

**Section: (One)**

**Physical Examination**

You are required to complete a pre-employment medical exam after you are offered a job but before you report to work. There are other circumstances which may require you to undergo a physical examination. Any employee who suffers a work related injury must submit to a drug test within 24 hours if management requests or be terminated. There will be no exceptions to this policy. If the company has reasonable suspicion that any employee is using drugs or alcohol, he or she will be required to undergo a drug test, the company has a zero tolerance policy. Refusal to a physical under these conditions will result in discipline, up to including termination.

**Section: (Two)**

**Probation**

The company recognizes two separate conditions under which employees may be placed on probation. **The first is 60-working days is probation period for adjustment and adaptation**, both personally and in terms of learning the job requirements and work rules for new production employees. The second type of probation is for inadequate performance or improper behavior at any time after the probationary period for new employees. You may also be placed on probation for a designated period to correct recognized performance shortcomings that you are able and willing to correct.

**Section: (Three)**

**Change of Status**

Meyer Steel Drum, Inc. needs certain ID's and forms on employees to satisfy legal requirements and insure the efficient functioning of the human resources department. If information in your records is not correct, problems could arise concerning your, employee benefits, or paycheck. If you need to change any information, please make out an employee information update form and turn it in to your supervisor.

**Section: (Four)**

**Medical Insurance**

The company will cover employees with hospital and surgical insurance after ninety (90) working days of employment at a cost of \$7.50 a week to the employee.

## **Section: (Five)**

### **Time Clock Guidelines**

It is your responsibility to punch in and out everyday. If you fail to punch in or out you will not be paid for that day. Unless we are notified immediately we will not be able to correct the problem or your time unless you fill out a time adjustment form. If you forget to punch in or out notify your supervisor immediately so we can fill out a time adjustment form .

If you arrive late you can punch in up to an hour after your start time. If you are more than an hour late you must fill a time adjustment form out and have it signed by your supervisor, immediately.

If you start early and are unable to punch in please fill out a time adjustment form and have your supervisor sign it.

If you work through your break or lunch please fill out a time adjustment form and have your supervisor sign it so you can be paid accordingly.

If you try to punch in at your start time and you are having any problems please see your supervisor immediately. We will try to resolve the problem and if the problem cannot be corrected you will have to fill out a time adjustment form so your time will be accounted for.

If you receive a red light after punching in or out please advise your supervisor and advise them of the problem and fill out a time adjustment form.

## **Section: (Six)**

### **Attendance Program**

Meyer Steel Drum, Inc. is responding to the serious problem of absenteeism and is attempting to increase productivity and employee earnings by initiating an absentee plan. It is the frequency of absences, and not the reason for the absence, that makes an absence excessive. Even through an employee may be at fault regarding some of the absences, grossly excessive, regardless of the fault, could ultimately lead to termination, the employee is not fully performing the assigned job if he / she is continually absent. The plan is formulated with features that actually encourage good attendance and, at the same time, make an allowance for those occasions when absences cannot be avoided. As a condition of continued employment, every individual is expected to report regularly and on time.

The following attendance standards define late arrivals, early departure and absences and clarify your responsibility to notify your supervisor.

### **Late Arrival / Early Departure**

A Late Arrival is any time an employee fails to report and / or is not at his work station to perform his / her duties at the scheduled starting time. An Early Departure is any time you leave work prior to the end of your regularly scheduled work day.

### **Absence**

An Absence is any time an employee is not present for four (4) hours of his / hers regularly scheduled work day. If you come in more then four (4) hours late or leave more than four (4) hours early, it will be considered an absence.

### **Period of Absence**

A Period of Absence is the single occurrence of a continued absence due an illness or injury. For example, if you are ill for four consecutive days, it considered one (1) period of absence.

### **Prearranged / Pre-Approved Absence**

In the event you have a planned absence that cannot be avoided, you must inform your supervisor at least forty eight (48) hours before your planned absence. When practical, such time will be granted. In case of prolonged absence of one week or more, **A Leave of Absence Request Form Must Be Completed and Signed by Your Supervisor and the Plant Manager.**

### **Call In Requirements**

If you are going to be late or absent without prior notification, you must:

1. Call the plant one hour prior to your scheduled starting time. If your call is received later than one hour before your starting time, you will be charged with an unexcused absence.
2. You must call the plant each day while you are absent. If you fail to call in each day, it will count as one (1) occurrence for every day you fail to call in. If an employee does not call in for three (3) days, his / her employment will automatically be terminated, as this is considered to be voluntary resignation. In cases of prolong illness or work injury of four (4) days or more; you must call in only at the beginning of each week.
3. Return-To-Work / Doctor Release Form will be required for absence of three (3) days or more consecutive days before you will be allowed to return to work.

**Corrective Attendance Control**

Purpose: Regular and punctual attendance is expected of all employees. This program is designed to make you aware of your attendance status so that you can correct poor attendance performance before it jeopardizes employment status. The purpose of this program is to correct poor attendance rather than to punish; however, appropriate warnings and disciplinary steps will be taken for attendance problems that are not corrected.

**Definitions & Guidelines:** For purposes of this program, the definitions and guidelines of this letter will apply. Excessive absenteeism, lateness, and / or leaving early, will be subject to disciplinary action.

**Points:** This program is based on a point system. Points will be assigned on the following basis:

<b>Reported Absence</b>	<b>1 Point</b>
<b>Unreported Absence</b>	<b>1-1/2 Points</b>
<b>Late</b>	<b>1 Point</b>
<b>Leave Early</b>	<b>1/2 Point</b>
<b>Prearranged / Approved Absence</b>	<b>0 Point</b>

**Discipline:** An employee is disciplined only after recording four (3) points. He/She will receive a number of warnings before termination.

<b>Points</b>	<b>Absenteeism</b>
<b>3</b>	<b>Oral Warning</b>
<b>4</b>	<b>Written Warning</b>
<b>5</b>	<b>Written Warning</b>
<b>6</b>	<b>Three Day Suspension</b>
<b>7</b>	<b>Termination</b>

Each employee will start over with a clean attendance record as of January 1<sup>st</sup> of each year.

No Points will be charged for the following absences:

<b>1</b>	<b>Funeral leave</b>
<b>2</b>	<b>Prearranged/Pre-Approved Absence (Minimal 48 Hours Notice)</b>
<b>3</b>	<b>Approved personal leave</b>
<b>4</b>	<b>Scheduled vacation</b>
<b>5</b>	<b>Jury Duty</b>
<b>6</b>	<b>Military leave</b>
<b>7</b>	<b>On-the job injury</b>

**Section: (Seven)**

**Tardiness**

Employees are expected to be at their work station ready to work at their start time. **Do not punch in until you are ready to work, this does not mean punch in and then go change your clothes and get your coffee.** Chronic lateness will not be tolerated and will result in discipline, up to and including termination. Employees who are going to be late are expected to call the company one hour before their starting time to inform their supervisor.

<b>Points</b>	<b>Tardiness</b>
<b>3</b>	<b>Oral Warning</b>
<b>4</b>	<b>Written Warning</b>
<b>5</b>	<b>Written Warning</b>
<b>6</b>	<b>Three Day Suspension</b>
<b>7</b>	<b>Four Day Suspension</b>
<b>8</b>	<b>Five Day Suspension</b>
<b>9</b>	<b>Termination</b>

**Section: (Eight)**

**Absenteeism**

You are expected to report to work on time on a regular basis. If you are going to be absent or late for any reason, you must notify the company or your supervisor one hour in advance of your regular starting time. Any day off will be considered as a vacation day. If you take a day off you will have to use personal time or vacation time for the time off. If you do not have any vacation or personal time left you will not be able to take the time off. **“Except If It Is an Emergency”** will we allow you the time off with documentation for the reason you need off. You will still receive the appropriate points for being off for that time. **Notification from another employee or relative is not accepted, except under emergency conditions.** Unsatisfactory attendance will result in disciplinary action, including suspension and discharge. An employee who fails to call in for three (3) successive days, and fails to produce an acceptable excuse, will be considered terminated.

**Section: (Nine)**

**Vacation**

The “Vacation Year” starts on your anniversary date of employment of one calendar year and runs to your anniversary date of the following calendar year. No employee can carry over more than one year’s vacation accrual to the following year, meaning that unused vacation after two (2) years will be paid to the employee. You are not eligible to receive any payment for vacation time until you complete one (1) year of service. Please refer to your union contract for further details.

**Section: (Ten)**

**Holidays**

As a full time employee after 30 working days you will be given paid time off for holidays and personal days during the year if applicable, see your Union contract for details. **To be paid for a holiday, you must be present the day before and the day after the holiday.** Holidays falling on Saturday are observed on Friday and if on Sunday it is observed on Monday normally.

**Recognized Holidays.** The following days shall be recognized as paid holidays under this agreement:

New Year’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	Floating Holiday (after 30 Days)
Employee’s Birthday	Floating Holiday (after 5 Years)

**Section: (Eleven)**

**Leave of Absence & Medical Leave of Absence**

Request for leaves of absence without pay for limited periods will be considered by management depending on the reason and circumstances for the request. If a leave of absence is granted you will be required to use all your vacation, personal days and birthdays towards your leave time then the difference will be your Leave of Absence leave. **Maximum leave of absence time granted at one time with vacation plus leave of absence is one (1) month.** A leave of absence agreement must be signed by the Employee, Supervisor and Plant Manager.

### **Medical Leave of Absence**

Request for medical leave of absence without pay for a maximum period of ninety working days can be granted with the proper documentation. Any and all vacation or personal time will be used with your leave of absence for employees with minimum of one (1) year service.

### **Section: (Twelve)**

#### **Breaks**

Meyer Steel Drum, Inc. provides two 15-minute breaks each day. The first break is at 9:15am-9:30am and the second break is the last fifteen minutes before you punch out. Employees may leave their work stations when it is break time. All employees should be at their work stations at the end of their break ready to work. Before leaving your work station for any reason you must inform your supervisor so he/she can make sure there is someone to replace you so that we can maintain the flow of production. Employees must stay in their work areas during normal working hours; they are not to wander into other areas without permission.

<b>1<sup>st</sup>. Offense</b>	<b>Verbal Warning</b>
<b>2<sup>nd</sup>. Offense</b>	<b>Written Warning</b>
<b>3<sup>rd</sup>. Offense</b>	<b>One Day Suspension</b>
<b>4<sup>th</sup>. Offense</b>	<b>Three Day Suspension</b>
<b>5<sup>th</sup>. Offense</b>	<b>Five Day Suspension</b>
<b>6<sup>th</sup> Offense</b>	<b>Termination</b>

### **Section: (Thirteen)**

#### **Lunch Break & Lunch Room**

**Lunch Time is at 11:15 A.M. to 11:45 A.M. or  
12:15 A.M to 12:45 P.M.**

**Section: (Fourteen)**

**Overtime**

**Daily and Weekly Overtime.** All work in excess of eight (8) hours in any one day and all work in excess of forty (40) hours in one week shall be paid for at one and one-half (1-1/2) times the employee's regular rate.

**Saturday Overtime.** All work performed on Saturday shall be paid for at one and one-half (1-1/2) times the regular rate of pay.

**Sunday Overtime.** All work performed on Sunday shall be paid for at double (2x) times the employee's regular rate of pay, provided, the employee works forty (40) straight time hours and Saturday in the preceding week.

If an insufficient number of employees in a department elect overtime work, the Company will require employees to perform the work starting with the least senior employee in the department and progressing up the seniority roster until a sufficient number has been reached.

**Section: (Fifteen)**

**Payroll**

**PAY CHECKS WILL BE HANDED OUT AFTER 2:00 P.M. ON FRIDAY OF EACH WEEK.** If you take a vacation or personal day on Friday you can come in and pick your check up after 2:00 pm on Friday or receive it when you return to work the next work day. Should the normal payday fall on a holiday, your payday will be the day before. If you fail to cash or deposit it promptly, you run the risk it may be lost or stolen. Report a lost check to your supervisor immediately. Applicable federal, state and local income taxes, as well as federal Social Security taxes, are withheld from each paycheck. Meyer Steel Drum, Inc. reserves the right to obey all laws pertain to paychecks, including garnishments.



**Section: (Sixteen)**

**Safety**

The employer agrees that during the life of this agreement, the employer will comply with all applicable and states laws concerning Occupational Safety and Health, including all applicable standards, and regulations issued pursuant thereto.

The employer shall provide, at no cost to employee, all necessary personal protective equipment and instructions on proper use of such equipment. Employees shall immediately notify their supervisor of defective, improperly maintained, inappropriate or worn out personal protective equipment, and such equipment, including, Safety Shoes, Safety Glasses, Work Gloves, Hard Hats, etc. The company will replace as necessary employees who do not use company safety equipment or otherwise commit safety violations are to be disciplined in the following manner:

<b>1<sup>st</sup>. Offense</b>	<b>Verbal Warning</b>
<b>2<sup>nd</sup>. Offense</b>	<b>Written Warning</b>
<b>3<sup>rd</sup>. Offense</b>	<b>Three Day Suspension</b>
<b>4<sup>th</sup>. Offense</b>	<b>Five Day Suspension</b>
<b>5<sup>th</sup>. Offense</b>	<b>Termination</b>

The Union is to be notified in writing of all infractions. Each employee will start over with a clean safety record after they work any twelve (12) months consecutive period with no infractions.

A safety shop committee consisting of least two (2) employees designated by the Union and two (2) Management representatives designated by the company shall be established. The Safety/Shop Committee shall hold meetings not less than once a month at times determined by the company. The Safety/Shop Committee shall advise of recommendations concerning safety and health matters to the company. Management will consider committee advice and recommendations and take such action as it deems consistent with the company's responsibility to provide for the safety and health of its employees.

Employee safety and health are important to the company. All employees must adhere to all OSHA, federal and state regulations and comply with the following general rules:

1. All accidents or injuries must be reported immediately.
2. Horseplay and practical jokes in work areas will not be tolerated. Never distract another employee, as you might cause an injury.
3. First-Aid is available in the front office; eye wash stations are located in the Paint Booth areas located in the front and back of the plant.
4. **Smoking is prohibited on company property. Smoking in any building will result in termination.**
5. Observe all company safety and health rules and apply the principles of accident prevention in your day-to-day activities.

6. Always obey all warning signs.
7. Walk at all times on company property (no running) do not take any unauthorized short cuts and do not climb over or under any conveyors or machines.
8. Do not report to work under the influence of any drug. No employee at any time shall use any type of drug while on company time or property.
9. In case of sickness or injury, no matter how slight, report it at once to your supervisor.
10. Do not attempt to lift or push objects that are too big or heavy for you. ASK FOR HELP. Learn to lift objects the correct way to avoid strain. Bend your knees, keep your body erect, and then push up with your legs. This is the easiest and safest way. There are lifting posters throughout the plant so that you can always look at them for the proper lifting procedure.
11. If you see someone is working unsafe and liable to hurt themselves, advise them or show them the correct way to perform the job.
12. Rings, hanging earrings and chains must not be worn while working. These objects are prone to getting caught in machines and can cause serious accidents.
13. Gloves must be worn in the plant and when operating machinery and on the production line, except when running the Milling Machines, Lathes, and Drill Press or otherwise specified.
14. Never wear frayed, torn or loose clothing, or long unrestrained hair near moving machinery. Long hair must be kept up in a hair net.
15. Before using a ladder, make sure it is in good safe condition and is free from cracks, broken rungs, or other defects. When there is danger of slipping, have another worker hold the ladder. Ladders must be inspected each month for cracks, worn or no slip shoes, and bad rungs. Any ladders that are damaged must be discarded. **Ladders can be repaired and put back in service only if the ladder has been repaired with original factory parts only. “Do Not Use Aluminum or Steel Ladders When Working On Any Electrical Service Use Only Fiberglass Ladders or Electrical Approved Ladders”**
16. Never use any damaged or unsafe ladders, scaffolding, rigging or stages.
17. Never work on any electrical circuits or switches, unless you are a company electrician.
18. Never perform any type of maintenance to any machine while it is running. Do not operate any machine with the safety guards off.
19. Before performing any maintenance or cleaning, clearing any jammed parts from any machine or conveyors make sure that the machine is shut off. Make sure all the electric is off and locked out and the air is shut off to the machine and that all the stored energy is depleted from the machine before you start working on it.
20. Safety glasses, gloves, ear protection / ear plugs and safety shoes / steel toe shoe are mandatory inside the plant. **Anyone who does not have any of their safety equipment on or will not wear them will be sent home and will be disciplined.**
21. Respirators are available in the front office for your protection when working. Respirators are issued after training has been completed.
22. Take pride in your work area and machine. Keep it clean during any down time or when you are finished with production. Clean your area and machine.
23. Make sure that all chemicals are in their proper containers with their labels on them. All waste material in drums must have their proper labels on them and stored in their proper areas with the proper spacing between them so they can be inspected once a week.

24. All fire doors and exits must be kept clear and work; All Exit Aisles Must Have a Minimum 36” Aisle.
25. Fire extinguishers are located every 30 feet on the walls or beams if needed. There is an emergency team that will take over in case of any emergency. Emergency escape maps are posted throughout the plant. When passing one take the time to read it and memorize it in case of an emergency.
26. Actively support and participate in the company’s efforts to provide a safe workplace accident and injury reduction program.

**Violators of these rules will be at risk of losing their job**

**Section: (Seventeen)**

**Accidents**

**Every accident must be reported to your supervisor immediately.** Following treatment for the accident, an employee must keep all medical appointments scheduled and return to work when cleared by a physician. **Any employee who suffers any work-related accident will be required to undergo a medical examination and drug test within 24 hours or face disciplinary action which can include discharge.**

**Section: (Eighteen)**

**Illness on the Job**

If you become ill during working hours, please see you supervisor immediately. In case of serious illness or injury, you are required to notify your supervisor immediately.

**Section: (Nineteen)**

**Injuries on the Job**

Regardless of the nature or severity, **all injuries sustained on the job must be reported to your supervisor immediately.** Any employee who fails to report any injury will be subject to disciplinary action. We are very concerned about the safety and health of our employees and consider no accident or injury minor.

## **Section: (Twenty)**

### **Protective Equipment**

It is Meyer Steel Drum, Inc.'s policy to provide and maintain safe and healthy working conditions and to follow operating practices that will safeguard all employees and result in safe working conditions and operation. The company will furnish the required safety shoes. The company will replace shoes and other safety equipment if worn out or unsafe the employee must exchange the bad equipment with the new to the employer.

Safety Shoes are required and shall be provided, but this needs to be clarified. In the past this allowance has been abused and now new rules must be added.

No longer will shoes be given unless needed at the company's discretion. You must turn in your old pair of safety shoes to receive a new pair, and a new pair will only be issued if the old pair has become a safety hazard and warrants a new pair to be issued.

New employees shall be issued a new pair of safety shoes and charged \$65.00. If you are still employed after 90 working days you will be reimbursed the \$65.00.

If you receive a pair of safety shoes but quit before you have completed 90 working days, \$65.00 will be deducted from your final paycheck.

The company will furnish the required safety equipment to every employee whose work requires such equipment: safety glasses, gloves, safety shoes will be replaced as needed. Noise protection devices and special protective device for handling hazardous chemicals and waste, etc. You are required to follow the rules concerning the wearing of such equipment at all times, without exceptions. Refusing to do so or removing equipment, such as machine guards, will be considered an act of insubordination, and will be dealt with according to the discipline system. **Meyer Steel Drum, Inc. considers safety violations extremely serious and penalties may include suspension or termination.**

### **Section: (Twenty One)**

#### **Courtesy**

Personnel that represent the company when delivering or picking up merchandise from our customers or vendors are expected to conduct themselves in a courteous and considerate manner at all times.

### **Section: (Twenty Two)**

#### **Discipline**

Meyer Steel Drum, Inc. expects employees to perform their assigned duties at or above satisfactory levels; to follow expected standards of workplace behavior; and comply strictly with all laws, rules and regulations. The purpose of disciplinary action is to correct problem situations. The sequence of possible disciplinary is outlined below. The use and duration of each step will depend upon the seriousness of the situation.

1. **Verbal Warning** – Your Supervisor will counsel you privately on the seriousness of the problem and the possible consequences if you do not correct the problem.
2. **Written Warning** – For repeated or serious problems, performance or conduct, the supervisor will counsel you formally and issue a written warning. This will cover the problem and further disciplinary actions if the problem is not corrected.
3. **Suspension / Probation** – If you do not respond to the first steps of the disciplinary policy, you may be suspended from work. Depending on the seriousness of the situation, the suspension notice will include a final warning indication that termination will be the next step in the process. In certain cases, you may be placed on disciplinary probation instead of being suspended.
4. **Discharge** – Employees who fail to respond to the disciplinary steps described above will be terminated.

**Section: (Twenty Three)**

**Fighting**

Fighting will not be tolerated on company property at any time, for any reason. Those found guilty of fighting will be subject to discipline, up to and including suspension and or termination. Any employee who strikes a supervisor or manager for any reason will be terminated immediately.

**Section: (Twenty Four)**

**Insubordination**

Refusal of a legitimate order or the use of obscene or otherwise objectionable language to a supervisor or manager is insubordination. It undermines the discipline and authority needed in the workplace and cannot go unchallenged. Insubordination may result in discipline, up to and including suspension or termination. You never have to carry out an order that is unsafe; or may result in death or serious injury, or one that has no job-related connection. No personnel action will be taken against you if you refuse an order because you believe your safety was at danger or a different course of action was available that would have been safer.

**Section: (Twenty Five)**

**Drug & Alcohol Policy**

It is the policy of Meyer Steel Drum, Inc. to provide a safe productive work environment for its employees that is free from drug and alcohol use. While we have no desire to interfere with the private lives of our employees, it is expected that all employees will report to work in a condition ready to perform their duties. The company policy is **Zero Tolerance**. This is especially true at Meyer Steel Drum, Inc. where so many employees work with highly technical machinery which demands the employee's full concentration and attention. Your personal protection and the quality of our work are very important to all of us. Equally important is the fact that the use of drugs and narcotics are illegal. For these reasons, we have developed the following policy and corresponding work rules regarding the sale, use, possession, or distribution of drugs or alcohol by company employees.

**Discipline for Working While Intoxicated**

<b>1<sup>st</sup>. Offense without accident</b>	<b>Program plus 1 month suspension</b>
<b>2<sup>nd</sup>. Offense without accident</b>	<b>Program plus 2 months suspension</b>
<b>3<sup>rd</sup>. Offense without accident</b>	<b>Termination</b>

**Any Offense with Accident will be Immediate Terminated.**

1 The use, sale, or possession of illegal narcotics, drugs, or controlled substances by company employees while on company time or property or while performing in company business away from company premise is prohibited. ( Company property includes all land, property, building structures, installations, parking lots, means of transportation owned by or leased to the company or otherwise on company premises.) Employees are also prohibited from reporting to work while under the influence of any drug that impairs the body mechanics this means that any over the counter medicine or doctor prescribed drugs that has any warnings of do not drive, or operate heavy, or any machinery or may cause drowsiness the company has a zero tolerance on any and all drugs. Violation of this rule may result in disciplinary action, up to and including discharge. Any such substances may be turned over to the Local Law Enforcement Authorities and may result in prosecution.

1. Employees will not be permitted to work under the influence of any drug or alcohol.

A If the company reasonably suspects that an employee is under the influence of any drugs or alcohol while on company time / premises, or engaged in company business off the premises, the company reserves the right to require the employee to take a medical approved drug test to be given by authorized medical personnel to determine whether the company's rule has been violated. No test will be performed until the "reasonable suspicion" for the belief the employee is under the influence of drugs or alcohol is documented by at least one (1) management official, and until the employee's Union representative, if available, is advised and given a copy, in writing. The Company will pay for the test.

B Failure to submit to the requested test is a violation of company rules and is cause for discipline up to and including immediate discharge.

C If the employee passes the test, the employee will be reimbursed for any lost pay. Further, the fact the employee took such test and the results thereof shall not be including in the employee's personal file.

D If the results of the test show that the employee has violated the rule (the test is positive) then the employee will be asked to take a second test. If the second test is also positive, the employee will be given the option of either (1) immediate discharge; or (2) enrollment in a drug / alcohol rehabilitation treatment program within one (1) week of the second test date. An employee has the right to request and receive a copy of a test report.

E If the employee elects option (2) he/she cannot return to active work until the treatment program has been successfully completed and a drug & alcohol test is given and is negative. If no negative test results are received, or if no test is taken upon completion of treatment program, the employee will be discharged. An employee who drops out of the treatment program before successfully completing it will be terminated immediately.

Following the negative test, the employee may return to work, upon agreement to the following of conditions of employment.

1. Reinstatement and restoration of benefits, such as seniority ranking shall be in accordance with the terms set forth in the Collective Bargaining Agreement between Meyer Steel Drum, Inc. and the

Union regarding return from leave of absence existing as of the date of return to active employment.

2. The employee will be subject to unannounced and unscheduled alcohol and / or drug test for one year following the date of the negative test referred to in the above paragraph 3(D).
3. A positive test for either drugs or alcohol within one year of the negative test will result in immediate termination of employee.
4. Upon return to work, the employee's refusal to consent to unannounced or unscheduled alcohol and / or drug tests will result in employee's immediate discharge.

No pay will be given to any employee who enrolls in treatment program described in this section and who is required to take a leave of absence during such enrollment. However, such individuals who elect to participate in such treatment programs may be covered under the health insurance and / or disability insurance benefits provided by Meyer Steel Drum, Inc.

The Company and the Union agree that this program shall not diminish the rights of individual employees under the State and or Federal Laws pertaining to drug and alcohol testing.

The Union shall have the right to challenge discipline related to alleged substance impairment or to an employee's refusal to submit to a test under the Drug and Alcohol Policy, under the terms of the grievance procedure of the collective bargaining agreement.

The union shall be provided with the name and address of the NIDA testing laboratory. A copy of the consent form and chain of custody form shall also be provided.

#### **Section: (Twenty Six)**

##### **Termination**

Employees who decide to leave the company through resignation are expected to give at least two weeks notice. It is policy of Meyer Steel Drum, Inc. to retain the services of all employees who perform their duties efficiently and effectively. However, it may become necessary under certain conditions to terminate employment for the good of the employee and / or company. The types of termination that exist are layoff, discharge due to performance or disciplinary discharge.

#### **Section: (Twenty Seven)**

##### **Company Property**

Company property is a valuable asset, and costly to replace. All employees must protect it from theft, loss or damage. Company property includes knowledge and information as well as physical goods. Company property is not to be removed from the office, garage or plant.



**“ANY EMPLOYEE WHO VIOLATES THIS POLICY MAY BE TERMINATED”**

**Section: (Twenty Eight)**

**Personal Telephone Calls**

Meyer Steel Drum, Inc. recognizes that employees must sometimes place or receive personal calls on company telephones. However, the telephone system is intended primarily to serve the needs of the business and it is essential that we keep personal use from interfering with that purpose. If you have calls to make, try to do so during break or at lunch or non-work periods and use the public telephone outside the front office.

**Section: (Twenty Nine)**

**Housekeeping**

All work areas should be maintained in a neat and orderly manner. **Employees are not allowed to eat or drink at their work stations and no food or drinks are allowed in the plant.** Personal belongings should be placed in their locker or lunch room; no personal belongings should be left at their work stations.

**Section: (Thirty)**

**Searches**

Supervisors and security personnel have the authority to request that any employee open for inspection any package or other container brought on or taken from the company premises. Random searches of company property, including lockers and desks can be conducted at any time when there is reasonable certainty that property has been taken, in the presence of the Shop Steward. Prohibited items or substances will be turned over to local law enforcement authorities when appropriate. If an employee is found to be carrying company property without authorization, or found in possession of an item or substance prohibited by this policy or refuses to comply with a with a search will be subject to discipline, up to and including discharge.

**Section: (Thirty One)**

**Automobiles**

Meyer Steel Drum, Inc. provides assigned parking facilities for our employees in the fenced in lot south and west of the plant. Automobiles parked for long periods of time will be towed at the owner's expense. Employees are not allowed to work on their personal vehicles on company property at any time. This means on or off the clock on company property. Anyone caught working on their vehicle on company property performing any type of work including washing, air up tires, charging batteries etc, will be disciplined from a write up to being suspended. The company assumes no responsibility for damage to vehicles or theft of articles from vehicles while on company property.

**An employee who operates a company vehicle must follow these rules:**

1. The employee must possess a valid operator's license or valid operator's certificate for the class of vehicle being driven
2. The employee is responsible for any and all motorized vehicles that they operate.
3. **The employee is responsible for inspecting the vehicle at the beginning of each work day which includes all fluid levels, tires, brakes, lights, horn and all safety equipment.**
4. All vehicles that you operate that use propane gas you must make sure that you shut the propane tank off at the end of each day.
5. All employees that ship or receive products are to verify that the Bill of Landing and order matches.

**Section: (Thirty Two)**

**Theft**

Any employees that removes any company property including knowledge and information as well as physical goods from the company property, offices, garages, machine shops, and tool rooms, or any form of scrap in the plant or on company property will be consider theft. Anyone that is caught stealing any company's property will be terminated immediately and turned over to the local law enforcement and prosecuted.

**Section: (Thirty Three)**

**Working Hours**

**Meyer Steel Drum, Inc. does not guaranty any amount of time straight time or overtime to their employees.**

**“ANY EMPLOYEE WHO VIOLATES THESE POLICYS MAY BE TERMINATED”**