exception of emergency situations. To the extent possible, employees should make personal cell phone calls during their lunch break. In the event of an emergency, notify your supervisor to get permission to leave the work area to address the situation. Cell phones should never be used while operating equipment or machinery.

The use of cameras on cell phones during work hours is prohibited to protect the privacy of the Company as well as of fellow employees. However, this restriction will not apply to any recordings made in the exercise of any rights granted to an employee by federal law.

Improper cell phone use may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

SMOKING POLICY

In order to maintain a healthy and comfortable working environment and to ensure compliance with applicable laws, smoking in Company offices, break rooms, bathrooms, or other facilities is strictly prohibited. Employees smoking in any part of the Company's building may be subject to disciplinary action. Employees may leave their work assignments to smoke only during scheduled break times and in designated smoking areas. When leaving the designated smoking area, ensure that your cigarette is fully extinguished. Do not leave cigarettes burning.

EMPLOYEES REQUIRING MEDICAL ATTENTION

If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed any time an injury requiring medical attention has occurred.

Federal law requires accurate records of all work-related illnesses and accidents which occur during the workday. In addition, the North Carolina Worker's Compensation Act requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect worker's compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

WEATHER-RELATED AND EMERGENCY-RELATED CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In such instances, your supervisor will notify you of plant or office closures.

If C.I.D. is open and an employee is delayed getting to work or cannot report to work at all due to inclement weather, that employee must use a personal/sick day or vacation day for his/her excused absence. You should always use your judgement about your own safety in getting to work.

SECTION 7 : LEAVING THE COMPANY

We hope that you will enjoy ongoing success and satisfaction as an employee of C.I.D. However, this section outlines what to expect if you leave the company.

EMPLOYMENT AT-WILL

All employees are employed at-will and are free to terminate their employment at any time. C.I.D. has the right to terminate employment at any time, with or without cause. This policy does not create a contract between the company and any person employed by the company.

TERMINATION OF EMPLOYMENT

At C.I.D., we strive to hire the best employees. It takes the organization time to review applications, interview candidates and to identify the best applicants for the job. Employees desiring to terminate their employment relationship with C.I.D. are expected to notify the Company at least two weeks in advance of their intended termination. Such notice should be given in writing to the employee's supervisor and the General Manager. Not providing at least two weeks written notice will have an impact on certain benefits that may have been due to the employee upon separation.

If an employee is discharged or fired, the employee's vacation pay is forfeited. However, vacation time may be paid at the sole discretion of management.

Exit interviews are normally scheduled for an outgoing employee after the supervisor receives a notice of resignation. The purposes of this interview are to review eligibility of benefit continuation and conversion, to ensure that all necessary forms are complete, to collect all Company property that may be in the employee's possession, and to provide employees with an opportunity to discuss their job-related experiences.

Termination Benefits

Employees who give proper notice, as defined above, and work through the final two weeks of employment, will be paid for any unused vacation time in their final paycheck.

RETURN OF COMPANY PROPERTY

Any C.I.D. property issued to employees, such as product samples, computer equipment, tools, keys or company credit card, must be returned to the Company on or before the last day of work. Once all property is returned, final paycheck will be processed with the next pay cycle (unless state law requires an alternative payment arrangement). Employees will be responsible for any lost or damaged items.

COBRA NOTIFICATION

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents or beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are: resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or separation and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of the coverage at the employee's group rate plus an administration fee. For further information contact the Plan Administrator.

SECTION 8 : ACKNOWLEDGMENTS

EMPLOYEE POLICIES ACKNOWLEDGMENT

I acknowledge that I have received a copy of the C.I.D. Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding C.I.D. company policies I should direct them to my supervisor or a member of the Executive Committee.

I know that C.I.D. company policies and other related documents do not form a contract of employment and are not a guarantee by C.I.D. of the conditions and benefits that are described within them. Nevertheless, the provisions of such C.I.D. company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that C.I.D., at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee’s Printed Name

Date

_____ (Employee’s Signature)

FAMILY MEDICAL LEAVE POLICY ACKNOWLEDGMENT

I acknowledge that I have received a copy of the C.I.D. Family Medical Leave Policy, in keeping with the Family Medical Leave Act (FMLA).

I understand that, in order to be eligible for an FMLA leave, I must have been employed by C.I.D. for at least 12 months and have worked 1,250 hours during the past 12 months.

I understand that I must give the company at least 30 days advance notice of the need to take FMLA leave when I know about the need for the leave in advance and it is possible and practical to do so. If 30 days' notice is not possible or practical, I understand that I must provide notice as soon as possible and practical.

I am aware that if, at any time, I have questions regarding the FMLA policy I should direct them to my supervisor, a member of the Executive Committee, or visit the U.S. Department of Labor's website (www.wagehour.dol.gov).

I also am aware that C.I.D., at any time, may on reasonable notice, change, add to, or delete from the provisions of the FMLA policy.

Employee's Printed Name

Date

(Employee's Signature)

SEXUAL HARASSMENT POLICY AND ACKNOWLEDGMENT

C.I.D. does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures. Nor should any employee or applicant be led to believe that an employment opportunity or benefit would in any way depend upon “cooperation” of a sexual nature.

Other prohibited forms of harassment include jokes, verbal abuse and epithets, degrading comments, the display of objects and pictures and other offensive conduct relating to an individual’s race, religion, color, national origin, ancestry, handicap, mental condition, disability, marital status or age, all as defined and protected by applicable law.

Any employee who feels that he or she has been the subject of harassment (or who has reason to believe that someone else has been the subject of harassment) has the obligation to notify his or her supervisor or C.I.D. in oral or written form. The complainant is expected to provide information that the Company requests, including a detailed account of the incidents complained of, witnesses (if any), dates and other information considered relevant by the Company. A prompt investigation of the matter will be made. All employees – whether complainant, witness or accused – are required to be truthful, accurate and cooperative during the Company investigations. Information obtained during the investigation will only be told to another on a need-to-know basis. As the reporting employee or a witness employee, the Company will not retaliate against you for prompting or participating in the investigation.

Anyone who is found to have engaged in prohibited harassment will be subject to appropriate sanctions, which may include termination of employment, depending on the circumstances. No one should be presumed to be in violation because an investigation is being conducted. The Company will make its findings at the conclusion of the investigation.

It is the policy of the Company that no one will be retaliated against for making a complaint of harassment based upon an honest perception of the events or for cooperating in the investigation of a complaint.

I acknowledge that I have received a copy of the C.I.D. Sexual Harassment Policy, that I understand the policy and do commit to follow it.

Employee's Printed Name

Date

_____ (Employee's Signature)



Denton, North Carolina



WWW.CIDATTACHMENTS.COM

