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## Company History

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In the winter of 1936, Harold C. Beck made a decision to pursue his novel ideas for improving the temperature control of large industrial furnaces. He was convinced that better temperature control could be obtained by designing an automatic reset mechanism into the actuator that controlled the fuel flow to the furnace.



Full-time devotion to this pursuit meant leaving the relative security of his present employer in the middle of the Great Depression during the 1930's. Product design details needed additional work, first models had yet to be made, and only then could prospective customers be approached in the hope of securing orders.

Harold Beck's conviction in his novel ideas seemed justified within the first year, when the first order for 6 units was received from the Carnegie Illinois Steel Company in Pittsburgh. In the years that followed, a patent was issued for the Beck "Triple Function Mechanism".

In those early days, the Beck Triple Function Mechanism had advantages that no other product could offer; foremost, it offered automatic droop correction of temperature in large furnaces used to produce steel and aluminum. This unique feature meant that steady temperatures could be maintained continuously, without periodic attention from operating personnel, thereby improving product quality and saving fuel.

This early form of automatic process control grew in favor among steel companies in the Pittsburgh and Cleveland areas. When the Aluminum Company of America began its massive furnace building program to provide aluminum needed for aircraft in the early years of World War II, Beck control actuators were used almost exclusively.

By 1943, much of the new furnace capacity needed by the steel and aluminum industries was installed and operating. To keep the business going, government sub-contract work was sought. In the production of Beck actuators, a precision machining capability had been developed, qualifying the Company to produce Norden bombsight mechanisms for the Sperry Gyroscope Company.

During the 50's, the Company continued supplying actuators for projects critical to our country's national defense. Over a period of years, hundreds of Beck actuators were installed in two different electronic aircraft surveillance systems that were strung across the frozen northlands of Canada.

Just prior to the 60's, Harold Beck invited his two sons, Bob and Bruce, to join him in the business. The complementary interests of both sons made it possible for the company to simultaneously improve manufacturing efficiencies while expanding marketing efforts. By 1969, larger and more modern manufacturing facilities were required and the present Newtown Plant was constructed. In 1982 the facility size was doubled to allow for expanded production capabilities.

Continued growth, driven in large part by a new focus on the power generation industry, resulted in additional plant expansions in 1991 and in 1995. Since the late 1980s, the power industry faced

increasing pressure to reduce pollution caused by the burning of coal. Extensive testing conducted by The Electric Power Research Institute (EPRI) showed that plants could achieve significant improvements in efficiency and reductions in emissions through the use of Beck actuators. These efforts led to Beck becoming the “standard” actuator for the most important applications at coal-fired power plants across the United States.

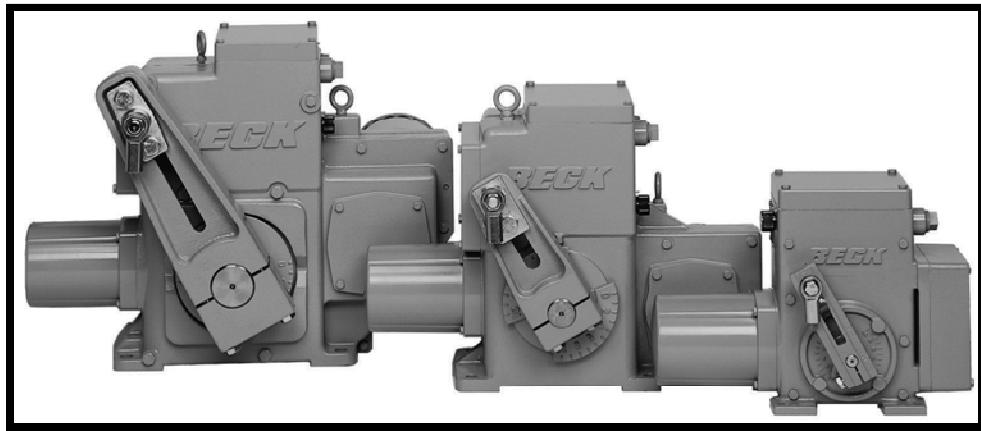
Harold Beck’s grandson, Doug, the son of Bob Beck, joined the company in 1996 as President, continuing the tradition of family ownership. Doug’s vision for the company included product and market diversification efforts, leading the company to develop new products, focus on growth industries, and become established in markets outside of the United States. Once again, in 2012, the Company expanded, adding 24,000 square feet to the existing facility, and now has sales offices in Colorado, Texas, California, India and China; with factory-trained sales agents in several other countries.

The business that began in the steel mills of Pittsburgh and Cleveland during the 1930’s, has now grown into a highly specialized manufacturing organization with installations in more than 70 countries around the world.



## Products

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Harold Beck & Sons specializes in the manufacture of electric actuators which allow power generating and process manufacturing plants to modulate various final control devices, such as valves and dampers, automatically from a remote digital or analog signal. These actuators respond to control signals ranging from simple push-button contacts to sophisticated process control computers. These signals may originate anywhere from a few feet to several miles away from the actuator.

The final control devices selected by plant designers for automatic operation include those that must be repositioned frequently to regulate flows of liquids and gases in the proportions required to produce the desired end product. The response-time and the degree of dependability with which the control drive positions these devices can directly affect product quality and production efficiency, as well as the level of protection provided to people, plant facilities, and the environment.

Beck actuators are installed in thousands of manufacturing plants that produce basic materials from which many consumer products are made. These basic materials include steel and aluminum used in automobiles and beverage cans; fiberglass used to make insulation and reinforcing materials; glass for windows, bottles, jars and tableware; cement, which is needed in nearly all types of construction; paper products of all types; clean water for all of society; and electric power used directly by homeowners and industry alike.

In each of these industries, the decision to buy Beck actuators is based on the customer's belief in our commitment to quality and performance which has been earned by the thousands of installations throughout the U.S. and abroad. For every person in the Beck organization, each day presents a new opportunity to earn and improve that reputation.

## **Mission / Core Values**

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### ***Mission***

Our Mission is to design and manufacture premium electric actuators to assist our customers in increasing reliability, efficiency and control.

### ***Core Values***

- Customer satisfaction is our top priority.
- We are committed to the long-term success of the Company.
- We highly value our employees.
- We will strive to create a climate of open communication, cooperation and respect.
- We will maintain a culture of high morals and ethics in which people are proud to work.
- We will develop productive partnerships with our suppliers by working together to solve problems and increase value.
- Our products will be of the highest reliability, durability and quality.

## **You and Your Job**

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At Beck, we emphasize the importance of individual contributions in achieving Company goals. Every job is important; therefore each individual is seen as a significant contributor to our organization's success and is expected to perform as such. Striving for continuous improvements and operational excellence are key to achieving ongoing growth of the business.

We encourage individuals to participate in shaping our future by working together in the spirit of cooperation that will help us overcome tomorrow's tough business challenges. You are expected to give your best effort, to utilize your skills to the fullest, and to produce high quality work. You can help strengthen the company by taking pride in your work and approaching your job with enthusiasm. Each individual has the opportunity to directly impact the success of the company by teaching and coaching others to solve problems and become more productive.

The Company expresses a concern for you as an individual and as a co-worker. You will find this interest expressed in the policies and procedures described throughout this handbook.

Occasionally, circumstances may deem it appropriate to depart from specific procedures outlined herein. Management reserves the right to deviate from these procedures as an expression of our commitment to continual organizational and personal growth.

## **Employment Stability**

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The Company has a goal to keep the work force intact during periods of reduced customer demand. While we are dedicated to this goal, your participation is essential in order to achieve it. We hope that you will contribute to the best of your ability each day in accordance with our established business principles.

When you join us, the first six months is a period when you and the Company determine whether the job is appropriate for you, and allows us time to evaluate your performance and ability to do the job. Equally important is the determination of your ability to cooperate with your supervisor and fellow employees, while maintaining a positive attitude.

You will have discussions with your supervisor to review your situation during, and at the completion of the six month period. If, for any reason, you or your supervisor determines that an ongoing relationship is not in the best interests of both you and the Company, we hope it will be within the first six months. However, both during the six-month period and also thereafter, a person's employment remains at-will. This means that either you or Beck can terminate the employment relationship at any time, with or without notice or cause.

You are eligible to receive certain benefits during this six-month period if you are a full-time employee. Please refer to the individual benefits for your eligibility status.

## **Equal Opportunity**

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It is the Company's policy to provide equal employment opportunity to all qualified persons, consistent with federal, state and municipal equal opportunity laws. This policy applies to all conditions of employment, including but not limited to the Company's perspective and actions regarding:

- Recruitment and employment
- Compensation and benefits
- Training and apprenticeship programs
- Promotion, transfer, discipline or demotion
- Layoff and termination

It is the policy of the Company that equal employment opportunity will be provided in all areas of the business. Any actions taken by any employee contrary to this policy are unacceptable. It is the responsibility of each employee to follow non-discriminatory practices on the job to ensure that the objective of this policy is achieved. An employee who has questions or concerns about this policy should follow the reporting procedure described in the Non-discrimination and Non-harassment policy.

## **Non-Union Status**

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Unlike some other companies, you don't have to join a union to work at Beck. Management believes that non-union status has been and will continue to be a benefit to every employee.

Management accepts responsibility to create the best inter-personal environment possible through effective communications and respect for each individual. Because you are an individual and should have the right to speak for yourself, open and honest communication between you and your supervisor is encouraged.

Management believes the introduction of a union atmosphere would divide employees and destroy the genuine cooperation so important in getting the work done. Although no organization is free from day to day problems, management feels that a union would create artificial barriers that could make resolving problems more difficult while eliminating the mutual satisfaction that comes from solving problems together promptly and equitably.

## **Two-Way Communication**

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Effective two-way communication requires open and honest dialog between all employees, resulting in better decisions on complex business issues. The following sections describe various ways managers and employees can communicate so effective decisions are made, leading to a more efficient organization.

### **Participative Management**

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Participation by many people is essential for an organization to grow and prosper. The Company management and the supervisors are committed to seeing that your views and ideas have an opportunity to be included in the decision making process. We strive to provide an atmosphere that promotes the exchange of ideas by seeking your opinions, views and ideas on matters that directly affect you and your job.

You in turn, are encouraged to initiate discussions with your supervisor whenever you have an idea or comment to share. You should feel free to ask questions about policies and procedures as well as to discuss problems. Your suggestions and comments are highly valued and are always welcome.

### **Suggestions**

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You are encouraged to make suggestions regarding your job, operations, procedures and other work related items. This includes suggestions to help simplify work and improve efficiency, quality, profitability and the safety of our operation.

Your ideas on methods to save time, energy and materials help the Company maintain a competitive edge, and are essential for continued survival and growth. Your suggestions to improve safety help ensure the long-term health of fellow employees and the organization.

When you have an idea or a recommendation, you should advise your supervisor as soon as you are conveniently able. Your suggestion will be considered by the Company, and it is our policy to offer you a reply regarding your suggestion.

## **Day-to-Day Communications**

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If you have questions about your job, opportunities or general Company policies you are encouraged to discuss them with your supervisor at a convenient time, or possibly in department meetings if appropriate.

If, as a result of your discussions with your supervisor, you feel that you have not received an acceptable response, you may speak directly with the next level of management. Management is sincere in its goal of providing ways to resolve problems equitably and promptly.

Periodic department meetings provide an excellent opportunity for you to learn about and discuss issues and ideas in your work area. These meetings provide an opportunity to share thoughts with your co-workers and supervisor in a give and take atmosphere. Your ideas and observations are needed to make the continuous improvements that are essential for organizational and personal growth.

## **Performance Reviews**

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Although performance discussions are an ongoing activity, you have the opportunity to participate in a more formal performance review with your supervisor on a yearly basis.

The formal review procedure consists of:

- A written performance review prepared by your supervisor.
- A meeting between you and your supervisor to discuss the performance appraisal.
- An opportunity for you to provide written comments regarding your appraisal.

The review process formalizes discussions that may have been ongoing throughout the year and offers an open forum for discussing topics that are not typically raised on a daily basis.

Your review provides you with an opportunity to have detailed discussions about your achievements, job performance and other factors related to your job. It is an important resource to aid in your professional development by defining individual goals and action plans followed by an assessment of actual performance against those plans and goals.

For this evaluation process to be successful, strengths and weaknesses should be identified and discussed candidly. When constructive suggestions for improvement are offered, they should be viewed as opportunities for growth and improvement rather than criticism. We strongly encourage your sincere participation in this important process so that we can work as a team to help the Company and *you* achieve continual growth.

If you are a new employee, a review may take place upon the completion of your first six months of employment. This review can be conducted orally or formally written. You will also receive a formal written review at the end of your first full year of employment.

From time to time, it may be appropriate to move your annual review date. If this occurs, you will be notified by your supervisor. For example, if you receive a promotion or other job change, your annual review date will be changed to the effective date of the change.

## **Bulletin Boards**

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As an aid to internal communications, several bulletin boards are provided for the posting of Company notices relevant to all employees, as well as governmental notices. In addition, with the approval of management, these boards may be used by employees for posting items of general interest to everyone.

The bulletin boards can be an effective means of communication. Your cooperation and good judgment are requested when choosing material to be posted. All items placed on the boards should include the day of the posting and the date to be removed.

Please review the items on the bulletin board on a regular basis.

## **Employee Information Website**

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You have access to a comprehensive website that provides information and forms regarding the Company and the benefit plans. You may access the website at "<http://haroldbeck.com/benefits>". You will be asked for a user name and a password to access the website. The user name is the first letter of your first name and your complete last name, all lower case, without spacing (e.g., "jsmith"). The password is "HaroldBeck" followed by your 3 digit employee ID no. (e.g., HaroldBeck989).

## **Reports to Employees**

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Whenever appropriate, but at least once a year, a group meeting is held for all employees. The purpose of the meeting is to share information that will give all employees a better understanding about how the Company is performing.

Information about Company performance, including sales, shipments, products, future plans and forecasts may be offered. Other topics including benefits, purchases of capital equipment, product changes, and information on the general economy which could affect our future are often discussed in this forum.

## **General Information**

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### **Personnel Records & Information**

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It is important to keep your personnel records up-to-date and accurate. This information is used for benefit eligibility, tax reporting, and other government reporting.

It is your responsibility to promptly notify the Administration Department, in writing, of any changes in your personal status including change of name, address, telephone number, marital status, dependents or beneficiaries. Necessary forms are available on the "N-Drive" under Administration and on the Employee Information Website. Please note that, information of a personal or confidential nature should be sealed in an envelope marked "Administration Dept." and given to your supervisor or an Administration Department employee.

These records are maintained in a confidential manner. No information contained in your file other than your employment status, date of employment and title will be provided by phone. If the Company receives a valid request for additional information, it will respond only with your written approval. Note, however, that the Company will respond to requests for information made by our employee benefit service providers, government agencies and others as required by law.

### **Confidentiality**

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It is the responsibility of every employee to maintain the confidentiality of Company information and activities.

In order to help ensure growth, profitability and steady employment, it is vitally important to maintain confidential data at all times. Treating product design, quality, and pricing information as confidential can help us achieve and maintain our competitive edge. Therefore, you are urged to exercise good judgment when discussing your job and the products and services of the Company. Be particularly cautious when discussing product designs, standards, procedures, unique customer applications, and any financial information shared with you by your supervisor and management.

### **Recreation and Social Activities**

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Throughout the year, we sponsor a variety of recreational and athletic activities that provide an opportunity to socialize with your co-workers outside of the normal work environment. You are encouraged to attend these events; however, attendance is strictly voluntary.

The recreational activities are planned by members of a voluntary planning committee. The focus of the committee is to arrange activities that will be of interest to the majority of employees. Your suggestions are encouraged as they contribute to the overall success of these functions.

If you would like to participate in the Planning Committee, please feel free to discuss your desire with your supervisor. If you have suggestions for activities or would like to lend a hand with an event, please contact a member of the Planning Committee.

# **Pay**

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## **Payroll**

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Payroll is prepared bi-weekly, with the automatic deposit scheduled to be in your account within 24 hours of the payday. Pay vouchers are normally distributed Wednesday afternoon. If a holiday falls on a Wednesday, the payday will normally be on Tuesday. If both Monday and Tuesday are holidays, the payday will be on Thursday. Your pay will include compensation for all time worked through the preceding Saturday.

## **Pay Ranges**

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Every job, whether salary or hourly rated, has a pay range. This range is established from a job description which outlines the basic duties, skills, knowledge and experience required to perform those duties.

Each range has minimum and maximum pay levels which are reviewed each year. Each range is also compared to other internal jobs so correct relationships are maintained. Salary surveys are used to compare our pay ranges with those of other companies within our local geographic area as an aid in the review process.

Your position in your range is primarily determined by your job performance, and overall level of experience as reflected by your ability to perform the full scope of duties required.

## **Shift Premiums**

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Employees who regularly work on the second or third shift will be paid a shift premium of 15%. This shift premium is an automatic adjustment, and is included in your pay. The shift premium applies to special situations such as overtime, holidays, vacation and short-term disability compensation.

## **Merit Increases**

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We believe that every employee's compensation should be based on individual performance and contribution to the overall success of the Company. Therefore, each year your pay rate will be reviewed, and based on your actual performance you may be eligible for a merit increase. The amount of your merit increase takes into consideration cost of living changes and the wage and salary levels of similar positions within our geographic region.

Your supervisor, in consultation with other members of management, will decide the level and timing of your merit increase. Typically, this compensation review occurs at the time of your performance appraisal, but it may take place at other intervals as determined by your supervisor.

## **Exempt & Non-Exempt Status**

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Your job is classified as either exempt or non-exempt to comply with the Federal Wage & Hour Law.

### **Exempt**

You are exempt if you have supervisory, administrative or professional duties and a rate of pay which conforms to certain standards established under the Law.

### **Non-Exempt**

You are non-exempt if you are paid on an hourly basis. Salaried employees are also non-exempt depending on their salary level and responsibilities. If you are non-exempt, the law requires that a record be kept of your hours worked, and guarantees wages at or above the established minimum wage, with pay at time and one-half the regular rate for all hours worked in excess of forty hours in a work week.

If you have questions or concerns about your classification, please discuss them with your supervisor.

## **Time Records**

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The Company requires that all employees submit a record of hours worked and absences. These reports are verified by your supervisor and forwarded to Administration Department for calculating your pay.

## **Employment Status**

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Full-time employment status requires that an employee is hired to work a minimum of 40 hours per week on a permanent basis. An employee hired (or reassigned) for part-time or temporary work will not be considered full-time, regardless of the number of hours worked each week.

To apply to change your employment status from part-time (or temporary) to full-time, see your supervisor. The Company will evaluate your application to become a full-time employee based on a number of factors, including your specific situation and the business needs of the Company.

## **Overtime Work**

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Varying customer requirements sometimes result in higher than planned workloads; you may at times be asked to work more than forty hours a week. If your supervisor asks you to work overtime, your cooperation is anticipated. To minimize the impact on your personal plans, you will be notified of all overtime requirements as early as possible.

Paid overtime may be worked only at the request of your supervisor and must be approved in advance. Due to the Federal Wage & Hour Law, the policy regarding paid overtime is different for exempt and non-exempt employees.

### **Exempt**

If you are exempt, you will not receive overtime pay for casual hours worked to complete your normal duties. You are expected to devote whatever work time is necessary to fulfill your responsibilities. In unusual circumstances, however, and at the request of management, overtime pay may be approved at the normal straight time for any hours worked beyond forty.

### **Non-Exempt**

If you are non-exempt, you will always receive overtime pay for all hours worked in excess of forty per week. Overtime work will be paid at one and a half times your regular hourly rate. Although not required by law, holidays and vacation days during the work week count toward hours worked when determining overtime pay.

## **Travel Expenses**

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When you travel on authorized business, your travel expenses will be reimbursed. This reimbursement includes transportation, meals, hotel room, and other reasonable and necessary expenses. If the anticipated expenses for a business trip are significant, you can request a travel advance from your supervisor.

Expenses for employees who are asked to use their personal cars for Company business whether for short trips or long trips are also reimbursed through a mileage allowance.

To ensure that you are reimbursed promptly, and to keep our cost accounting up to date, please turn in the required travel expense record with receipts promptly upon your return.

## **Bonus**

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The overall success of the Company is directly impacted by the contribution of each employee. As a result, the Company's goal is to share in the success by considering an annual bonus.

The total amount of money available for bonuses, if any, is determined by the Company. Your bonus amount is based on your overall performance and contribution to the Company's success.

## **Additional Policies**

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Company policy is formulated to provide for the successful operation of the business and to maintain a safe and productive environment for you and your co-workers.

If your conduct on the job is not consistent with Company policy or our standards of performance, your supervisor will discuss the necessary corrective actions with you so that policies are adhered to equally by all employees. Management's intention is to resolve problems, while maintaining a safe and productive work environment for everyone.

In addition, we expect all employees to conduct themselves in a professional manner. Honesty is an important Company attribute, therefore, any misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or items of a similar nature, is not acceptable.

Should disciplinary action become necessary, management reserves the right to take whatever disciplinary action it deems appropriate; this action may include, but is not limited to, verbal or written warnings, unpaid suspension or termination of employment. Copies of warnings will be placed in your personnel file.

### **Non-discrimination & Non-harassment**

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The Company prohibits unlawful discrimination, and any type of sexual or other discriminatory harassment, within and surrounding the work environment. This policy applies to all personnel. Anyone who believes he/she has been subjected to such treatment, or is aware of such treatment, must promptly report the problem using the procedures described in this policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or physical conduct when: 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a characteristic protected by law or that of his/her relatives, friends, or associates, and that: 1) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interfering with an individual's work performance; or 2) Otherwise adversely affects an individual's employment opportunities.

Some examples of harassment are: using negative stereotypes, slurs, threatening or intimidating language, comments or jokes of a personally offensive nature or engaging in any hostile acts related to a protected characteristic.

The Company will not retaliate against anyone who makes a report under this policy, nor permit any employee to do so. Retaliation is a serious violation that should be reported immediately.

Each employee is responsible for promptly reporting any possible violations. Reports should be made to an employee's supervisor, the Administration Department Manager or the Company President.

When a report is made, the Company will promptly conduct an investigation in which involved individuals must cooperate and provide complete and truthful information.

Anyone found by the Company to have engaged in misconduct constituting discrimination, harassment, retaliation or for other conduct which the Company deems unacceptable, whether or not it satisfies the legal definition of discriminatory harassment, will be disciplined, up to and including termination of employment.

## **Safety**

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Although the Company and the Safety Committee make every effort to provide a work place free of recognized hazards, a vital part of personal injury prevention lies with you. You can help by following all of the established safety rules, and by accepting the responsibility to be alert and to use good judgment at all times. Promptly report any accident, whether or not it results in an injury, to your supervisor.

A copy of the Beck Safety Guidelines document is provided to each employee on their first day of work, and is also available from your supervisor or from the Employee Information Website. This document includes general rules for your guidance, as well as first aid and fire protection instructions. Because of variations in the work of departments, rules that apply to specific operations or processes will be brought to your attention by your supervisor.

Learn to recognize unsafe conditions, and report them to your supervisor immediately. General suggestions regarding safety concerns may also be placed in the Safety Suggestion Boxes located in the lunchroom and shop areas.

## **Working Hours**

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To ensure efficient production scheduling and complete office coverage, general working times are established as follows:

<u>Shop Employees:</u>	Day Shift:      6:00 a.m. to 2:30 p.m.; or 7:00 a.m. to 3:30 p.m. Other schedules are possible
	Night Shift:    3:30 p.m. to 12:00 a.m.
<u>Office Employees:</u>	8:00 a.m. to 4:30 p.m.; or 8:30 a.m. to 5:00 p.m.

You have some flexibility to establish your own working hours however this must be done in coordination with business needs and approved by your supervisor. A one-half hour lunch period is included in all shifts; longer lunch breaks extend the standard work times appropriately.

Personal scheduling should be guided by the following criteria:

- A 5-day, 40-hour work week, Monday through Friday
- Day Shift hours between 6:00 a.m. and 6:00 p.m.
- Consistency in working hours from week to week

Your supervisor will consider the following organizational needs before granting approval to your request:

- Your need to contact customers and vendors
- Your need to work with other Beck employees
- Overall operational efficiency

With mutual cooperation, your personal needs and Company needs can both be reasonably met through this flexible work schedule.

## **Attendance & Lateness Policy**

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The Company places great emphasis on attendance in the evaluation of each person's performance. Excessive absenteeism or lateness, or failure to properly notify your supervisor, will result in disciplinary action. The need to fill customer orders, meet production schedules and compete successfully requires everyone's regular attendance and daily promptness.

Unplanned absences create inefficiencies within your department, and result in an unfair burden on your co-workers and supervisor, and therefore should only be used when other options are not available. In the event of a serious medical condition, or other matters involving family members, please refer to the FMLA section beginning on page 38.

## ***Reporting Your Absence***

When unforeseen circumstances require you to be late or absent you must report this to your supervisor as soon as possible. If possible, your notice should occur prior to your normal starting time so that disruptions to work schedules can be minimized. The general nature of the illness or injury should be reported if further absences or limitations on your ability to perform your work are anticipated. The timeliness of the notification is your responsibility whether you or someone else calls for you.

## ***Doctor's Statement***

A doctor's written statement is required for any continuous absence of three days or longer, and may be required for shorter absences as well. Information regarding the expected duration of the absence as well as any limitations on your ability to perform your job must be included. This note should be given to your supervisor in a sealed envelope marked "Administration Dept." immediately upon returning to work. Please also notify your supervisor of any limitations in performing your normal activities if so indicated by your doctor.

## **Personal Appearance**

Every employee should dress in a manner which is appropriate given the nature of the work performed. Your personal appearance should provide for necessary personal safety, and convey a professional image to both fellow employees and visitors to the Company.

Employees who work in the shop, or at times enter the shop, must follow the rules contained in Beck's Safety Guidelines. This document is provided to each employee upon hire, and must be strictly adhered to. If you do not have this document, please request a copy from your supervisor.

Office employees are expected to adhere to "professional business attire" standards. For men this includes a button-up dress shirt and dress pants. Ties are appropriate unless you work in a shop or lab environment. Jeans, polo shirts and athletic shoes are not appropriate. For women this includes business-like dresses of a reasonable length, pantsuits or coordinated dressy separates. Jeans, mini-skirts, leggings not covered by an appropriate length dress, and shirts that show midriff are not appropriate.

## **Good Housekeeping**

Clean and orderly work areas make the Company a more pleasant place to work. They also present a professional and businesslike impression to visitors.

While general janitorial services are provided, you are expected to cooperate by doing your share. Your efforts contribute to the health and safety of all, and will set a good example for others.

## **Rest Breaks**

You are not restricted to formal or timed rest breaks. You may leave your work area as personal needs require. Please use restraint in the exercise of this freedom. The smooth functioning of the business depends on everyone being committed to a full day's work.

## **Telephone and Cell Phone Usage**

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The Company provides telephones and other communication devices to employees when necessary to conduct their job.

Personal use of Company phones, personal cell phones, text messaging or other communication devices during work time is not permitted unless for emergency purposes or other important personal matters. Important personal matters would generally not require more than a few uses per week and must be used in a manner that does not detract from your work productivity or safety. Excessive use of phones/texting for non-business matters is not permitted during working hours. Employees are encouraged to conduct personal business during their lunch break or non-work hours.

## **Internet and E-mail**

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The Company's computer and electronic systems, and their contents, are Company property intended for business purposes only. Employees are permitted to use them to perform their jobs, and inappropriate use is not permitted.

Beck does monitor and access its systems, including any information sent, stored or received on them. By using Beck's systems an employee acknowledges Beck's right to monitor usage and understands that their transmissions may be viewed by IT personnel or Administration management. Thus, individuals should not have an expectation of privacy or confidentiality in their use of the systems, including transmissions that are password-protected or have been deleted. Authorized company personnel may inspect, examine or monitor any system at any time without notice.

### ***Inappropriate Use***

Misuse of the Company's systems may result in discipline, up to and including termination.

Examples of misuse include, but are not limited to, the following:

- committing criminal acts, or violating any law, including copyrights or software licenses
- transmitting material that insults, is hateful, or is offensive to others
- engaging in solicitation for personal business or other commercial venture
- transmitting confidential, private, or proprietary information about the Company, its employees or its customers
- accessing pornographic or otherwise inappropriate materials
- playing computer games or gambling

### ***Acceptable Use***

The internet and e-mail systems are to be used for business purposes only. E-mail accounts and Web pages should not be used for anything other than company-sanctioned communications. Personal use of the internet during lunch breaks and after hours is acceptable if the use does not violate any other provision of this policy or Company standards. If you have any question as to what constitutes acceptable use, you should check with your supervisor for additional guidance.

## **Personal Business**

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Whenever possible, personal business such as doctor visits should be scheduled for other than working hours. If time must be taken off during working hours, you should use accrued vacation or take the time at no pay. In some cases, with supervisor approval, this time can be made up during the same week.

In the event you are ill at work, and need to leave for a doctor appointment, the time off would be charged as sick time (see Short-Term Disability).

## **Solicitations**

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Solicitations, collections, distribution of materials, and selling of goods or services of any kind on Company premises is prohibited, except as may be specifically permitted by Beck management. This rule applies to both employees and outsiders. This policy exists to reduce distractions during the work day, and to protect everyone from unwanted discussions and appeals.

## **Tobacco Free Workplace**

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In the interest of improving productivity, personal health and the comfort of everyone, the use of tobacco products (e.g., cigarettes, chewing tobacco, etc.) or electronic smoking devices is not permitted on Company premises; this includes all work areas, rest rooms, the lunchroom and outdoor property.

The Beck health plan provides coverage for smoking cessation aids (patches, gum, Chantix) to all employees and dependents on the Health Plan.

## **Parking**

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A parking lot is provided for all employees. No individual parking spaces are assigned except those reserved for visitors and people with a disability. For convenience to your work area, office employees are requested to park alongside the building, and shop employees at the rear of the building. A lighted area is provided for those of you who work at night.

You are urged to drive safely and courteously on entering, parking, or leaving. Avoiding accidents, injury and automobile damage is everyone's responsibility.

Please lock your car, as the Company will not assume responsibility for the theft of your personal property.

## **Lockers**

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If you work in the shop, you are provided with a locker for the storage of your personal items. If you wish to secure any items in your locker, please provide your own lock. The Company will not be responsible for loss of personal items from your locker.

## **Facility Closings**

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On all scheduled workdays, the Company will normally be open. In the event of an emergency, such as severe weather, management may decide to close the facility. Facility closures will be communicated via the emergency closing hotline, and you need to call the following number for instructions and updates: (866) 201-2877. The phone message will be updated during emergency situations, making it important for you to periodically call in for updates.

In the event the facility is closed, all employees scheduled to work that day, and not already on vacation, personal leave, or other leave, will be paid at their regular rate. Part-time employees will be paid for their regularly scheduled hours if the facility closing occurs on a day that they were scheduled to work.

## **Promotions and Transfers**

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Most job openings within the Company are posted on the bulletin boards. This includes both newly created positions and existing positions that have been vacated. These job openings may present opportunities for promotion as well as transfers within or to other departments.

As a present employee you will be given preference over outside applicants for job openings. However, whether you are in competition with candidates from within, or from outside the Company, your qualifications relative to the requirements of the position will be the most important factor.

If you are interested in any of these opportunities, please discuss your interest with your supervisor.

## **Employee Referrals**

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Although Company policy restricts the hiring and employment of close relatives for full-time positions, you are encouraged to recommend your friends and acquaintances for employment. Experience has shown that individuals with both good job skills and an ability to work well with others are especially good candidates. While we cannot promise to hire people you refer, we do guarantee that every applicant will be given equal consideration.

## **Seniority**

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We recognize that one of our important assets is an employee with an in-depth knowledge of their job, the Company, and its business. You are encouraged to consider your job as a long-term career commitment.

For employees who have been with the Company for many years, special recognition of periodic milestones is made. It is a small way of acknowledging your commitment to the Company and saying "thanks" for years of valuable contributions.

## **Layoffs**

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We are sincere in our policy of avoiding layoffs. If all of the alternatives have been exhausted and a layoff is considered necessary, employees who are laid off will be paid for all time worked, all accrued vacation time, plus one week severance pay. If employment is terminated because of a layoff, state unemployment compensation is normally available. Most company benefits cease on the last day worked. The only exceptions are explained individually for each benefit plan, in the Benefits Section of this Handbook.

## **Termination of Employment**

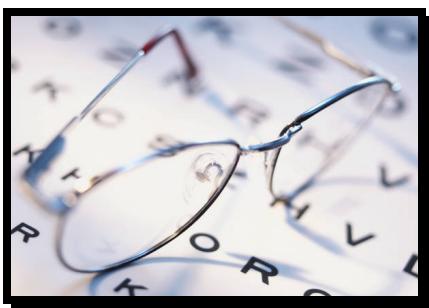
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Termination of employment can be either voluntary or involuntary. Individuals may elect to terminate their employment at any time and for any reason. Likewise, the Company reserves the right to terminate your employment at its sole discretion. In either case, you would receive all pay due for time actually worked, plus accrued vacation time.

If you voluntarily terminate your employment, you are requested to give at least two weeks notice. Most company benefits cease on the last day worked. The only exceptions are explained individually for each benefit plan, in the Benefits Section of this Handbook.

## Benefits

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As a full-time employee, you are provided with a broad range of benefits designed to provide health and income security. Medical insurance is provided through a comprehensive insurance plan; income protection through life insurance and disability plans; and retirement benefits through a profit sharing/401k retirement program.

The following sections give you basic information about the benefit programs. Please keep in mind that this Handbook summarizes your benefits—answers to specific questions are contained in the formal plan documents, or as prescribed by law, which will govern in every case. If you cannot find the answer you need in this Handbook, or on the Employee Information Website (See page 9 for log on instructions), please ask your supervisor for help in getting the additional information you need.

### Coverage

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You, the employee, are eligible for:

- Medical Plan
- Dental Plan
- Vision Plan
- 401k / Profit Sharing Retirement Plan
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Workers' Compensation Insurance
- Life Insurance
- Accidental Death & Dismemberment Insurance
- Travel Accident Insurance
- International Travel Medical Insurance

Your dependents are eligible for:

- Medical Plan
- Dental Plan
- Vision Plan

## **Dependents**

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For the purpose of Beck's healthcare plan, the definition of "dependent" is your spouse and your children who are under the age of 26 and eligible for healthcare coverage. Your children from the ages of 19 through 25 are eligible for healthcare coverage if they have no other employer sponsored health insurance available to them. Children physically or mentally incapable of self-support upon attaining age 26 may also, within 90 days, apply for continued coverage while remaining incapacitated and unmarried. There is no coverage for dependents while in military service. The term "children" includes stepchildren and legally adopted children.

## **Report Changes to your Personal Situation**

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To ensure that you and your family receive proper coverage under the programs, promptly report any changes to your personal situation.

A few examples of status changes that require reporting are:

- You have or adopt a child
- You marry or divorce, or your dependent child marries
- Your child reaches one of the age plateaus described above under "Dependents"
- You want to change a beneficiary on your retirement or an insurance plan.

Forms are available on the company network ("N:\Administration\Company Info. & Forms\Family Status Change\Health Plan and Beneficiary Forms.pdf"), the Employee Information Website, or may be obtained from your supervisor. Upon completion, these forms should be returned directly to the Administration Department. See the Retirement Plan/401k section for changing beneficiaries directly with Prudential.

## **Coordination with Other Plans**

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Your Medical, Dental, Vision and Disability Plans contain a provision coordinating them with other Plans under which you and your dependents may be covered.

When a claim is made, the Primary Plan pays its benefits without regard to any other Plans. Then the Coordinating Plan reviews the claim to consider whether additional coverage can be provided to you. In order for our Plan to coordinate, you and your dependents must use all of the cost containment measures provided in the Primary Plan.

Primary and Secondary Plan coverage is decided as follows:

- The Plan without a coordinating provision is always the Primary Plan.
- If all Plans have such a provision, then The Plan covering the patient directly, as an employee rather than as a dependent, is Primary
- If a child is covered under both parents' Plans, the Plan of the parent whose birthday falls earlier in the year is Primary

## **Medical, Dental & Vision Plans**

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All full-time employees and their dependents are eligible to receive medical, dental and vision insurance through the Company. A summary of current coverage is provided on your first day of work, and each year during open enrollment. Detailed plan information is available in the Summary Plan Description, available on the Employee Information Website. Processing of claims can be checked on the Insurance Company's website - see the Employee Information Website for the URL link.

### **Medical Plan**

#### **Eligibility**

Coverage begins on the first day following 30 days of continuous, full-time employment.

#### **Coverage**

Generally, the plan pays a large portion of medical and prescription drug expenses after any applicable co-pays or deductibles are satisfied.

#### **Annual Cap on Out-of-Pocket Expenses**

There is an annual cap on your out-of-pocket expenses to limit the maximum amount an employee will have to pay for medical coverage in any plan year. Expenses above the annual cap are paid at 100%.

#### **Plan Year**

The plan year is October 1st through September 30th.

### **Dental Plan**

#### **Eligibility**

Coverage begins on the first day following 30 days of continuous, full-time employment.

#### **Coverage**

Generally, the plan pays a large portion of routine dental services and contributes to major services. There is a maximum annual dental benefit per individual, which is established at the beginning of each plan year.

### **Vision Plan**

#### **Eligibility**

Coverage begins on the first day following 30 days of continuous, full-time employment.

#### **Coverage**

Generally, the plan pays a portion of routine eye exams and contributes to the purchase of glasses or contact lenses.

## **Flexible Spending Accounts (FSA)**

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Flexible Spending Accounts can save you tax dollars on your purchases of certain medical products and services not covered by the health plan, as well as eligible dependent care expenses. If you elect to participate, we will automatically take pretax deductions from your pay. These amounts are then used to reimburse you for eligible expenses incurred during the plan year. Once you elect an amount it will continue to be withheld from your pay for the entire plan year. Payroll deductions that are not used in the plan year may be forfeited by you; however, the IRS allows up to \$500 to be carried over to the next plan year. At the end of the plan year, amounts greater than \$500 remaining in your account are forfeited in accordance with IRS regulations. See the Plan Document for specific details.

Pretax dollars come “off the top” of your pay; before federal income taxes or Social Security taxes are calculated. This reduces your taxable income which means that you will pay less in taxes.

Flex Account balances can be checked on the Insurance Company’s website – refer to the Employee Information Website for the URL link.

### ***Eligibility***

You are eligible to participate in the medical FSA after 30 days of continuous, full-time employment and the dependent care FSA after 30 days of continuous, full-time employment.

## **Medical Insurance Continuation Option (COBRA)**

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If you are a covered employee and your Health Plan coverage is discontinued by a “qualifying event”, you and/or your covered dependents may continue coverage. This coverage will be the same as your group coverage and offered at the group rate. You or your dependent will be required to pay the cost of the continued coverage. Conversion options are not available at the end of the continuation period.

You may elect to continue coverage for you and your dependents for as long as 18 months if the qualifying event is: (1) Termination of your employment with Beck (for any reason other than gross misconduct); (2) Reduction of hourly work schedule which would result in a loss of coverage.

A covered disabled employee may elect to continue coverage for an additional 11 months, for a total of 29 months, if during the initial 18 month period the disabled individual received a Social Security determination of disability and provided evidence of the determination to the employer within 60 days of determination. (Federal law permits up to 150% of the normal premium rate may be charged for the additional 11 month period.)

A covered spouse or dependent child may elect to continue coverage for as long as 36 months if the qualifying event is caused by: (1) death of, divorce or legal separation from the covered employee; (2) dependent child becomes ineligible for coverage under terms of the plan (i.e. reaching a maximum age); (3) covered employee becomes eligible for Medicare.

In the case of divorce, legal separation, or dependent child losing eligibility, it will be the responsibility of the employee to notify their supervisor within 60 days of the qualifying event in order to retain the dependent’s right to elect continued coverage. Dependents added to your family after the qualifying event will be eligible for coverage.

## **Short-Term Disability (STD) Insurance**

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The Company self-funds an income continuation program for all full-time employees. This program is designed to offset a total loss of income due to a short-term illness or injury. The amount of Short-Term Disability coverage is related to your length of service.

### ***Eligibility***

Enrollment in the STD program begins after 30 days of continuous, full-time employment.

### ***Service Requirements***

Maximum Annual benefits payable per anniversary year are set forth below, subject to rules pertaining to Absences Extending beyond Employment Anniversary Date.

<u>Service</u>	<u>Weeks at Full Pay</u>	<u>Weeks At Half Pay</u>
30 Days to the end of your 5th month	0	1
Start of your 6th month to the end of your 1st year	1	2
Beginning of your 2nd year to the end of your 2nd year	2	11
Beginning of your 3rd year to the end of your 4th year	4	22
Beginning of your 5th year through all succeeding years	6	20

A year means a full year of employment, starting from the date you first begin work with the Company until the same date the following year. A week means a normal, 40 hour, 5 day work week.

### ***Extent of Plan Provisions***

You receive income from this plan when you are absent from work because of illness or injury. The period of illness or injury may be less than one day or as long as the maximum number of days or weeks for which you are eligible. Benefits continue to be paid until all days of eligibility for a one year period are exhausted. If an illness or injury lasts longer than 3 days, you may be eligible for FMLA or Personal Leave, and will receive related notifications. Approved FMLA or leave of absence will run concurrent with periods in which you are receiving STD or other income replacement benefits. The STD plan includes illness or disability resulting from pregnancy.

### ***How Paid***

Your benefit payments are included in your pay and are treated as income with all standard deductions.

## ***Reporting Your Absence***

Your absence from work must be reported to your supervisor as soon as possible by following the instructions on Page 17, in the Attendance and Lateness section.

## ***Absences Not Covered***

Absences resulting from illness or injury incurred while you are on a leave of absence or during a vacation or holiday are not covered. For example, if you became ill during your vacation, benefits under this plan would not start until the first day you would have normally returned to work.

Benefits will not be paid for injuries or illnesses that are intentionally self-inflicted or are a result of your own misconduct.

## ***Benefits from Other Sources***

Should you be entitled to other statutory disability benefits, including Workers' Compensation, the amount of your benefit from this plan will be reduced by the amount of those payments. However, if you receive benefits from any private or personal disability plans, your benefits from this plan are not affected.

## ***Other Benefit Continuation***

Your coverage and your dependents' coverage under all other benefit programs will continue during the entire period of your STD.

## ***Absences Longer Than Eligibility***

If you use all your entitled STD leave and still are unable to return to work because of illness or injury, you may remain on an approved leave of absence and you may also be eligible to begin receiving long-term disability benefits (180 days of continuous disability). Otherwise, you will be expected to return to work.

All your benefits under the Short-Term Disability plan terminate when you become eligible for benefits under the Long-Term Disability plan.

## ***Absence Extending Beyond Employment Anniversary Date***

If your STD absence continues past your anniversary date of employment, only those benefits which have not been used for the year in which the illness or injury started will be paid to you. After you return to work, you are then eligible for the benefits accrued for your new year should you suffer from an unrelated illness or injury; however, if an absence resulting from the same cause or condition is separated by less than 31 days, it will be considered a continuation of the prior period of disability.

## ***Accumulation of Benefits***

You cannot accumulate unused benefits from anniversary year to anniversary year.

## ***Leave of Absence or Layoff***

If you are away from work due to a leave of absence or a layoff, you will still have those days counted toward your service with the Company. Therefore, even though you are on a leave of absence or a layoff, you will earn an additional year of service on your anniversary date. However, you are not eligible to receive benefits from this plan during those periods of time away from work.

### ***Termination of Employment***

Your short-term disability benefits will cease on the effective date of your termination of employment. No unused benefits are payable upon termination of employment.

### ***Claims Procedure***

Follow the procedures outlined in the Attendance and Lateness Policy section related to "Reporting Your Absence" and the "Doctor's Statement" portions.

## **Long-Term Disability (LTD) Insurance**

As a full-time employee, you are provided an income continuation program if you should be unable to work for more than 180 calendar days (within a 360 calendar day period) due to the same or a related illness or injury. This plan supplements your other employer paid group and statutory disability benefits, so that in total benefits you will receive at least 60% of your normal monthly income, up to a maximum coverage limit of \$2,500 per month. For complete details, see the LTD policy available on the Beck Employee Information Website.

### ***Eligibility***

You are enrolled in the LTD Plan after 90 days of continuous, full-time employment.

### ***When Benefits are Payable***

You will receive LTD benefits when you have met the qualifying period of 180 days of absence from work because of same or a related illness or injury within a 360 calendar day period and your claim has been approved. You will continue receiving these benefits until you are able to work, or, if you are totally disabled, to age 65.

### ***Individual Termination of Employment***

After you begin receiving LTD benefits, your employment with the Company may be terminated, subject to applicable law. If this occurs, LTD payments will continue in accordance with the LTD policy.

### ***Other Benefit Continuation***

Your coverage under the Company's life insurance and AD&D plans will continue for as long as you are employed by the Company or are receiving LTD benefits through the Company; after which you may apply to have the insurer convert your life and AD&D coverage to an individual policy without evidence of insurability.

Your health plan coverage will continue for as long as you are employed by the Company, after which you may continue health coverage at your own expense in accordance with COBRA provisions.

## **Life Insurance**

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As a full-time employee, a life insurance policy is provided for your individual protection and security. For complete details see the Employee Information Website.

### ***Eligibility***

You are enrolled in the life insurance plan after 30 days of continuous, full-time employment.

### ***Coverage Amount***

The life insurance plan will provide each eligible full-time employee with a \$40,000 life insurance policy (\$20,000 if age 65 or older). This insurance amount is not based on annual earnings.

### ***Your Beneficiary***

The full amount of your benefit is payable upon death from any cause to the beneficiary(s) you have named on the Life Insurance Beneficiary Designation Form. Note that this form takes precedence over your Will, and should be updated immediately whenever you wish to change your beneficiary(s). You may change your beneficiary at any time by obtaining a change in beneficiary form from the Employee Information Website or your supervisor.

### ***Claims Procedure***

In the event of your death, your beneficiary should notify your supervisor or the Administration department as soon as possible. The appropriate forms will then be filed with the insurance company.

See the Employee Information Website for more information, including: Exclusions, Conversion Privilege, and Reduction of Insurance at Age 65.

## **Accidental Death and Dismemberment Insurance**

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As a full-time employee, you are provided with an Accidental Death and Dismemberment (AD&D) policy. This policy is part of your life insurance policy. Your AD&D policy pays for losses which are a result of an accident occurring on or off the job while you are insured.

### ***Eligibility***

You are enrolled in the AD&D plan after 30 days of continuous, full-time employment.

### ***Coverage Amount***

This insurance amount is not based on annual earnings. The Plan will provide each eligible full-time employee with up to \$40,000 Accidental Death & Dismemberment coverage (\$20,000 if age 65 or older).

### ***Your Beneficiary***

This coverage is payable to you, except for loss of life. Then, the full amount of your coverage is payable to the beneficiary(s) you have named on the Life Insurance Beneficiary Designation Form. Note that this form takes precedence over your Will, and should be updated immediately whenever you wish to change your beneficiary(s). You may change your beneficiary at any time by obtaining a change in beneficiary form from the Employee Information Website or your supervisor.

### ***Claims Procedure***

In the event of death or serious injury, your supervisor or the Administration department should be notified as soon as possible. The appropriate forms will then be filed with the insurance company.

See the Employee Information Website for more information, including: Exclusions, Conversion Privilege, and Reduction of Insurance at Age 65.

## **Travel Accident Insurance**

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If you are a full-time employee and travel regularly as part of your normal job duties, on overnight trips in excess of 250 miles, you are covered under a group Travel Accident policy.

### ***Eligibility***

If you are eligible for this coverage, you will be notified by your supervisor and will be enrolled after 90 days of continuous, full-time employment. If your position no longer requires you to travel, you will be notified that your coverage is being discontinued.

### ***Coverage Amount***

In the event of death, your coverage amount is \$150,000.

### ***Plan Coverage***

This policy provides coverage on a 24 hour basis for accidental death and dismemberment anywhere in the world, whether or not you are on Company business, until age 70.

### ***Your Beneficiary***

This coverage is payable to you, except for loss of life. Then, the full amount of your coverage is payable to the beneficiary(s) you have named on the Beneficiary Designation Form. Note that this form takes precedence over your Will, and should be updated immediately whenever you wish to change your beneficiary(s). You may change your beneficiary at any time by obtaining a change in beneficiary form from the Employee Information Website or your supervisor.

### ***Claims Procedure***

In the event of death or serious injury, your supervisor or the Administration department should be notified as soon as possible. The appropriate forms will then be filed with the insurance company.

See the Employee Information Website for more information, including: Exclusions and Termination of Insurance.

## **International Travel Medical Insurance**

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As a full-time employee, a medical insurance policy is provided for you while you are on Company business outside of the US. Prior to traveling, you should visit the Employee Information Website and review health care providers available at your destination. It is also important to ensure you download the app, and bring plan information with you.

### ***Eligibility***

You are eligible and automatically enrolled if you are a full-time employee on an international business trip.

### ***Coverage***

Generally, the plan pays a large portion of medical and prescription drug expenses when traveling outside of the United States for business purposes.

## **Workers' Compensation Insurance**

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Should you suffer a work related accident, Workers' Compensation insurance is available to you. This insurance covers a "compensable illness or injury" while performing duties assigned, including work performed away from Company property.

Workers' Compensation will pay hospital, doctor, and medical expenses related to the accident. If disabled for a period of time, the insurance will also pay a portion of your wages. You have the option to integrate your accrued Short-Term Disability Plan Benefits with your Workers' Compensation Benefits.

During the first week of your disability, i.e. Workers' Compensation 'waiting period', the Company will advance compensation to you up to the weekly limit of either the Workers' Compensation Weekly Benefit (a percentage of your average weekly wages, calculated by the State), or your accrued Short-Term Disability Benefit. Upon receipt of Workers' Compensation Benefits, advance compensation must be reimbursed to the Company. Please note that Workers' Compensation benefits are not taxable; Short-Term Disability benefits are taxable.

While you're receiving wage loss benefits from the Workers' Compensation Plan, you will not accrue vacation days.

It is important that the Company receive immediate notification of your accident to satisfy insurance requirements. Failure to promptly report can adversely affect your benefits. Be sure to report all work related injuries to your supervisor immediately, no matter how minor they seem to you. Your supervisor will see that you receive first aid or are taken to the nearest doctor or hospital, if required.

## **Retirement Plan / 401k**

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The Company provides a Profit Sharing Retirement Plan/401k for all eligible employees.

Through the Profit Sharing Plan the Company is able to contribute directly to your retirement plan and the funds are invested per your instructions. The 401k Plan allows you to individually save for retirement using either pre-tax (tax deferred) or post tax (Roth) funds. Each participant has an individual account in the plan, and has various investment alternatives to choose from. The complete Summary Plan Description (SPD) and additional information is available on the Employee Information Website or can be obtained from your supervisor.

### ***Eligibility Requirements***

You are eligible to participate in the Plan after you have been employed for one year in which you worked at least 1,000 hours and have reached the age of 21. If you wish to make contributions to your account upon becoming eligible, see your supervisor or the Employee Information Website for forms and information. The Company will notify you regarding enrollment and provide information about the annual Company contribution prior to the November following your one year anniversary. You must be employed on October 31<sup>st</sup> of the Plan Year to receive a contribution for the year, or meet other eligibility requirements as defined in the SPD.

### ***Company Contributions***

The Company contributes to your retirement plan in the following two ways:

**Profit Sharing Contribution:** At the end of each plan year, the Company's contribution is decided by the Board of Directors based on the profitability of the Company. Your share of the contribution is based on the proportion of your compensation to the total compensation of all participants. There is a six year graded vesting period on this portion of your Plan account.

The Company can only make contributions to the Plan if it has a profit for that year, and the Board of Directors has complete authority to determine whether or not a contribution will be made even if there are profits.

**Safe Harbor Contribution:** At the end of each Plan Year, the Company will contribute 3% of compensation to each participant's account. This is a flat contribution rate to all participants. This is not a matching contribution and no employee contribution is required in order to receive this benefit. There is no vesting period on this amount, therefore you are 100% vested upon contribution by the Company.

### ***Compensation Defined***

The compensation figure used in calculating your share is all earnings during that portion of the plan year that you are a participant, and includes regular earnings, overtime earnings, shift differential, bonus earnings, vacation and holiday pay, but excludes Short-Term Disability payments.

### ***Employee Contributions***

As an eligible participant you should consider the long-term benefits of contributing 401k pre-tax dollars or post-tax (Roth) contributions to your account. All contributions are made through bi-weekly payroll deductions. The annual amount of your contributions is subject to IRS limits, which can be found on the IRS website.

Once eligibility requirements are met, you may begin contributing to your account at any time. You may also "roll" money from outside qualified plans into your account.

### ***Vesting***

Your vested interest is the percentage of your account which can never be forfeited by you for any reason. Safe Harbor contributions and employee contributions are always 100% vested.

The Company Profit Sharing contribution has a 6 year graded vesting schedule. After completing 2 years of service, you will have a 20% vested interest in your account. This vested interest will increase at the rate of 20% per year for each of the next 4 years. After completing 6 years of service, you will be 100% vested. You must work a minimum of 1,000 hours during the 12 months prior to your anniversary date to qualify for an increase in your vested interest.

<u>Years of Service Completed</u>	<u>6 Year Graded Plan % Vested</u>
1	0%
2	20%
3	40%
4	60%
5	80%
6	100%

### ***Investment Options***

As part of the Plan, you can choose from a wide variety of diversified investment options, including stock and bond mutual funds, stable-value fund, and pre-defined portfolio options.

Individual investment advice can be obtained from the plan's financial advisor firm, Raymond James. You can also utilize Prudential's help-line or website to maintain your account and make transactions. Contact information is available on the Employee Information Website.

### ***Individualized Quarterly Statement***

Each quarter you will receive a statement from Prudential showing the status of your account and investments. This statement will be emailed to you, or you can elect to have a hard copy mailed to you.

### ***Loans and Withdrawals***

You may borrow up to 50% of your vested funds, up to a maximum of \$50,000, from all money sources except the Roth money. Loans are available for certain medical expenses; costs relating to the purchase of a principal residence; payments necessary to prevent eviction from, or foreclosure on, a principal residence; burial or funeral expenses; and certain expenses for the repair of damage to the employee's principal residence. These provisions are governed by the IRS definitions as they

apply to hardship withdrawals. These loans are considered “consumer” loans; therefore the interest is not tax deductible.

In-service withdrawals are permitted for participants who are at least 59½ years of age.

Hardship withdrawals are only permitted from employee Elective Deferrals. Regulations regarding hardship withdrawals are governed by the IRS. Hardship withdrawals are allowed for the total amount of employee elective deferrals, and are subject to income tax and, if you are not at least 59½ years of age, a 10% withdrawal penalty on the entire amount withdrawn.

### ***Form of Benefit Payment***

If your vested benefit in the Plan does not exceed \$5,000, then your benefit will be distributed to you in a single, lump-sum payment as soon as practicable following the event that entitles you to a distribution. Qualifying events include termination, retirement, total disability, or death. If your vested benefit in the Plan exceeds \$5,000, then you, or your beneficiary, may leave your money in the Plan or elect a distribution method from the following options:

- Lump-sum payments.
- Periodic payments.
- Direct rollover to an IRA or other, similar account.

Distribution options can be arranged by contacting Prudential Retirement.

### ***Your Beneficiary***

Naming your Retirement Plan beneficiaries is very important. In the event of your death, your account is payable to the beneficiary(s) you have established with Prudential Retirement, or if none are named, they default to the beneficiaries stipulated in the plan document. It is very important to be aware that both your beneficiary election and the plan’s default beneficiary options, take precedence over your Will, and should be updated immediately whenever you wish to change your beneficiaries. You may change your beneficiary at any time online or by contacting Prudential directly.

## **Additional Benefits**

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### **Vacations**

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All full-time employees are provided paid vacation time based on length of service. Your anniversary date with the Company is used to calculate your vacation as follows:

**During your first year of service:**

Vacation will begin to accrue after the completion of 3 months of service and continue until a total of ten days have been accrued. In subsequent years, vacation days are earned based on years of service and are credited proportionally per pay period. When absent on unpaid leave, vacation will not be credited.

<b>During years:</b>	<u>Vacation Days Accrued</u>
2 through 4	10
5 through 10	15
11 through 20	20
21 and over	25

Normally, you may take your vacation days anytime during the year. Your request for specific days should be submitted to your supervisor as far in advance as possible to permit adequate work load planning. If a work load scheduling problem arises due to two or more people in the same department requesting the same vacation period, one or more vacation requests may not be granted; seniority, the date the request was made and operational needs will be considered in making a decision.

You are encouraged to take your vacation time each year; however, you may carry unused vacation time from one year to another.

## **Holidays**

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As a full-time employee, you are entitled to eleven paid holidays each year. Eight of these days are the same each year (see below), and three are scheduled at the discretion of the Company.

<b><i>Thanksgiving Day</i></b>	<b><i>Christmas Day</i></b>	<b><i>Good Friday</i></b>	<b><i>Independence Day</i></b>
<b><i>Day after Thanksgiving</i></b>	<b><i>New Year's Day</i></b>	<b><i>Memorial Day</i></b>	<b><i>Labor Day</i></b>

The dates of the three additional holidays will be announced in the early Fall for the coming fiscal year.

One or more of the Floating Holidays within a fiscal year may be designated as Personal Floating Holidays. Personal Floating Holidays must be used by the end of the fiscal year in which they are scheduled.

All full-time employees who have completed six months of employment will be eligible for the Personal Floating Holidays. Advance approval from your supervisor must be obtained prior to using a Personal Floating Holiday.

Ordinarily, holidays falling on Saturday will be observed the preceding Friday, and holidays falling on Sunday will be observed on the following Monday. Full time employees, who are on unpaid FMLA leave or personal leave will not receive Holiday pay.

Your holiday pay is included in your normal pay. If you are a part-time or temporary employee, you will be paid for holidays in proportion to your actual hours worked during the prior four weeks. For example, if you worked twenty hours per week (one half of a 40 hour week), your holiday pay would be one half of an eight hour day or four hours.

## **Tuition Assistance Program**

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You are encouraged to improve your current job skills, or prepare for different or increased responsibility at the Company. As a full-time employee, the Company will assist you financially if you choose to acquire additional education related to the needs of the organization. You will be reimbursed 100% for tuition and school fees, up to \$12,000.00 per calendar year (based on the invoice date from the school). All courses must be taken from an accredited academic or technical school and pre-approved by management. Books, other materials, and miscellaneous costs such as parking will not be reimbursed.

To qualify for reimbursement you must:

- Have completed 90 days of full-time employment before the start of the course and be employed by Beck at the time reimbursement is requested.
- Have your course approved in advance by management using the approval form available on the Company forms directory or Employee Information Website.
- Not exceed the dollar limit, and achieve a grade of B, or 3.0, or better
- Provide proof of course completion and grade received
- Not be eligible for financial assistance from other sources

Please feel free to discuss your interest in this assistance program with your supervisor at any time.

## **Births / Maternity Leave**

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When a child is born to a female full-time employee or to the wife of a male, full-time employee, the employee is given the birth day off with pay, along with a small gift from the Company in honor of the event.

As a full-time employee, compensation from the Short-Term Disability plan is available for the leave period established by your physician. If you choose to take additional leave, you may also use accrued vacation or you may qualify for FMLA or personal leave. If you are planning to take additional leave, we request that you provide the Company with at least 30 days notice so that we can make temporary arrangements to cover your duties while you are away.

## **Jury Duty**

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It is the responsibility of every citizen to serve on a jury when summoned. As a full-time employee, if you are summoned, the Company will support you in this endeavor by continuing your bi-weekly pay (hourly base pay or salary) while you are on jury duty. When you receive your check from the court, you are expected to endorse it over to the Company.

When you are notified of jury selection, advise your supervisor immediately so the necessary arrangements can be made to carry on your work during your absence. If excused by the court for a day or part of a day, you are expected to contact your supervisor about returning to work.

## **Death in Family**

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As a full-time employee, three days off with pay (hourly base pay or salary) are available to assist you during the period following the death of a member of your immediate family. Your immediate family members are your spouse, child, mother, father, sister or brother.

One day off with pay may be taken to attend the funeral of your grandparent, grandchild or child-in-law; as well as your spouse's parent or sibling.

## **Leaves of Absence**

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### ***Military Leave***

Beck will provide leaves of absence so that employees can fulfill their military service obligations and reinstate individuals from leave in accordance with the federal Uniformed Services Employment and Reemployment Rights Act ("USERRA") and analogous state law. The Company will not discriminate or retaliate against a person because of past, current or future uniformed service obligations, or for taking leave under this policy or protesting any practice which is unlawful under USERRA or state military leave law.

Employees are eligible for leave when absent from work due to service in any of the U.S. Armed Forces, including Reserve units; the Army and Air National Guard; the Commissioned Corps of the Public Health Service; or any other category of service designated by the President of the U.S. in time of war or emergency. Generally, "service" includes active duty, initial and other active duty for training, inactive duty for training, inactive duty training, full-time National Guard duty, absence from work to take an exam to determine fitness for duty, and funeral honors duty performed by National Guard or reserve members. Thus, leave is available in the case of short absences to fulfill military reserve obligations, as well as longer absences associated with regular enrollment in the

military. However, the cumulative length of an employee's military leave generally may not exceed five years, unless one of the legal exceptions to this limit applies.

Employees are required to provide the Administration Department with advance notice of their uniformed service obligations, unless doing so is impossible, unreasonable, or precluded by military necessity. Notice may include copies of military orders, training notices or induction information, or other written notice.

Leave under this policy is unpaid, except as follows:

An exempt employee absent for a part of a workweek due to uniformed service will be paid his/her salary for that entire workweek; however, Beck may credit the pay received from the U.S. government for the workweek in question against the employee's salary for that workweek.

Upon his/her request, an employee may use his/her credited unused vacation during military leave. As during any unpaid leave, the crediting of time off benefits such as vacation will cease during the unpaid leave.

Coverage for eligible employees and their dependents under Beck's healthcare insurance program in effect on the day before the military leave begins may be continued for a period of up to 24 months. If the period of leave is less than 31 days, the employee will contribute his/her regular portion of group health benefits premiums. If the leave is for 31 days or more, the employee will be required to pay the premium to maintain coverage, in accordance with applicable federal and state law. Any employee who is preparing for a military leave is to notify the Administration Department as soon as possible to discuss the handling of benefits during this time away from work and also rules respecting the employee's need to timely return to and/or reapply for reinstatement.

### ***Family and Medical Leave (FMLA)***

The Family and Medical Leave Act (FMLA) is a government mandated employee benefit which provides comprehensive job security to employees who need time off from work to deal with qualified medical issues or specific family situations.

The leave is unpaid, except that an employee may use accumulated vacation, or may receive STD pay from Beck during the leave. Worker's compensation payments or other income replacement benefits from third parties may also be received, depending on the circumstances. If an employee is subject to a state Family and Medical Leave law in addition to FMLA, the more generous provision of either law will apply.

If you have worked for Beck at least 12 months (which need not be consecutive) and at least 1,250 hours during the 12 months prior to the start of leave you are requesting, and there are at least 50 Beck employees employed within 75 miles of your worksite, you may be eligible for FMLA leave.

It is important to note that during FMLA leave, outside employment is prohibited. In addition, FMLA leave runs concurrently with other types of leave, such as STD.

When your supervisor becomes aware that your absence may qualify for FMLA protection, they will notify the Administration Department. You will then receive information from Administration that will guide you through the FMLA paperwork, and provide you with the forms your doctor will need to complete.

Employees are responsible for complying with reporting procedures under Beck's attendance policy, as well as the notification and certification portions of the FMLA law. This is necessary to ensure that the Company remains fully in compliance of federal laws, and also ensures that you receive the full benefits intended by the FMLA regulations.

FMLA leave is available (1) for the birth or placement for adoption or foster care of the employee's child, and to care for the child (2) where the employee is needed to provide physical or psychological care for his/her son, daughter, spouse, or parent with a serious health condition, (3) where, because of his/her own serious health condition (including pregnancy), the employee is unable to perform his/her job functions, (4) because of a qualifying exigency which arises from the employee's spouse, son, daughter, or parent being called to or serving on covered active duty in the U.S. Armed Forces; or (5) for an employee who is the spouse, son, daughter, parent or next of kin of a covered service member in the U.S. Armed Forces with a serious injury or illness to care for the service member. This last type of leave is commonly known as "covered service member" leave.

A maximum of 12 weeks of leave in a 12-month period will be provided for all types of FMLA leave except covered service member leave, and the 12-month period is measured forward from the date an employee first uses FMLA. Leave for the birth or the placement for adoption or foster care of a child must conclude within 12 months after the relevant event. Leave may begin prior to the birth or placement, as circumstances dictate.

The maximum amount of covered service member leave that will be provided is up to 26 weeks in a single 12-month period, and this maximum entitlement is applied on a per service member/per injury basis. The single 12-month period begins on the first day an eligible employee takes this type of leave and ends twelve months after that date. Also, an eligible employee will not be entitled to more than a total of 26 weeks of leave during the single 12-month period for all types of FMLA leave, and the 26-week leave period does not apply when a combination of leaves does not include covered service member leave.

*Serious Health Condition:* A "serious health condition" is defined as any illness, injury, impairment, physical or mental condition that involves either (1) inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with the inpatient care, or (2) continuing treatment by a health care provider. The latter (i.e., "continuing treatment") includes one or more of the following:

1. a period of incapacity lasting more than three consecutive calendar days which renders a person unable to perform regular daily activities and treatment by a healthcare provider either twice within 30 days or at least once but resulting in a regimen of continuing treatment (e.g., prescribed medication). In either case, the initial treatment must be within 7 days of the onset of the incapacity.
2. any period of incapacity due to pregnancy or for prenatal care.
3. any period of incapacity or treatment due to a chronic serious health condition (i.e., one that requires periodic visits to a healthcare provider, continues over an extended period of time, and causes occasional periods of incapacity.)
4. any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective.
5. any period of absence to receive multiple treatments (including recovery from them) by or supervised by a healthcare provider either for restorative surgery after an accident or injury or for a condition which would result in a period of incapacity if not treated (e.g., chemotherapy for cancer, dialysis for kidney disease, etc.).

*Son or Daughter:* For all types of FMLA leave except qualifying exigency leave and covered service member leave, son or daughter means a biological, adopted or foster child, step child, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or is 18 or over and

incapable of self-care because of a physical or mental disability. "Son or daughter" has basically the same meaning for purposes of qualifying exigency leave and covered service member leave, except the son or daughter can be of any age.

"*Persons in loco parentis*" are those with day-to-day responsibilities to care for and financially support a child, or in the case of an employee, those who had such responsibilities for the employee when he/she was a child. A biological or legal relationship is not necessary.

*Parent:* For all types of FMLA leave except covered service member leave, parent means the biological, adoptive, step or foster father or mother, or any other person who stood in loco parentis to the employee when the employee was a son or daughter. In the case of covered service member leave, the parent of a covered service member is the service member's biological, adoptive, step or foster father or mother, or any other person who stood in loco parentis to the covered service member. The term parent does not include parent-in-law.

*Covered Active Duty:* Covered active duty includes certain military duty performed by members of reserve components (i.e., National Guard and Reserves) and members of regular components of the U.S. Armed Forces. Generally, it is limited to duty during deployment to a foreign country.

*Covered Service Member:* Certain current and temporary disability retired list members as well as veterans of the U.S. Armed Forces (including the National Guard and Reserves) may qualify as covered service members. To qualify as a covered service member, an individual must be undergoing medical treatment, recuperation, or therapy, or must be on outpatient status, for a serious illness or injury incurred or aggravated in the line of duty on active duty. In the case of a veteran, the individual must have been a member of the Armed Forces sometime within five years preceding the date on which the veteran undergoes the medical treatment, recuperation or therapy.

*Qualifying Exigency:* Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

*Next of Kin:* The next of kin of a covered service member is his/her nearest blood relative other than spouse, parent, son or daughter.

*Serious Illness/Injury of a Covered Service Member:* The illness or injury either must have been incurred in the line of duty or active duty, or, if the injury/illness pre-existed active duty, it must have been aggravated by service in the line of duty on active duty.

*Intermittent or Reduced Leave:* In the case of your own serious health condition or that of a family member, or to care for a covered service member, you may take leave intermittently or on a reduced work schedule if medically necessary. Qualifying exigency leave can also be taken on an intermittent or reduced schedule. When the leave is for placement for foster care or adoption or for the birth of a child, and to care for the child subsequent to one of these events, you may take leave intermittently or on a reduced work schedule only with the approval of Beck. We will require that you, if at all possible, attempt to schedule leave in a manner that will create the least disruption to Beck. If you request intermittent or reduced leave status, Beck may temporarily transfer you to another position of equivalent pay and benefits in order to accommodate your leave.

Intermittent leave is leave that is not taken all at one time.

Reduced leave is a leave of reduced work hours in a day, or workdays in a week.

*Use of Paid Time Off Benefits:* An eligible employee may elect, or Beck may require him/her, to substitute accumulated paid vacation for the unpaid time off. An employee may also receive STD payments from Beck. Use of vacation or receipt of STD runs concurrent with FMLA leave, and does not add to the total length of the leave.

In a case of intermittent or reduced leave which is unpaid, your pay for any time worked during the leave will be based on the hours actually worked. If you are an exempt employee, reducing your pay for partial days absent due to FMLA leave will not impact your exempt status under the Fair Labor Standards Act.

*Leave Provisions for Spouses Both Working for Beck:* If leave is taken for the birth or placement for adoption or foster care of a child and to care for the child after birth or placement, or to care for a sick parent, the maximum combined leave for these reasons to which the couple will be entitled will be 12 weeks. Also, the spousal combined total limit will be 26 weeks during a single 12-month period (rather than 26 weeks for each spouse) if leave is taken to care for a covered service member(s) or such leave is taken in combination with leave for the birth or placement for adoption or foster care of a child and to care for the child after birth or placement, or to care for a sick parent. However, if leave is taken for his/her own serious health condition, to care for his/her son, daughter or spouse with a serious health condition, or for a qualifying exigency, then each spouse is entitled to up to 12 total weeks of leave.

*Job Restoration:* Most employees who are granted leave will be returned to the same position held prior to the leave, or one that is equivalent in pay, benefits, and other terms and conditions of employment. Employees with compensation in the top ten percent of the Company are eligible for leave, but are not guaranteed restoration to their position if they choose to take leave. If you are one of these employees, Beck may deny you restoration if restoring you to your job would cause substantial and grievous economic injury to operations. Beck will notify you of your status as a "key employee," about whether we intend to deny reinstatement, and, if that is the case and you are on leave, about your right to return to work at the time of notice.

*Employee Benefits:* Your group health insurance benefits will continue during your leave. Both you and Beck will continue to pay your customary portions of the monthly premium. The Administration Department will advise you of the payment due dates. If your health care premium is more than 15 days late, we will notify you in writing. Your health care coverage may cease if your payment is more than 30 days late. If you choose not to return from leave, you may be required to repay Beck's portion of the premium payment. This repayment requirement will be waived if you cannot return to work due to a serious health condition or circumstances beyond your control.

An employee on leave will not lose any employment benefits credited prior to the leave. Of course, credited vacation may be used during a leave. Note that during a period of unpaid leave, crediting of benefits (e.g., vacation) and of seniority is suspended. However, certain exceptions to this rule apply to the Company's STD program and 401k plan, with the latter administered in accordance with the plan document.

*Notifications:* You must provide Beck 30-days advance notice of your need for leave. If emergency conditions prevent such notice, you must notify your supervisor or the Administration department as soon as practicable (i.e., generally within two days of you learning you need leave). To ensure compliance with FMLA and proper return to work processing, the employee must check-in with the Benefits Administrator every 30 days from the start of FMLA leave. When an employee fails to give the requisite notice for FMLA leave, the commencement of such leave may be delayed.

Following notice by an employee, Beck will notify the employee about whether he/she meets basic eligibility requirements to take FMLA leave, and subsequently whether or not the requested leave will be designated as FMLA leave.

*Certification:* Requests for FMLA leave must be supported by appropriate documentation. Certification of the need for a leave occasioned by your own or a family member's serious health condition, or by a covered service member's injury/illness, is required. Beck also requires that requests for qualifying exigency leave and leave due to the birth, adoption or foster care placement of a child be provided by the employee. Beck will provide you with required certification forms and instructions as to any other required documentation. Employees remain responsible for providing complete and sufficient documentation to Beck.

Depending on circumstances, Beck may also require re-certifications. In all cases, an employee is responsible for providing Beck with complete and sufficient certifications and other required documentation. Failure to provide requested supporting documentation within 15 days, except in extraordinary circumstances, may result in delay or discontinuation of leave until the documentation is provided. A leave request may be denied if the documentation is not provided to Beck.

*Dispute Resolution:* If there is a dispute about the opinion provided by your healthcare provider, Beck may require a second opinion by a healthcare provider of its choice, at its expense. If a third opinion is necessary, a third healthcare provider upon which you and Beck agree may be selected, also at Beck's expense.

*Return to Work:* A fitness-for-duty certification is required if you are returning from any leave of one week or longer taken for your own serious health condition. As permitted by law, Beck may require that an employee who has been released from leave of absence for his/her own illness or injury to obtain a return to work physical by a Beck-approved physician prior to their return date. If you do not intend to return to work, we require that you provide us with written notification. If you wish to return to work earlier than expected, Beck requires at least two days advance notice along with a fitness-for-duty certification from your doctor authorizing your early return.

*Problem Resolution:* It is Beck's policy not to discharge or discriminate against any employee for exercising his or her rights under the federal Family and Medical Leave Act. If you experience a problem in connection with any aspect of your treatment, please contact the Administration Department Manager.

*For More Information:* For more information about Family and Medical Leave Act, please contact the Administration Department. Forms are available on the Employee Information Website.

#### Personal Leave

Full and part-time employees with at least 30 continuous days of service who are ineligible for, or have exhausted, FMLA leave may request a personal leave if unable to work because of their own medical condition or for another compelling personal reason. Such leave is granted at the sole discretion of Beck.

Personal leave is unpaid, although Beck may require an individual to use accumulated vacation or the person may receive STD payments or income replacement from a third party.

An employee desiring a personal leave of absence must submit a written request to their Supervisor, or the Administration Department, setting forth the specifics of the request (i.e., specific dates, purpose necessitating leave, etc.), as well as any supporting documentation required by Beck. All personal leaves of absence must be approved by Beck's Administration Department.

The amount of personal leave granted by Beck, if any, will depend upon the particular facts and circumstances of each request. However, in general and subject to applicable law, no personal or combination of personal and FMLA leave will exceed 26 weeks in a 12-month period, measured forward from the date the person first uses personal leave. Benefit eligibility will also depend on each particular request. Also, the employee will be expected to communicate with his/her supervisor and Administration Department before and during the leave concerning updated status and the projected date of return. Outside employment is not permitted during a personal leave of absence.

Business conditions may require that the Company fill your position while you are on leave of absence, as permitted by law. Thus, an employee seeking to return from a personal leave of absence is not guaranteed that their current position or any other position will be available.

An employee on personal leave who engages in other employment while on such leave or who does not return to work on the date the leave of absence expires may be deemed by Beck to have voluntarily resigned from his or her employment with Beck as of the date the leave began.

If interested in this type of leave, you are encouraged to discuss your personal leave request with your supervisor and inquire in advance as to the Company's opinion on whether your position or a similar position will be available.