

Associate Handbook



A division of F&P America Mfg., Inc.

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DOC-0077 Rev K

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Revision History

Revision	Date	Description
C	10/18/2004	Change to posting, promotion & transfer policy
D	01/29/2006	Addition of perfect attendance rewards
E	08/31/2006	Addition of ADA requirements, table of contents & general corrections
F	12/18/2006	401K changes & electronic device clarification
G	02/13/2007	401K corrections & changes to the no harassment/sexual harassment policy
H	03/20/2007	Revised PTO accrual to reflect increase for 20 yrs of service
I	08/10/2007	Added business ethics to complaint procedure & reference to safety incident discipline procedure to injury & accidents section
J	11/16/2007	Added cafeteria food purchase requirements
K	2/28/2008	Addition of service member FMLA
L	01/28/2009	Revised jury duty & bulletin board posting requirements, removed pay telephones & parking sticker references, added items to complaint procedure, associate standards of conduct.
M	10/09/2009	Added nepotism statements to both hiring and posting, promotion, and transfer sections.
N	2/1/2010	Added out of ordinary circumstances in the attendance policy. Added when PTO used on a Friday that associate automatically gets the weekend off in the PTO scheduling policy. Added that HR must review all discipline, including departmental warnings in the Standards of Conduct policy. Added that two below expectations performance reviews results in termination in the Training and Development policy. Added 30 years of service receives \$1,500 in the Service Award policy.
O	4/30/2010	Change in company name due to merger with F&P America 4/1/10
P	6/2/2010	Added to Complaint Procedure that associate complaints will usually be responded to within seven business days.
Q	9/7/2010	Modified Tobacco Use to indicate completely restricted in the work areas (production and office) and can only be used in designated areas. Removed the use of smoke room.
R	12/27/2010	Establish common policies between FPA-FPG. The following policies have been added or modified to match FPA's: Ethics & Compliance (A), Philosophy (E), Position on Unions (E), Compensation Policy - Hourly (A), Jury Duty (E), Communication (E), Lockers (E), Business Equipment (E), Solicitation & Distribution (E), No Work Available Pay (E), Direct Deposit (E), Shift Premium (A), Job Assignment (A), Cell Phone Usage (A), Uniforms (E), Suggestion Program (A), and Safety Guidelines (A)
S	11/23/2012	Changed the following policies to reflect productions change to 4x10 shifts (A) Timekeeping – added table for lunch/rest periods, (B) Overtime Pay, (C) Shift Premium – changed to 5pm – 5am, (D) Bereavement – added note section, (E) PTO Scheduling – revised short notice PTO, (F) Holidays – added table and note section, (G) Posting, Promotion, and Transfer Policy – added 1 week posting, (H) Attendance Standard – added 10-hour shift point system, (I) Entering the Plant – remove sign-in requirements, (J) Cafeteria – remove lunch/break information, (K) Forklifts – added sticker requirement, (L) Other Equipment – added stick requirement
T	1/21/2013	Added the actual anonymous phone number

U	1/12/2015	Changed the following policies per attorney review: (A) Introductory Period – added reasons associated can be terminated during this period (B) Associate Records – add cannot copy or remove file (C) FMLA – added about granting additional time for reasonable accommodation (D) Paid Time Off – added when no carryover request is done that all PTO will be paid out (E) Confidentiality – added 3-year clause (F) Safety & Health Guidelines – added do no use damage equipment or equipment you have not been trained to operate (G) Safety Committee – changed to Safety Team (H) Locker and Personal Property – combined the two together (I) Harassment Grievance Procedure – changed to Harassment Resolution Procedure (J) Complaint Procedure – changed to Problem Solving Procedure (K) Added Social Media Policy (L) Added Vision
A	1/1/2016	New document control system - numbering
B	1/11/2016	Changed attendance policy from 25 points to 13 points.

C	03/17/2017	Update Overtime Pay Policy
D	09/10/2018	Holiday Pay Schedule. Changing how associates on ABCD Shifts are paid during holidays; Compensation & Benefits for Level I, II, & III; Level VII-Level IX Associates working from home; Direct Deposit
E	11/01/2018	Attendance Policy
F	09/24/2019	Added page numbers, modified table of content, corrected grammar and spelling errors. Removed the Alphabetical Index. Clarified Job posting requirements. FMLA modification and clarification. On progressive discipline: removed redundant verbiage and clarified category #3. Leaves of absence changes. Clarify introductory period. Noted the suspension option in counseling section. Cell phone policy was updated. Modified the bereavement section. Clarify the call-in requirement for absence and the no swipe penalty. Some extraneous language removed. Noted that new fathers may get FMLA.
G	6/22/2020	Added clarity on uniform policy.
H	10/26/2020	Updated Bereavement policy Clarification of the 7 th day worked for double time.
I	08/11/2021	Clarification of the length of time pay progression and the need to “meet expectation” to move up in the progression.
J	2/17/2022	Clarify 2.5-minute transition to and from breaks and lunches Clarification of benefit eligibility start timing. Clarification on start of shift premium
K	05/25/2025	Update Corrective Action policy with Progressive Discipline policy. Update classification of family members in Bereavement policy. Update Reasonable Suspicion policy.

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A. Introduction

Mission Statement

F & P Georgia (FPG) is committed to excel in the world's automotive suspension component market and to be recognized as the # 1 supplier in the industry. This goal can be accomplished by providing our customers with unrivaled customer service for the highest quality automotive components manufactured in a cost-effective manner.

These objectives are only obtainable by creating a culture or environment, which is supportive of this goal and with associates who share a common vision for the accomplishment of this mission. To provide this spirit of camaraderie, the following statements will set the direction of operation of FPG.

- We will conduct our affairs on the foundations and principles of mutual respect.
- We will refuse to accept status quo. Our mode of conduct will be Think, Act and Evolve.
- We will face adversity with a spirit of challenge.
- We will maintain flexibility to allow us to make decisions quickly and to respond to change.
- We will be good corporate citizens and add value to the environment and the communities in which we live and work.

Operating Philosophy

FPG is committed to manufacture high quality suspension systems through the application of technology, innovation and efficient work.

We strive to create a work culture where our associates share a common goal that enhances teamwork and improves our ability to successfully drive manufacturing excellence and product leadership.

This culture provides for individual growth through the enhancement of skills, driving improvement with the implementation of suggestions and promotes individual responsibility for quality.

Operating Policies

1. We must observe the following priorities:
 - a. Safety (Priority #1)
 - b. Quality
 - c. Production
2. We believe in the 3A's approach:
 - a. Go to the actual spot
 - b. Look at the actual object
 - c. Confront the actual situation
3. All associates must have the spirit to:
 - a. Take pride in your work and environment
 - b. Seek to learn, analyze, evaluate and improve
 - c. Listen, ask questions and give suggestions
 - d. Willingness to accept a challenge and change
 - e. Be flexible, adaptive and responsible

Ethics & Compliance

FPG Corporate Governance Policy is intended to emphasize our philosophy and commitment to good corporate citizenship and appropriate business conduct. Consistent with this philosophy, it is the policy of F&P Georgia to comply with both the letter and the spirit of all laws. When an associate acts on behalf of FPG, he/she represents us and it is each associate's responsibility to comply with all laws and FPG's policies.

When an unethical or illegal act is observed, the associate is obligated to report it. Reporting resources include:

- Your Supervisor,
- Your Manager, or
- Any Management Member

In addition, associates may use the Open-Door Policy to report issues. Also, associates may report ethical and compliance concerns to the Compliance Officer in Human Resources in any of the following ways:

- E Mail: FPG ethics@fandpgeorgia.com or F Tech Japan at ethics@ftech.co.jp
- Anonymous phone line at 706-378-2629
- US Mail

FPG will investigate a suspected violation. An essential component of the Corporate Governance Process is that no retaliation can be taken for reporting an issue. Retaliation against any associate who in good faith reports a concern about illegal or unethical conduct will not be tolerated.

Compliance and Ethics violations will result in corrective action, up to and including separation from employment.

All associates are the guardians of F&P Georgia's ethics and compliance.

Teamwork

TEAMWORK IS:

- The ability to work together toward a common vision.
- The ability to direct individual accomplishments toward organizational objectives.
- The fuel that allows common people to attain uncommon results. Simply stated, it is less me and more WE.

FPG strives to create a work culture where all associates share a common goal that enhances teamwork and improves FPG's ability to successfully adopt effective and innovative programs. This environment provides for individual growth through enhancement of skills by mastering varied assignments, offering suggestions for improvements and focusing upon individual responsibility.

Position on Unions

We, the leadership of FPG, want our associates to know that we believe a union in our operation is unnecessary. We believe and will practice the philosophy that each associate is an individual with individual needs and we will strive to listen, communicate and solve issues on a consistent basis. This is our management responsibility, along with providing competitive wages and benefits to all our associates. It is your responsibility to make an individual contribution to our production goals and be a dependable team member. It is important that we can directly communicate with and trust each other so we are able to enhance and improve our work and environment together. We are very confident that our associate team can operate successfully without any third-party distractions, expense, input or influence.

If, at any time, you are approached by a union organizer and asked to sign a union authorization card or petition, we hope you will refuse to sign it. Such cards or petitions can be used for the purpose of having a union recognized here. According to the law, you do have a right to belong to a union, but you also have a right to refuse membership in a union.

In those times when we have issues and day-to-day concerns, we must work together to find and achieve the best solution. We believe communication must be free and open between all associates without the possibility of confusion and misguided interpretation of a third party.

We believe that as you grow in your associate relationship with FPG, you will understand and appreciate the tremendous respect and concern we have toward all associates. We

also believe that our philosophy, procedures and policies will create a sense of loyalty to our associates and to our customers. We do not believe a union or any third party would feel this responsibility or loyalty.

B. Compensation and Benefits

Waiting Period

FPG offers great compensation and benefits to our associates. Most of the compensation and benefits begin as soon as an associate is hired full time on one's official start date. However, where noted some benefits have a waiting period.

Introductory Period

Your first ninety (90) days of service (as a temporary associate or direct hire) are considered an introductory period during which, as a new associate, you will become familiar with the job and with FPG. We will, in turn, learn about your skills and abilities.

Attendance during the introductory period is extremely important to establish reliability and for training purposes. Introductory associates will generally be held to the same attendance system as full-time associates. However, attendance points equal to or greater than seven (7) may affect one's ability to be hired full time.

Completion of the introductory period does not alter the right to separate employment by you or FPG at any time for any reason. In addition, at any point during the introductory period, if FPG determines that the associate is not qualified or is not meeting job requirements, employment may be terminated before completing the introductory period or the progressive discipline process.

Associate Records

The Human Resources (HR) Department will maintain pertinent and accurate information with respect to each associate as:

- Home address
- Home telephone number
- EMERGENCY TELEPHONE NUMBERS
- Change of marital status
- Name changes
- Change of beneficiaries
- Changes in federal or state tax deductions

These records are used for compliance with government regulations, benefit administration and other personnel related matters. For your own benefit and protection, as well as that of your family, it is very important to report any changes in the above items to your HR Department immediately.

Personal information will not be provided to parties outside of FPG, except for legitimate business reasons, without your prior written permission, unless required by a legal process or a government body.

If you want to review any portion of our personnel file, you may do so by requesting a time both convenient to both you and the HR Department. You may not remove or copy any portion of your personal file.

Payroll and Timekeeping

Compensation Policy

It is the policy of FPG to provide compensation and benefits which are competitive to those paid for similar jobs in our community and industry. We will maintain our competitiveness by periodically reviewing our salary and benefit structure. During this review, FPG will consider increases in the cost of living, the general economy and our profitability. The hourly associate wage rate has a progressive schedule relating to length of service for the first 24 months of employment or promotion into higher nonexempt level.

A Wage Scale Progression is published following the above noted review of wages. This is available in HR upon request. This document outlines the various non-exempt levels in relation to length of service within the first 24 months. One's progression through the levels is predicated on length of service and having a performance level that meets expectations. An example of not meeting expectations would be having >4 attendance points during the review period.

Timekeeping

It is essential that hourly paid associates maintain an accurate record of your hours worked. An automated time system will be utilized to provide the records required for payroll and job costing purposes. No work may be performed unless reported in the time system – no hourly paid associate is allowed to work “off the clock.”

The work week begins on Monday and ends on Sunday. For associates who are paid hourly, the work shift would consist of one the following schedules:

Hours Paid	Lunch Period (Unpaid)	Rest Periods
8	30	2 – 10 minutes
10	30	2 – 15 minutes
12	30	3 – 15 minutes

In an effort to promote a safe transition we allow 2.5 minutes to get to and from breaks and lunches.

In order to maximize equipment efficiency and departmental coverage, lunch and rest breaks are staggered within the department. Your supervisor will notify you of your lunch and rest period schedule. No work may be performed during the lunch period. In the rare occasion you should be required to return to work before your lunch is complete, this time will be compensated.

FPG reserves the rights to alter or change working hours to meet business needs. Schedules may vary by departments and some associates, depending upon their responsibilities, may be required to work alternative schedules.

Overtime Pay

The work schedule may at times be modified or extended to accommodate the needs of our customers, which can result in the need for some associates to work overtime hours. Reasonable efforts will be made to consider the desires of individual associates in the assignment of overtime hours. However, associates may be required to work overtime when it is deemed necessary to meet the demands of our customers.

The Supervisor will assign voluntary or mandatory overtime to the associate in a particular job for which overtime is required. In no event will an associate be allowed to work overtime without prior approval of the Supervisor.

Time missed during the week except for approved paid time off is not considered working time for the calculation of overtime compensation. Pay for holidays, vacation, jury duty, approved PTO and bereavement leave, within the policy allotment, will be counted as hours worked for overtime purposes.

Hourly associates will be paid overtime at time and one-half the regular rate for hours worked in excess of forty (40) hours per work week. All hours worked on the **seventh** day of your scheduled work week (all scheduled work weeks start on Monday) will be paid at two times your regular pay rate.

Travel Pay

Hourly paid associates, who are required to travel on Company business, shall have all travel time counted as hours worked. Once the associate has arrived at the destination, time not considered part of the normal workday is not to be calculated as hours worked.

All travel time must be approved by the supervisor and reported via the payroll record system.

No Work Available Pay

On rare occasions, FPG could declare “no work available” in certain areas of the plant. Should this occur, FPG will provide you with verbal or written notice not to report to work or make a reasonable attempt to contact you.

If FPG is unable to contact you (and your contact information is accurate), or if time constraints prevent advance notification, you will be provided at least three hours of work

in another position or you will receive three hours of pay at your regular straight time pay rate.

This provision will not apply if the lack of work is caused by weather, power, gas or water failures or other causes beyond the control of F&P Georgia.

Call-Back Pay

If you are called back to work after you have completed your shift and left the plant, you will receive a minimum of three hours' pay at your regular straight time pay rate (or at the time and one-half overtime rate, if applicable). If the work for which you are called to complete does not provide you with three hours of work, you may be assigned other work for the remainder of the period.

If you are called in prior to the start of your regular shift, and work into your shift, Call Back Pay does not apply.

Shift Premium

If you are assigned a shift beginning between 4:00 pm and 5:00 am, you will receive a shift premium for all hours actually worked, including overtime hours compensated at the appropriate rate.

Direct Deposit

FPG requires electronic deposit of earnings into the bank and/or savings institution of your choice, as well as multiple accounts. This service offers you convenience by eliminating the need to take your check to the bank for deposit. For those associates unable to open a traditional bank account, pay cards should be utilized.

On designated paydays, you will receive a deposit notification itemizing your hours of work, your payroll deductions and the amount of your deposit. To complete the necessary forms for this service, contact your HR Department.

LEAVES OF ABSENCE

An unpaid leave of absence may be granted to associates to provide time away from your job to meet family or military obligations that cannot otherwise be arranged while actively employed. For non-FMLA leaves or non-military related leaves, FPG reserves the right to grant or deny a leave on the individual facts of each case.

Family and Medical Leave Act (FMLA)

Under the terms outlined in the Family and Medical Leave Act, eligible associates may be granted up to twelve (12) weeks of unpaid leave in a rolling one-year period under the following circumstances:

- The birth of the associate's child
- Placement of a child with the associate for adoption or foster care.
 - In cases involving bonding time for birth, adoption, or foster care.
 - Leave time must be taken in one continual period and within twelve months of the qualifying event.
 - Where both parents are associates, a combined maximum of twelve weeks leave may be taken.
- When the associate is needed to care for a child, spouse or parent who has a serious health condition.
- When the associate is unable to perform the essential functions of his / her position because of a serious health condition.
 - In cases involving an intermittent FMLA, leave is approved for medical appointments, you must make reasonable efforts to arrange the least disruptive schedule.
- In the event of a workman's compensation case, FMLA time will automatically run concurrently.
- An associate taking FMLA (other than in the event of a worker's comp case) will also be required to take PTO concurrently up to 40 hours. This will ensure that associates are paid for their time off.

Eligibility for Leave of Absence:

To be eligible to take a leave under one of the above circumstances, you must have been employed for at least **twelve months** in total and have worked at least 1250 hours during the most recent twelve-month period prior to the leave. Appropriate medical certification supporting the request for a leave of absence due to a serious health condition must be submitted to the HR Department within fifteen (15) days of receipt of the form or leave may be delayed. A request for an FMLA leave must be made at least 30 days in advance, or as soon as possible in the event of an emergency or unforeseeable circumstance. Associates are encouraged to complete documentation and provide requested medical certification for review and approval prior to the start of the leave.

SERVICE MEMBER FAMILY AND MEDICAL LEAVE

The federal Family and Medical Leave Act (FMLA) also entitles eligible associates to take leave for a covered family member's service in the Armed Forces ("Service member FMLA").

Associate Entitlement to Service member FMLA

Leave Entitlement

Service member FMLA provides eligible associates unpaid leave for any one, or for a combination, of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or

- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

Duration of Service member FMLA

- When Leave Is Due to A "Qualifying Exigency": An eligible associate may take up to 12 workweeks of leave during any 12-month period.
- When Leave Is to Care for an Injured or Ill Service Member. An eligible associate may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
- Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

Leave of Absence for Associates Ineligible for FMLA

All associates who have completed the introductory period may be granted up to six (6) weeks of unpaid leave during their first year of employment for medical or personal reasons in the discretion of FPG, when an associate is ineligible for FMLA because of length of employment. The procedures for requesting FMLA leave are followed, so please refer to *Family and Medical Leave of Absence* policy for covered circumstances and leave request instructions. Any associate who wishes to request an unpaid leave (other than FMLA) must submit a written request to HR stating the reason and the anticipated date of the beginning and the end of the leave. Associates who are not eligible for FMLA or have exhausted available FMLA leave may be granted additional leave as a reasonable accommodation of a covered disability. Contact Human Resources for information about this leave.

Military Leave of Absence

If you are an associate of FPG and you enter the U.S. Armed Forces, an unpaid military leave of absence is available in accordance with the terms of applicable law. You will retain your service credit if you apply for reemployment within legal limits after discharge from the military service.

If you are serving in the National Guard or Reserve unit, you will be granted an unpaid leave for temporary duty.

When you are scheduled to participate in military training or service, you should notify your supervisor as soon as possible and submit a copy of your orders to your HR Department.

Jury Duty

F&P Georgia will compensate associates for eligible time away from work to serve on required jury duty. If you are absent from your normally scheduled work shift to serve on a jury, you will be paid your regular straight time pay for the hours you would have

regularly been scheduled to work, excluding any overtime hours. It is expected that if the full day is not used on jury duty, you will report for work.

As soon as possible after receipt of summons and in advance of the jury duty date, associates are required to present a copy of the summons to their supervisor and Human Resources. The summons serves as a basis for authorizing time off. Evidence of jury duty service must be presented to HR upon completion of jury duty.

To be considered on jury duty, you must actually serve. Being “on-call” does not qualify you for jury duty if you are released and told not to report to the court. You must have received payment for each day you are absent.

Bereavement Leave

FPG recognizes the emotional difficulties associated with the death of a family member and will provide time off with pay. In the event of a family member’s death, you should notify your department supervisor and provide all relevant information. Upon your return from bereavement leave please supply HR a copy of memorial folder from viewing or funeral notice. An associate is eligible for paid bereavement leave immediately upon hire.

Bereavement leave is provided for only the family members listed below:

Family Relationship	No. of Paid Days Off	Detail
Immediate Family Child, Spouse, Parent, Parent-in-law, Step Child, Step Parent, Sibling, Step Sibling	5	Must be initiated within four (4) workdays following the date of death.
Extended Family Grandparent, Grandparent-in-law, Step Grandparent, Grandchildren, Step Grandchildren, Sibling-in-law	3	Must be taken within four (4) workdays following the date of death.
Extended Relative Aunt, Uncle, Niece, Nephew	1	Must be taken within four (4) workdays following the date of death.

NOTE: One (1) unpaid day per calendar year MAY be used for relationships not included in the standard bereavement policy if your department is able to accommodate the absence (a copy of memorial folder from viewing or funeral notice is required).

If you lose more than one (1) family member listed in the chart above on the same day, or within days of each other, you may receive bereavement leave for each death.

If you are on Paid Time Off at the time of the death of a family member, you will be permitted to use bereavement leave instead of PTO. Additionally, Paid Time Off may be used to extend the bereavement leave.

If you are called away from a shift due to a death in the family, you will receive a full day of bereavement pay in addition to pay for actual hours worked on that day.

In the event of a miscarriage, the number of paid days off will be assessed on a case-by-case basis not to exceed 5 paid days.

Benefit Eligibility

FPG offers an extensive and flexible benefits program to fulltime associates and their eligible dependents. These benefits are a significant portion of the total compensation that you receive as an associate.

Associates and their dependents may participate in the program on the first day of the month following thirty (30) days of employment, unless otherwise stated.

If you elect not to participate at this time, you must wait until the next open enrollment period.

This benefit review is designed to briefly summarize your benefits programs. For specific information, please contact a HR Department team member. Detailed plan documents or insurance policies are available for your review. In the event of a discrepancy between this and any other summary or information about your benefits, the official Plan Document is controlling or in the case of benefits which do not have a Plan, the applicable insurance or FPG policy.

If you lose coverage because your employment relationship ends or your hours are reduced, you may be eligible to continue your medical and dental benefits at your expense through COBRA. See your HR Department for more details regarding COBRA.

Medical Care Benefit Plan

The FPG Medical Care Benefit Plan protects you and your family from the financial hardship associated with the medical expenses due to a serious illness or injury.

As a full-time associate, you and your eligible dependents may participate in the Medical Care benefit program on the first day of the month after you complete 30 days of service. If you do not enroll in the program as a new associate, you will be able to participate in this benefit program only if you enroll during an annual open enrollment period or if there is a loss of coverage that falls within the guidelines of benefit eligibility guidelines.

FPG pays the largest portion and the associate shares a small portion of the cost of the monthly premium for you and your eligible dependents. Your portion of the premium can be deducted from your paycheck on a before-tax basis; lowering your taxable income reducing your tax on your income.

Dental and Vision Benefit

As a full-time associate, you and your eligible dependents may participate in the Dental and/or Vision benefit program on the first day of the month after you complete 30 days of service. If you do not enroll in the program as a new associate, you will be able to participate in this benefit program only if you enroll during an annual open enrollment period or if there is a loss of coverage that falls within the guidelines of benefit eligibility guidelines.

FPG pays the largest portion and the associate shares a small portion of the cost of the monthly premium for you and your eligible dependents. Your portion of the premium can be deducted from your paycheck on a before-tax basis; lowering your taxable income reducing your tax on your income.

Disability Compensation

Associates who require time away from work due to non-occupational illness and injury may be eligible to be paid for a portion of their lost compensation. The determination of benefits is based on the applicable provisions of the FPG short-term and long-term disability plans.

All associates are eligible for short-term disability the first of the month following thirty days of employment. The long-term disability plan supplements lost pay in the event an associate is totally disabled and unable to work for a period longer than six consecutive months.

Life Insurance

As a full-time associate, you will receive group term life insurance benefits paid by FPG, which is equal to one and one-half of your base salary rounded to the nearest thousand. The maximum amount of coverage is \$150,000.

Additionally, accidental death and dismemberment insurance is provided with coverage of one and one-half of your base salary. The maximum amount of coverage under the AD&D plan is also \$150,000. All benefits are paid to the person (s) that you designate as your beneficiary.

Retirement and Savings Plan

The FPG Retirement and Savings Plan is a defined contribution plan that provides associates with the opportunity to plan for their future financial short and long-term goals through associate and company contributions to a plan which provides diverse investment options.

Your contributions and investment choices may be personalized to fit your own personal needs at any stage of life. The decision is yours as to how much you contribute to your account and which of the many investment choices are best for you. Advice and guidance are available from Fidelity which is the Plan manager.

Your Retirement and Saving Account consists of contributions made by you and can range from 1 – 14% of you before tax compensation.

You can participate in the fund the first of the month following your completion of 90 days of employment.

Any matching contributions made before 2007 will follow the vesting schedule below on the left. Contributions after 2007 will follow the matching percentages on the right.

<i>Before 2007:</i>		<i>After 2007:</i>	
<i>% Vested</i>	<i>Year(s) of Employment</i>	<i>Associate Contribution</i>	<i>FPG Match</i>
20%	1	1%	1%
40%	2	2%	2%
60%	3	3%	3%
80%	4	4%	3.5%
100%	5	5%	4%

You are always 100% vested in the contributions that you make to the account.

Paid Time Off

FPG provides Paid Time Off (PTO) to full time associates on the 1st of the month following their start date to provide associates for personal time away from work without loss of pay. Each month that you work a minimum of 120 hours, you will earn an accrual of a designated number of PTO hours (see chart below) to your paid days off account. These hours will be utilized to compensate you for vacation periods, plant shutdown periods and any other unpaid days not included in other Company benefit programs. Paid time off can be requested and taken in 2 (two) hour increments. Your paid time off accrual will be based upon the following schedule:

Length of Service	Earned Annually
0-2 years	72 Hours
2-3 years	96 Hours
3-7 years	120 Hours
7-10 years	144 Hours
10-20 years	168 Hours
20+	200 Hours

Employees may use 3 days of EPTO each year. 1 day may be used in 2-hour increments, the others may be used as full days; all other days must be requested 24 hours in advance.

Your paid time off balances will be tracked through the timekeeping system and associates have the ability to view balances at any time. At the end of the calendar year, you can elect to carry a maximum of 40 hours of your paid time off balance into the next calendar year or have the balance to your account paid to you at your regular hourly rate on the first pay period of the new calendar year. If no carryover request is made in writing to Human Resources, unused and accrued PTO will be paid to the associate the first pay period after the close of the previous calendar year. Accrued and unused PTO hours in excess of 40 will be paid out automatically.

Paid Time Off (PTO) Scheduling

Your supervisor is responsible for scheduling PTO so that work is completed efficiently. Therefore, circumstances may require that PTO be rescheduled to a more appropriate time. The associate who makes the request at the earliest date will generally be allowed first choice of approved PTO.

PTO should be requested at least twenty-four (24) hours in advance to taking the time off. PTO may be scheduled in no less than two-hour increments.

Depending on schedule, associates can use either eight (8) or ten (10) hours per calendar year of their PTO for Short Notice. This means that for emergencies and illness that associates have the ability to utilize PTO without giving twenty-four (24) hour notice. Short Notice PTO can be taken in two (2) hour increments. NOTE: Associates working shifts in excess of 10 hours MUST use 10 hours of Short Notice PTO and two (2) hours of PTO or No Points/No Pay to cover a full day absence.

Short Notice time cannot be utilized before and after a holiday or shutdown unless a doctor's excuse or other documentation is provided verifying the emergency or illness.

Associates who received approved PTO for a Friday automatically have that weekend off without the use of additional PTO. Associates can elect to work the weekend even if they have approved PTO on a Friday.

FPG is a just-in-time supplier of automotive components, which means our work schedule, to a large part, is determined by the parts requirements of our customers, which are constantly changing. FPG may declare a plant shut-down period when and if our customers declare annual shut-downs. When this occurs, associates will be notified as far in advance as possible to manage their paid and unpaid time off.

Associates are allowed to "borrow" from their expected earned PTO in a given year once they have completed the probationary period. Should an associate have a negative balance on their PTO account (i.e. they took more PTO than they earned) then FPG will charge the associate for the overage at the end of the year.

Holidays

Certain associates of FPG enjoy designated paid holidays in the calendar year. Listed below are the paid holidays for each shift schedule:

Designated Holidays	8 - hour M-F	10 – hour M-TH	12 – hour F-Sat-Sun
New Year's Day	8	10	0
Martin Luther King Jr Day	8	10	0
Memorial Day	8	10	0
Independence Day	8	10	0
Labor Day	8	10	0
Thanksgiving Day	8	10	0
Friday following Thanksgiving Day	8	0	0
Christmas Eve	8	0	0
Christmas Day	8	10	0

NOTE: Holidays are compensated for the number of hours listed above. Associates working the 12-hour weekend shift will receive an additional per diem instead of holiday pay. If a Holiday falls on your scheduled day off, you are not eligible for Holiday pay.

From time-to-time associates may be scheduled to work on a designated holiday. In this case, associates will receive one and one-half time their regular hourly pay-rate for hours worked on that day.

In order to qualify for pay for the holiday or the holiday period, each associate must work or be on paid leave (approved PTO, jury duty, paid bereavement) the full scheduled day before and the full scheduled day after each holiday. To be eligible to receive holiday pay, the holiday must fall after the first of the month following thirty (30) days of employment for newly hired associates. Holiday pay is paid at the associate's regular hourly rate.

Suggestion Program

FPG encourages associates to be involved in the daily operations with an emphasis on continuous improvement and associate development. Our Suggestion Program is a forum for motivating associate involvement, treating our associates as the most valued resource through rewards, recognition and management support. We promote innovative ideas, teamwork and continuous improvement in our workplace. Associates who contribute to the overall success and future of FPG through suggestions may be eligible to receive incentives and/or awards. Contact HR for additional details on the program.

C. Employment Policies Diversity / Equal Employment Policy

Workplace diversity broadens the perspective of daily operations and business decisions. To build upon a diverse workforce is a competitive advantage and FPG strives to promote this advantage in our operation. Therefore, it is the policy of FPG to recruit, hire, train and promote individuals who are qualified for any position by reason of education, training, experience and behavioral characteristics, without regard to age, race, color, religion, sex, national origin, qualified disability, genetic information or veteran status. All associates are expected to support and comply with this policy.

Employment of Individuals with Disabilities

In compliance with the Americans with Disabilities Act Amendments (ADAAA), our Company will not discriminate against otherwise qualified individuals with disabilities with regard to any term, condition, or privilege of employment. This includes: recruitment, selection, training, assignment, promotion, compensation, benefits, and standards of conduct, administration and discharge. We will make reasonable accommodations for the known physical and mental limitations of otherwise qualified individuals with disabilities, unless doing so would impose an undue hardship on FPG.

In general, an applicant or associate with the disability is responsible for notifying FPG that an accommodation is needed. An accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

If you have any questions or you would like to request a reasonable accommodation for a physical or mental impairment which interferes with your ability to perform essential job functions, please contact Human Resources.

Recruiting and Hiring

In the recruitment and selection of associates, it is the policy of FPG to further the principles of equal employment opportunity by seeking qualified persons who are suited for the positions available by reason of experience, education, training, interpersonal skills and general ability and without regard to age, race, color, religion, sex, national origin, qualified disability or veteran status. This policy will be made known to employment agencies, company personnel and all recruiting sources used by FPG. In all solicitations and advertisements for associates, FPG will use the specific reference to its status as "An Equal Opportunity Employer." FPG permits the employment of qualified relatives, as long as such employment does not in the opinion of the company, create actual or perceived conflicts of interest.

Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and success of this organization. During your employment here, you may have access to such confidential information or trade secrets, including but not limited to customer lists and files, model change plans, research and development projects, product and process designs, future production plans, methods and materials, and

financial information. Absent written approval from senior management or the Company President, associates shall not at any time during their employment or at any time thereafter, directly or indirectly reveal or cause to be revealed any trade secrets of F&P Georgia or its customers or suppliers obtained by them as a result of their employment with FPG. Associates shall not at any time during their employment or thereafter, directly or indirectly reveal or cause to be revealed any trade secrets of FPG or its customers or suppliers obtained by them as a result of their employment with FPG. Associates shall not at any time during their employment or for three (3) years thereafter, directly or indirectly reveal or cause to be revealed any confidential information of FPG or its customers or suppliers obtained by them as a result of their employment with FPG. Any associate who discloses trade secrets or confidential business information in violation of this policy will be subject to corrective action, up to and including separation from employment and/or possible legal action.

Bulletin Boards

Bulletin boards are utilized as informational tools to keep you current on government regulations, company changes and updates to policy, safety issues, job openings and recreational announcements and plant activities. FPG bulletin boards are limited to Company use.

Bulletin board designated for associate use is available in the hallway at the associate entrance. Associates wishing to utilize a section of the board to sell personal items or to post personal notices should fill out a 3 X 5 card and submit to HR for posting. Submissions may be made to HR on an anonymous basis.

Once posted by HR, items will remain on the bulletin board for seven (7) days from the date stamped, and will be removed and discarded after the seventh day of posting. Information submitted to HR for posting that is derogatory, offensive, hostile, commercial or political will not be posted. Anything posted on the outside of the bulletin board will be removed immediately.

Check with the HR Department if there are any questions or problems relating to the bulletin board.

Posting, Promotion and Transfer Policy

People are the foundation of our business. Dedicated and capable associates build great products and provide momentous service. Our success as a company can be measured on our ability to recruit, retain, develop and promote a well-qualified workforce. Consistent with this, our goal is to develop and promote with-in. For skilled, salaried, and newly created jobs, we will attempt to fill positions by promoting associates who have the required skills and qualifications to move to positions of greater challenge and responsibility. This is accomplished through a job posting system.

There will be occasions when a job opening requires special skills and qualifications FPG determines are not available within the facility or FPG determines that it would be

too disruptive to remove an existing associate from their current position. In this case, the job will be filled by hiring or in some instances transferring associates from another plant location.

FPG will not promote, transfer, or retain an individual in a position when doing so establishes a situation where one relative would directly supervise another. In rare instances, due to marriage, adoption, or production needs this situation may exist, but it will generally not be permitted to exist for no longer than 60 days. For purposes of this policy, “relatives” will include, at a minimum, those individuals for whom an Associate is entitled to take bereavement leave.

In certain circumstances, it may be necessary for FPG to modify the selection process of candidates for vacancies including the following situations:

1. **Start-ups:** For new line start-ups it may be necessary to limit the number of candidates who change positions to ensure no serious disruption of production from one specific recruiting area.
2. **Abnormal Situations:** Managers must have the ability to react to abnormal situations which may involve appointing an associate(s) to a temporary position. Temporary positions generally do not exceed three (3) months.
3. **Medical/Restrictions:** Assigning associates as an accommodation of a covered disability or due to medical restrictions and as a result, the assignment will not be posted.
4. **Full-time Positions occupied by Temporary Associates:** At times, Management needs to assign temporary associates based on the balance of positions across all shifts. These positions will not be posted.
5. **Compliance of all Government Mandate Laws/Regulations.** In a limited number of situations, it may be necessary to temporarily assign an associate to a position to comply with government mandated laws / regulations. (e.g. military leave, FMLA)

This policy will cover the transfer of level 3 through 9. It is designed to facilitate a clear understanding of the timing and rules around an associate switching from one department to another. The goal is to make clear to the associate and the department of when critical dates are to be met.

Definitions

1. Award Date: the day that a given job is assigned to an associate by HR.
2. Calendar working week: 5 full days. A holiday or shutdown does not count. (i.e. If in the time between an award and starting a new job has Labor Day in it for example, the start date is moved out by 1 day.)
3. Transferring Associate: The employee that has been awarded a new job.
4. Replacing Associate: The employee that will be filling the job vacated by the employee that has been awarded a new job.

Policy

Level 3 transfer (lateral transfer):

- Transferring associate is to move 2 working weeks (10 days) following award date.

Level 4-6 (Lateral or Promotional):

- Transferring associate is to move 3 calendar weeks (15 days) following the date of replacing associate, not to exceed 9 weeks from award date.
- If replacement associate does not meet the start date (decides to stay in current department) the defined start date is still locked.

Level 6.5-9 (Lateral or Promotional):

- Transferring associate is to move 4 working weeks (20 days) following the start date of replacing associate, not to exceed 10 weeks from award date.
If replacement associate does not meet the start date (decides to stay in current department) the defined start date is still locked

Transfer Eligibility Requirements

- No more than 11 points
- No safety violations within 12 months
- No corrective actions above a verbal in 12 months
- Must have been in current position for 6 months

Other

- In any of the above noted scenarios, allotted times may be shortened if both the transferring and receiving department managers agree. Both departments must notify HR immediately of this change.
- Plant Manager and/or Director along with HR Manager reserves the right to adjust or modify policy.
- Transfer requests without open requisition will be valid for 30 days

Job Assignment

Generally, within each department, FPG will rotate associates on different jobs in order to train them on various operations. Learning new processes increases associate versatility and job interest, as well as expands their knowledge and experience.

D. Associate Responsibilities

This section describes general policies and practices that affect your work with FPG. It will help you to understand your responsibilities and FPG's responsibility to you.

Associate Standards of Conduct

In order for FPG to maintain a productive organization and to ensure a cooperative and proper work environment, a number of Standards of Conduct have been established. While it is not possible to list all of the expected standards of conduct in the workplace, the following are the minimum Standards of Conduct that is expected from each associate. These standards of conduct apply to everyone, and if violated will result in corrective action up to, and including, separation from employment, based upon the circumstances involved. Violation of these standards occurs if you:

- Fail to immediately report a workplace injury to your supervisor and safety department.
- Remove, deface, or change (without authorization) posted notices, bulletins, labels or instructions.
- Leave early for or return late from breaks or lunch.
- Perform an unacceptable quality or quantity of work.
- Stop work before the end of the shift.
- Indulge in horseplay (physical contact) or practical jokes while on FPG premises.
- Sleep or loaf while on the job.
- Scan another associate's time/lunch card.
- Gamble on premises (including sports pools and lottery).
- Tamper with, deliberately misuse or abuse emergency or production equipment.
- Use abusive or threatening language either to, or about, fellow associates.
- Create an unlawful intimidating, hostile, or offensive working environment, or retaliate against a fellow associate in any way for complaining about such conduct.
- Smoke or use smokeless tobacco products outside of a designated area.
- Obtain property, money, or other privileges from FPG through fraud or misrepresentation, or engage in this type of activity while on the premises or elsewhere while conducting FPG business.
- Steal, willfully damage, or hide any property belonging to other associates or FPG.
- Misrepresent facts or falsify records or reports, such as personnel records, medical records, leave of absence documentation, inventory counts, quality control reports, expense reports, etc.
- Bring weapons (any instrument used to injure or kill) onto the premises. See Security section of handbook.
- Leave the work area during assigned working hours without first notifying your supervisor.
- Fight with or attempt to injure another associate while on the premises.
- Fail to cooperate with supervisors or co-workers.
- Violate the Substance Abuse Policy.
- Refuse to comply with the lawful instructions of management and/or supervision.
- Fail to comply with FPG's established attendance guidelines.
- Absence for three (3) consecutive workdays without proper notification.
- Fail to observe established safety rules and safe work practices.
- Interfere with the work of another associate.
- Bring/remove tools and equipment to/from the premises without proper authorization (property removal form must be completed and approved).
- Report to the work area without properly wearing your uniform and/or any required personal protective equipment (e.g. safety shoes, bump cap, safety glasses, etc.)
- Deface, damage or sabotage any FPG product or property.
- Place signs, notes, papers, or any materials not required for production in or on any products.

- Interfere, fail to cooperate, and/or divulge confidential information relating to an authorized FPG investigation. Or as a result of an investigation, participate in any form of retaliation activity.
- Inappropriately obtain or share confidential information with anyone other than appropriate FPG personnel.
- Indecent or immoral conduct.
- Perform an unsafe practice which endangers life or physical wellbeing of any person or FPG property.
- Bring any sound or video recording device on FPG premises without authorization.

In order to provide a framework within which associates grow, develop and become great contributors; Supervisors should provide associates regular feedback. In order to deal with unacceptable behaviors which violates our standards of conduct, Supervisors with the assistance of HR will determine the appropriate corrective action to take. Based upon the seriousness of the offense, corrective action may include:

1. Departmental Counseling
2. Departmental Written Warning
3. HR Formal Written Counseling
4. Final Written Warning
5. Separation of Employment

In each case, the appropriate action will be determined by any one or more of the following:

Seriousness of the offense
Associate's overall employment record Previous
corrective actions

All corrective action, including departmental level must be reviewed and approved by Human Resources before given to ensure fairness and consistency. FPG reserves its right to terminate an associate at any time for conduct it determines warrants such action.

Progressive Discipline Policy

In the event an individual violates FPG's standards of conduct, is disrespectful of other associates or otherwise engages in conduct which could interfere with FPG business objectives, the incident will be reviewed with the associate by the Supervisor and/or a manager. In many situations, verbal counseling should assist the associate in overcoming and resolving the situation. The objective of verbal counseling is to arrive at a common understanding of conduct that is both respectful and responsible.

When correction in conduct cannot be resolved through verbal counseling, documented corrective actions will be taken that identify the behavioral concern and establish a plan for correction.

The company wishes to provide guidelines for employee behavior. While it may be impossible or difficult to define standards regarding standards of conduct for every possible situation, the company has established a set of general guidelines for unacceptable employee behavior. The following list is not exhaustive, and the company may discipline any employee for any action that may be deemed unacceptable.

- Unsatisfactory work performance or lack of professionalism;
- Abuse, threats of violence or acts of violence with colleagues or clients;

- General conduct that causes the workplace to become toxic, such as the use of abusive language,
- inappropriate jokes, or provocation among colleagues;
- Fraud;
- Deceit;
- Theft or other unauthorized possession of property;
- Use of or possession of illegal drugs or weapons;
- Failure to comply with assigned duties;
- Violation of attendance policy (points);
- Harassment or sexual harassment;
- Abuse of confidential company information;
- Any other violation of company rules or policies.

Corrective Action Procedures

Our corrective action process has five steps of increasing strictness. These steps are:

- Verbal warning
- 1st Written Warning
- Final Written Warning
- Unpaid Suspension
- Termination

All these phases are official and managers should document them. Human Resources must be consulted when issuing a corrective action and also keep records of the process. Managers should not issue corrective action alone, there always needs to be another manager, supervisor, or HR present as witness.

Managers should let employees know when they launch a progressive discipline procedure. For example, pointing out a performance issue is not necessarily a verbal warning and may be part of the regular feedback an employee receives. If managers judge that a progressive disciplinary process is appropriate, they must clarify this to their team member and document the step.

Explaining the steps

Step 1 – Verbal Warning: When a manager and/or HR issues a verbal warning to an employee, they should do so privately. When appropriate, they should provide that employee with a copy of the company policy they violated, and explain our progressive discipline steps. Supervisors should provide employees with any coaching or advice they need.

Step 2 – 1st Written Warning: A manager and/or HR discusses corrective actions with an employee. Employees should receive actionable feedback on how to deal with an unintentional violation. They can review coaching or mentoring methods.

Step 3 – Final Written Warning: HR must be present for steps 3 and above. Documents must be presented and corrective measures put in place. Review coaching or mentoring methods.

Step 4 – Unpaid Suspension: Employees will be called in for a formal disciplinary meeting with HR Department Head, their Department Head and/or their supervisor. They will have the chance to explain their side and HR is obliged to investigate. HR must clarify that this is the final step before an employee is terminated.

Step 5 - Termination: Employees who continue to violate our policies, either voluntarily or involuntarily, by this stage will be terminated. This step will follow an official investigation by HR Manager to ensure that terminating an employee is fair.

HR Manager can skip any of the steps if they believe they are obsolete. For example, if an employee has received several formal reprimands for the same offense, HR may choose to terminate them directly. Or an employee may be directly suspended for a short period as a punishment.

This policy is meant to provide general guidelines. Our company reserves the right to treat circumstances in a different

way from that described in this policy. But we are always obliged to act fairly and lawfully and document every stage of the progressive discipline process.

Unless otherwise required by law, a period of one year of active service during which the associate experiences no disciplinary problems will cancel any previous violations for purposes of implementing the disciplinary procedure.

Attendance

Excellent attendance is a significant contributor to producing high quality components in an efficient manner.

The future of FPG is dependent upon our ability to produce quality products in a competitive manner. Each associate is responsible for maintaining a high level of quality workmanship while meeting production goals that have been established. These quality and productivity goals are critical to our ability to maintain a competitive position in the automotive supplier market.

Reporting Absences and Tardies

If you know in advance you are going to be late or absent from your scheduled shift, you are to notify your supervisor as much in advance as possible so your responsibilities can be covered. Each department has a call-in extension assigned to them. Failure to report absence properly may result in disciplinary action. In the event there was no prior knowledge of absence or tardiness, you must notify your supervisor prior to the start of the shift or as soon as possible in the case of an emergency. The main telephone number for the facility is: **(706) 291-7550**.

*Your supervisor should provide a direct contact extension in which to reach him/her before the start of the shift.

When reporting an absence, be sure to include the following information:

Your name - Reason for absence or tardiness - Expected date of return – Note if FMLA related.

If you will be absent for more than one workday, you must call each day unless a leave of absence is approved. For the procedure to obtain an approved leave of absence, refer to the Leave of Absence section of the Handbook.

Attendance Standards

There will be times when you will be unable to report for work. However, you must manage this absence in a responsible manner that does not impact the working capacity of your team or the business goals of FPG.

In an effort to establish a basis of fairness and consistency in managing these absences, the following attendance policy has been implemented:

All time missed from your schedule workday will impact your attendance record. In order to measure the impact to your record for incidents that cause you to miss a short amount of time, the following scale will be used to issue attendance points:

- 1-30 minutes late = 1 point
- 31 min < 8 hours late = 2 points
- Leaving Early = 2 points
- Absent with a call in = 3 points
- No Call No Show = 8 points
- 3 or more missed punches (within 6 months) = 1 point

Absences of 2 to 7 consecutive days will be treated as one full day occurrence (3 points) providing the following conditions are met:

- A physician's statement is provided within twenty-four (24) hours of your return to work.
- The period covered in the physician's statement is consistent with the period of your absence from work.

All absences not covered by other benefit programs (bereavement leave, approved Family Medical Leave, approved PTO, jury duty, *court order appearances, military leave, etc.) will count as separate occurrences with applicable points accessed.

*Court order appearances – If you are subpoenaed or otherwise ordered to appear as a witness, attendance points will not be accessed if you meet all the following eligibility requirements:

- Are not a named party in the proceedings; or
- Are accompanying your minor child, who has been subpoenaed to testify as a witness, unless the child is the subject of the proceeding.

NOTE: New fathers may be entitled to FMLA. FPG has historically give 1 unpaid day for the birth of a baby.

All scheduled overtime will be considered part of the scheduled work day when prior notification of such overtime has been given.

Any absence of three or more days for medical reasons will require a physician's release to return to work. Any restrictions and the expected duration must be stated on the release.

If you have absences resulting in incidents or occurrences and the accumulation of points, you will receive notification of your status and disciplinary action based upon the following schedule:

- **5 points – Verbal Warning**
- **11 Points – Written Warning**
- **17 Points – Final Written Warning**
- **22 Points – Unpaid suspension**
- **24 Points – Termination**

- **Inside 90-day probationary period 15 points will result in a 1-day suspension 17 points will result in termination.**

All attendance points will be accumulated on a rolling 12-month period. Attendance points and documented notices or warnings will remain as part of your record for a period of 12 months from the date issued or until point accumulation has dropped below specified level.

Special consideration will be given if weather or unforeseen circumstances that result in the absence of 50% or more of the associates. Senior Management will make the determination of the assignment of attendance points.

Level VII – Level IX Salary Associates are prohibited from working from home as an alternative to working in the office. There may be extenuating circumstances where those associates are unable to come to the office and working from home may be necessary. In these cases, Senior Management must give authorization for these rare occasions when working out of the home is necessary to conduct business.

Perfect Attendance Rewards

Quarterly – recognition, certificate, two (2) hours of additional PTO or removal of three (3) attendance points

Yearly – recognition, certificate, \$100 for each year of consecutive perfect attendance.

Service Awards

1 yr. – Certificate at the general meeting plus catered lunch/dinner* 3 yrs. –

\$100 & certificate plus banquet*

5 yrs. - \$200 & certificate plus banquet* 10 yrs. -

\$500 & certificate plus banquet* 15 yrs. - \$750 &

certificate plus banquet* 20 yrs. - \$1000 &

certificate plus banquet* 25 yrs. - \$1000 &

certificate plus banquet* 30 yrs. - \$1,500 &

certificate plus banquet*

* Catered lunch/dinner or banquet will be held once during business term or a gift card.

Entering the Plant

If you enter the plant at any time, you must enter at the associate entrance. During normal workdays you are encouraged to arrive early to the plant to assure being ready and at your work area on time. If you arrive early, you should avoid interfering with associates who are already at work on other shifts. Associates should remain in the Cafeteria and not perform any work until time to start your normal daily activities.

Permission to enter the work area must be granted by the Supervisor, unless you are scheduled to work in production departments on weekends.

Cafeteria

A lunchroom is provided to give you a pleasant atmosphere in which to take rest breaks from your work and to eat your lunch. Vending machines are installed to provide food and drinks. If you elect to bring your lunch, there are also ample spaces for storage in the cafeteria area. In order to maintain good housekeeping, all food and drinks must be consumed in the cafeteria area. You are expected to clean up after yourself and do your part to keep the lunchroom and cafeteria areas clean. Our cafeteria is a “cashless” system. No cash will be accepted from FPG associates. Your time card is also used for purchasing meals from the cafeteria. The amount spent on meals is subsequently deducted from your weekly paycheck. If you should lose your time card there will be a \$5 replacement fee. If your timecard is damaged or does not scan correctly bring it to HR for a replacement at no charge.

Leaving Before End of Shift

When you report for work, FPG is relying on you for a full shift of work to help meet the customers required schedules. Leaving the plant prior to the end of a shift disrupts the workflow and jeopardizes our chances of satisfying our job requirements.

If it should be necessary for you to leave the plant during your shift, you must first notify your supervisor. If you become ill, you must notify your supervisor, the nurse and/or HR, if the nurse is unavailable, of your situation. If, at any time, you leave the plant without notifying your supervisor, we must assume you have abandoned your position with FPG, and your separation of employment will be processed.

Problem Solving Procedure

Should you have a problem or a concern, including business ethics behavior or conduct, that you feel should be addressed; the following procedure should be used:

Problems or complaints should first be discussed with your immediate department supervisor. Your supervisor will investigate the complaint and attempt to resolve your problem or concern.

If your complaint is about your supervisor or if the matter has not been resolved after your discussion with your supervisor, or if you prefer not to discuss the issue with your supervisor, you may discuss the matter with the Department Manager, Plant Management, or the Human Resources Manager. ALL associate complaints will usually be responded to within seven business days.

If you would like to remain anonymous, a special phone line (706-378-2629) has been established for associates to leave a message. Human Resources and the Plant Management will review all messages and take appropriate action.

No retaliation will be allowed against any associate for raising a complaint or problem in a reasonable manner.

Open Door Policy

To enhance communication, F&P Georgia has an open-door policy. If you have a comment or issue, please communicate it to any member of management (Manager, Supervisor, Human Resources, etc.), without concern for retaliation.

No Harassment/Sexual Harassment Policy

NO HARASSMENT POLICY

FPG's intention is to provide a workplace free from all forms of unlawful harassment. Harassment of any associate is expressly prohibited whether such harassment is based on sex, race, color, religion, age, disability, national origin or any other protected group. Anyone engaging in workplace harassment will be subject to disciplinary action, up to and including separation of employment. Harassment includes, but is not limited to, offensive jokes, slurs and other offensive verbal, graphic, visual or physical conduct by one individual toward another. This includes harassment by supervisors, managers, associates or third parties, such as vendors or guests. All incidents of harassment must be promptly reported to Human Resources.

SEXUAL HARASSMENT

FPG expressly prohibits any form of sexual harassment.

Sexual harassment includes offensive jokes, slurs, and other conduct of a sexual nature, whether verbal, graphic, physical or visual. Unwelcome sexual advances, requests for sexual favors, jokes of a sexual nature, unwanted or inappropriate verbal or physical conduct, or the use of any electronic communication devices to display or transmit sexually explicit or obscene messages is expressly prohibited by FPG.

The conduct listed above further violates FPG policy and constitutes unlawful sexual harassment when:

1. Submission to such conduct is made an express or implied condition of an associate's receipt of a job benefit, including advancement or continued employment;
2. Submission or rejection of such conduct is used as the basis for employment decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating or hostile working environment.

Such conduct will not be tolerated by supervisors, managers, associates or third parties, such as vendors or guests.

Any reports of a violation of this policy will result in an investigation by FPG and may subject violators to discipline up to and including separation of employment.

Any associate who is subject to or who witnesses a violation of this policy must report it to HR or plant management. No retaliation will be taken against any individual for reporting a violation of this policy or participating in an investigation.

Harassment Resolution Procedure

FPG takes all allegations of any form of harassment seriously and has adopted the following resolution procedure for complaints or allegations of harassment, whether sexual, racial or on any other protected group. Any associate who believes he or she is a victim of harassment, as defined in FPG's NO HARASSMENT/SEXUAL HARASSMENT policy, should utilize the procedure outlined below.

1. If you have experienced or witnessed any form of harassment, inform HR immediately.
2. If you do not feel comfortable discussing it with HR or if HR is involved, talk to the plant manager.
3. FPG will initiate a prompt investigation normally within five working days. The investigation will be focused on fact gathering and problem-solving. With your help, FPG will take those steps necessary to resolve the situation as quickly as possible.
4. You will be contacted so that a convenient time and place can be arranged to discuss the problem. Notes of the interview may be taken and you may be asked to sign them. These notes will be retained as documentation of your complaint.
5. The offender will be informed of your complaint, but will be instructed that any attempt to retaliate against you or interfere with the investigation will result in separation of employment.
6. The offender and any appropriate witnesses may be interviewed. Notes of these interviews may be taken and signed by the interviewee.
7. At the conclusion of the investigation, a written report of the findings will be made. These findings will be discussed with you and with your supervisor or manager.
8. FPG will take such remedial and/or disciplinary action as warranted by the situation. Follow up will be made to ensure the harassment has stopped, if it does continue or you believe you are being retaliated against, you are to immediately report it using this procedure.
9. No retaliation will be taken against any person reporting a valid complaint of harassment or for participating in an investigation.

Training and Development

It is critical to our success that you are able to perform your job in an effective, safe and efficient manner. For this reason, we provide training, support and performance management to help you improve your present skills and to acquire new ones.

Initial Training:

Initially, your training will consist of “on the job” instruction provided by your Supervisor, Lead Associate or co-workers. Also, through our relationship with various organizations, we are able to provide additional training and educational programs both in-house and off-site.

Performance Reviews:

To further your development, official performance reviews generally are scheduled during your introductory period at 30, 60, 90 days, and continue annually thereafter. The performance review helps you know what is expected of you, provides a time to discuss questions about your job responsibilities, performance and set mutual goals for future performance.

Performance reviews that are below expectations during the introductory period will normally result in separation of employment. Annual performance reviews are below expectations will result in a 30-day extension and another review. If that review is below expectations, it will normally result in separation of employment.

Continually Evaluating Performance:

Your supervisor is responsible for continually evaluating your performance and giving you feedback on how you are doing. He or she will point out your strong points and those areas where improvement needs to be made and will outline ways to improve performance and acquire skills. You are encouraged to ask your supervisor if you have concerns or questions about your performance.

Care of Equipment and Tools

FPG will supply appropriate tools and equipment required to perform your job. They will be under your care, and you are expected to assure their full and useful life through proper use and routine maintenance. All tools and equipment will remain the property of FPG and are not permitted to be removed from their proper location without written authorization from the Department Supervisor. Associates may be held responsible for the cost of replacing tools and equipment which are not properly secured or mistreated.

Telephone Calls

It is not possible, due to the number of calls received at FPG, for you to receive personal telephone calls during work hours. Please discuss this policy with your family and friends.

If, however, there is an emergency, the caller should identify the call as a priority call, furnish information concerning the general nature of the emergency, and know at a minimum the department you work in. This will enable us to deliver the message promptly.

If you must make a telephone call from the plant, two phones located in the hallway by the locker rooms are available to make local calls only. Please keep your conversation brief so that others may have the opportunity to make calls. Except in an emergency, all calls must be made on your break or lunch period.

Cell Phone Usage

We understand that in this age of instant contact that most people carry a cell phone. We also recognize that these cell phones can be a very dangerous distraction. It is acceptable for an associate to have a phone on their person. An associate may not use a cell phone in the production area of the plant or while performing any function of their job outside of the production area, this includes voice and text communications. For security reasons, recording devices (accept prescribed by law) may not be used in the plant without permission.

Uniforms

FPG supplies and services uniforms to all associates to ensure safety, product quality, a teamwork environment and a favorable image of neatness and cleanliness. These uniforms are not the property of FPG and therefore cannot be altered without approval of the uniform company and authorization by FPG.

- Correct wear of the FPG uniform includes:
- Shirts worn with all buttons done up except the top collar button
- Sleeves rolled down and cuffs buttoned
- Shirt tucked in to the waist of the pants (exception for pregnancy)
- FPG issued belts with no external buckle
- Pants worn with the bottom of the leg over the safety boots

Lockers / Personal Property

A locker will be provided to you for storing your uniforms and personal belongings during the workday. FPG is not responsible for theft so do not store valuables in your locker.

Please keep your locker clean and do not store food overnight. Additionally, your locker may not be used for the storage of firearms, ammunition, weapons of any kind, alcohol or controlled substances.

FPG reserves the right to a general or individualized search of lockers, desks, vehicles on FPG property, purses, packages or other personal property on the premises without prior notice whenever such action is deemed necessary.

Personal belongings such as purses and jackets will not be allowed in your work area. If these items are visible on your person, you will be asked to put them in your locker. A locker will be assigned to you for the storage of your uniforms and personal belongings. You are responsible for securing your personal items.

FPG assumes no responsibility for loss or damage to the personal property of associates. FPG reserves the right to a general or individualized search of lockers, desks, vehicles on FPG property, purses, packages or other personal property on the premises without prior notice whenever such action is deemed necessary.

Parking

Parking lots are provided for your convenience. Parking is on a first-come, first serve basis. There are no reserved parking spaces except those for company pool cars, visitors and disabled parking. You are expected to operate your vehicle in a safe manner on FPG property.

Parking is at your own risk. FPG assumes no responsibility for loss or damages to vehicles parked on FPG property.

The parking lot is the private property of FPG and is therefore subject to the same rules and regulations as those observed in the plant in regard to solicitation and the use or possession of alcohol and/or controlled substances. The possession or storage of weapons or ammunition in vehicles parked on FPG property is strictly prohibited at all times.

Severe Weather

FPG has no control over weather conditions that may prevent associates from reporting to work. Should inclement weather occur during your normal operating hours, the decision to cut short operations will be made by FPG Management.

Therefore:

Any deviations from our normal operating schedule will be communicated to South 107.1 and on social media (FPG Facebook page) at least one hour prior to the start of shift. You may also contact FPG security guard on duty by dialing 706- 291-7550 ext. 0.

If the plant is not closed for severe weather, only associates who report to work will be paid. If an associate request and is permitted to go home early during severe weather conditions, the associate will be paid only for the hours worked.

Solicitation & Distribution

Non-associates are not permitted on F&P Georgia property at any time for the purpose of solicitation and or distribution of literature. Associates are not permitted to distribute any written or printed material for political, charitable or other non-work purposes any time in working areas of our facility or during work time. Unattended items for

solicitation/distributions are subject to standard safety/housekeeping practices. Use of FPG business tools and business systems for the purpose of solicitation/distribution is prohibited.

Visitors

Non-authorized personnel, including visitors, friends and family are not to enter the plant without proper authorization. All visitors must sign in and out and follow proper security and safety practices.

Associates should be aware of their surroundings and report any unauthorized individuals in the facility. If you see a non-associate without a proper contractor's sticker, please report it immediately to your supervisor or manager.

Use of Pool Vehicles

FPG provides vehicles for business purposes that require the transporting of associates, visitors or supplies. This pool vehicle (s) is available for your use if you have a valid driver's license and have reached the age of eighteen. In order to schedule the use of the vehicle in advance, please contact security who maintains the calendar of future requests. Other use is on a first come basis.

You must operate FPG's vehicle in accordance with all federal, state or municipal statutes, ordinances or regulations, which includes use of safety equipment including seat belts. Any traffic violation or fine incurred during the use of FPG's vehicle is solely your responsibility.

Before removing FPG's vehicle from the property, secure the keys from security and provide a copy of your valid driver's license. Also, the mileage on the vehicle must be recorded before and after use of the vehicle. The anticipated time of return is necessary for scheduling purposes. Unless the vehicle is being utilized to provide out-of-town transportation, the motor vehicle should be returned to the company premises at the end of the workday.

It is your responsibility as a user of the vehicle to keep the vehicle clean and in good operating condition. In keeping with our use of tobacco products guidelines, smoking or use of tobacco products in FPG's pool vehicles is prohibited. If, during your course of travel in the Company vehicle, out-of-pocket expenses, as gasoline, oil, toll or parking, are incurred, reimbursement is obtained through the Travel Expense Report procedure.

Business Equipment

FPG provides and encourages the use of business equipment and electronic communication systems to enhance productivity and effectiveness of the operation.

However, the purchase and use of such equipment are based upon appropriate business and professional use.

E-Mail Policies:

Guidelines for the appropriate and professional use of e-mail and Internet tools are established by “The Internet Use-Acceptable Use Policy.” All e-mail messages and Internet use must be in accordance with all Company policies and procedures, business guidelines and ethical standards. That is, unlawful, offensive, or inappropriate remarks are strictly prohibited.

Checking Out Equipment:

The removal of business equipment must be recorded.

Returning Equipment:

All business equipment and electronic communications must be returned and proper disposition made before final pay can be released should the responsible associate separate from FPG.

Social Media

At FPG, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

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

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

Know and Follow the Rules

Carefully read these guidelines and other F&P policies, such as the Discrimination & Harassment policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and

threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of F&P. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of age, race, color, national origin, disability, religion, or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be search. Never post any information or rumors that you know to be false about F&P, fellow associates, members, customers, suppliers, people working on behalf of F&P or competitors.

Post Only Appropriate and Respectful Content

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

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company equipment policies.

Do not use F&P email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

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

Media Contacts

Associates should not speak to the media on F&P's behalf. All media inquiries should be directed the HR manager.

For More Information

If you have questions or need further guidance, please contact HR.

E. Environment, Health and Safety:

Safety & Environmental Statement

It is the intention of FPG to provide you with a safe work environment and to maintain all equipment and machinery in proper working condition. Numerous precautions are taken to protect you from injury while on the job. These precautions include machine guards, safety procedures, safety rules and regulations, training, utilization of protective equipment and safety postings.

At the same time, it is the fundamental responsibility of each associate to participate in the creation of a safe facility that is clean and orderly at all times. By working together, we can maintain an environment that is safe and clean and one in which we can all be proud.

If at any time an unsafe or unsanitary condition does exist, promptly bring the condition to the attention of your Supervisor if the condition is out of your ability to correct. Your Supervisor will provide the needed resources to correct the condition.

The leadership of FPG is committed to inspiring a culture where every associate accepts an appropriate degree of responsibility for safety and environmental care. Leadership at all levels is responsible for assigning resources to the safety and environmental management systems.

The Environmental, Health & Safety Engineer is responsible for coordinating the implementation and regular auditing of these programs. All associates, visitors, and contractors are responsible for:

Knowing and following all applicable safety, industrial hygiene, and environmental rules and regulations.

Following all applicable FPG procedures and work instructions, and

Using sound judgment, exercising caution to complete tasks and seeking assistance when in doubt.

By following these principles, FPG will attain its goal of zero loss time incidents, workplace injuries, illnesses and environmental incidents.

Safety & Health Guidelines

All Associates at FPG are responsible for supporting the following safety guidelines: Work in a safe environment by eliminating and/or controlling known hazards

Work in a substance abuse (alcohol and drug) free facility

Participate in equipment and safety training that will support associates in the safe performance of their job

Submit safety improvement ideas through the Suggestion Program to continually support the safety and risk management in our facility

Use Company approved safety equipment to perform jobs safely

Report any unsafe act, condition, accident or incident to a member of management or Safety Department

Do not use any equipment that is damaged or for which you have not been trained and authorized

Take prompt and timely action in all safety matters

Managers and supervisors will lead by example in promoting safe behaviors

Safety rules and policies will be followed and consistently enforced with anyone on FPG property (e.g. associates, junior associates, and contractors)

Management Commitment

FPG is committed to providing and supporting a safe and healthy work environment. This commitment begins with the Director of the company and extends to all associates. Communication is a key aspect of our culture and requires that all associates are informed.

Associate Responsibilities

All associates at FPG have responsibility as part of the Company's safety culture. Associates are the foundation of this program and it is everyone's responsibility to fully understand the role we play in creating a safe work environment.

Associates must understand and ensure that the following guidelines are followed:

Read, fully understand and support the guidelines contained in this handbook.

Comply with company and departmental safety and health policies. Safety violations may result in appropriate corrective action up to and including separation from employment.

Notify management personnel of any safety or health problems that you may be aware of or witness.

Immediately report ALL incidents or injuries (including property damage) to a manager, supervisor, or Safety.

Promptly complete and provide proper health, medical and safety documentation as required by the administrative, safety or health rules/policies.

Obey all traffic signs and posted speed limits in the parking lot. Comply with

company policies regarding the use of company vehicles. Do not endanger

teammates or others with unsafe acts or behavior.

Safety Team

The safety and health culture at FPG are built upon a foundation that incorporates the use of the Safety Team, a cross-functional group of associates working to develop safe processes and to maintain a safe working environment.

The team is composed of volunteers from production and production support areas, who are willing to actively undertake development and influence the safety and health culture of FPG. Safety Team members are identified by patches worn on the sleeve of the uniform and stickers on their bump caps.

The team's goal is to be supportive and work toward the prevention of accidents through a safety auditing system. The team actively does this by becoming trained as safety auditors to identify safety concerns. The primary objective of the team is to create a company atmosphere that foresees potential problems. A secondary objective of the team is to make recommendations for countermeasures that pertain to accidents that have already occurred.

This team provides the management team with essential information pertaining to potential safety issues as well as to provide solutions to safety issues on the plant floor so they may be addressed and resolved as quickly as possible.

Housekeeping

Cleanliness and orderliness safeguards health reduces accidents and promotes efficiency.

A clean, neat work area adds an element of organization to the workplace and provides an enjoyable working environment. Good housekeeping is vital to promote safe conditions and improves productivity. As we enter our plant, it is important that an impression of orderliness is presented.

Cleaning your own work area is part of your daily duties. Additionally, each associate is responsible to keep aisles, locker rooms, the lunchroom and other areas of the plant clean. This includes outside area such as plant grounds and parking lots.

In keeping with our practice of good housekeeping and to ensure the proper disposal of garbage, food and drinks shall be consumed in the lunchroom or other designated areas.

General Plant Safety Rules

It is FPG's policy to provide and maintain a safe and healthy work environment for all associates and visitors. Everyone is required to follow the general plant safety guidelines and operating practices. These guidelines have been specifically adopted to protect everyone and support safe working conditions. Additional safety guidelines and requirements may also exist for specific safety programs or various departments based on the nature of the work in that department or area. Those rules and policies must also be strictly followed and enforced. All associates are required to promote safety and remind each other that safety is our number one priority.

Please keep in mind that the following safety rules are not all inclusive and a good common-sense approach should always be used in matters of safety. These rules are subject to change based on current conditions, situations in the plant and regulatory guidelines. If there are any questions or concern about safety rules, you should consult with your manager, supervisor, or Safety.

Forklifts:

Only licensed and authorized associates can operate a lift truck, which is designated by a sticker with license expiration date on bump cap.

Pedestrians must stay in the designated walkways and give forklifts a wide leeway.

No pedestrian shall deliberately walk or step out in front of a working or operating lift truck.

Lift truck operators are required to operate at a safe speed that clearly does not endanger other individuals, equipment or the facilities.

Lift trucks will be operated with lights in the "ON" position.

Lift truck operators are required to wear seat belts when operating a lift.

Only the operator is allowed to ride on material handling equipment.

Individuals being elevated by a lift must be inside an approved personnel safety basket and wear appropriate fall protection equipment.

Lift truck operators are required to give their lift truck a safety inspection prior to the start of each shift.

Manufacturing and Other Equipment:

Only trained and authorized associates are allowed to operate equipment, which is designated by a sticker with expiration date on bump cap.

Safety devices and machine guarding must not be tampered with or removed without proper approval from Safety. If safety guards are found to be malfunctioning, report the issue immediately to your manager, supervisor, or safety.

Do not attempt to operate defective equipment. Report it to your manager, supervisor or safety.

Do not enter an enclosed manufacturing area (e.g., welding cage or cell) without pulling a gate plug, master safety plug or interlock key switch. Plug or key must be kept on your person. Follow the general safety and Lockout Tagout rules posted for that area or equipment.

Fire Prevention:

The immediate area around all fire extinguishers will be kept clear of all obstacles that could prevent associates from reaching or using the equipment.

All fires, regardless of size, must be reported to your Manager, Supervisor, or to safety.

Damaged or used fire extinguishers must be brought immediately to the safety office for a replacement.

Fire extinguishers are only to be used for fighting fires.

The storage of flammables (paint, grease and aerosols) and combustibles (cardboard and paper) must be kept at a minimum in the plant. Flammables must be stored in fireproof cabinets or containers.

All grounding cables used to minimize static electricity must be connected to steel drums when dispensing any flammable liquids.

All pressurized gas cylinders must be properly stored, marked and have a steel cap secured over the top of the cylinder. These cylinders must be secured at all times.

Contractor Safety:

Projects involving contractors must be fully coordinated at FPG so that all safety and departmental concerns are addressed. All contractors are fully expected to comply with all OSHA regulations and FPG's Safety Policies and Procedures. This includes wearing hard hats, safety glasses with ANSI approved side shields and other safety items that are work-related or site-specific to the contracted project. Department Managers who sponsor an outside contractor to complete a project are responsible for the contractor following all safety guidelines. Managers are also responsible for ensuring contractor training has been completed, including location of MSDS forms prior to beginning work at FPG.

Emergency Plans

Emergency plans are designed to protect associates and visitors from the dangers of fire, chemical spills, tornado or other potentially dangerous situations. This section discusses these situations and the procedures to be followed in case of an emergency.

Fire Protection & Fire Suppression System:

Numerous fire protection devices have been installed throughout the plant to assure that associates will be alerted to the possibility of a fire. Pull boxes, heat detectors and smoke alarms are strategically placed throughout the facility.

Fire Extinguishers are located throughout the plant and office areas. In the plant, fire extinguishers can be found on columns or other locations marked with a red stripe. In the office areas and lobby, fire extinguishers can be located in cabinets.

Every associate needs to know the location of fire extinguishers in their work area. It is everyone's responsibility to report any size fire immediately. If an extinguisher is used, it must be exchanged in the safety office for a charged one, and be put into place immediately.

A report must be completed for any fire or use of fire extinguisher, so countermeasures can be implemented.

Emergency Fire Evacuation Plan:

If a fire alarm is activated, an audible signal will be sounded throughout the administration and production areas. In addition, fire strobe signals will flash throughout the facility. Check your surroundings for smoke or other evidence of fire as you evacuate.

Fire alarms can be activated for drills, actual fires, or a false alarm. In any event, the facility will be evacuated and all associates will be directed to departmental gathering points. After exiting, through the nearest emergency exit, you should proceed to your individual department's gathering point for accountability. If, in the event of a fire, the exit is blocked or dangerous, find the next nearest emergency exit. Please remember to stay at a safe distance from the building. Evacuation routes and written policies are posted throughout the facility.

All evacuations are to be conducted in a calm and orderly manner. Everyone needs to help each other evacuate safely. It is very important during an evacuation to account for all associates and visitors, so management will know that everyone has safely exited the building.

During evacuations, associates must avoid the chemical storage, wastewater treatment, electrical/mechanical rooms, oil storage areas and boiler room. All of these areas are considered to be high hazard areas.

Please do not re-enter the building until an all-clear has been communicated. Fire drills will be conducted on a regular basis to help associates become familiar with the evacuation plan.

Severe Weather Plan:

FPG's Severe Weather Plan is designed to provide a fast and effective method for evacuating associates to designated tornado shelters in the plant. Signs, maps and written instructions are posted throughout the facility. Evacuation to these shelters will occur when a tornado warning is received.

When the Tornado Alarm is activated, an audible signal followed by instructions will be sounded throughout the facility. This alarm sound is distinct from the fire alarm. All associates must immediately proceed to the nearest tornado shelter. Do not exit the shelter until the "all-clear" has been communicated.

Tornado Evacuation training will be conducted on a regular basis to prepare for severe weather.

Personal Protection Equipment (PPE)

It is each associate's responsibility to read, understand and comply with the PPE requirements outlined below. Associates who do not comply will be considered in violation of company safety guidelines and subject to corrective action. It is management's responsibility to observe personnel and ensure that the correct PPE is worn.

As a general guideline, we strongly recommend for your safety and protection that you do not wear rings, earrings, watches, bracelets or other types of jewelry while you are working at or near equipment. Jewelry that dangles and causes a safety hazard is prohibited. In addition, hair longer than shoulder length must be tied back to avoid injury.

General PPE Requirements:

ITEM REQUIRED – All production areas in the plant Head

Protection (bump cap or hard hat)

Safety Boots (ANSI approved, steel-toed, above ankle)

Eye Protection (ANSI clear safety glasses, with side shields) Hearing Protection

FPG Uniform (worn per policy)

Gloves (Unless otherwise indicated)

In addition, each department and/or job may have additional/specific requirements for PPE.

In an effort to maintain uniformity and neatness, nothing may be affixed (glued, stitched, iron on, etc....) to PPE other than company provided / issued material.

Hazard Communication

Many of the manufacturing processes at FPG involve the use and storage of various chemicals. The company has developed a Hazard Communication or “Right-To-Know” program that provides information to associates on the chemicals used throughout the facility. The three methods used to provide information are Material Safety Data Sheets (MSDS), container labeling, and associate training.

Prior to bringing in or purchasing new chemicals or chemical producing products, the MSDS must be approved by safety. For any chemical, an MSDS can be requested by completing an MSDS request. All data sheets can be obtained through the safety office.

Hearing Conservation

Hearing protection is available to you at no cost from your supervisor. Hearing protection is mandatory throughout all plant areas.

Periodic surveys are conducted on site to determine noise levels in the plant, so that proper measures can be taken to protect associates’ hearing.

All associates are given a baseline hearing test during their first year of employment, followed by an annual test to determine if any changes in hearing have occurred.

If you have any questions or concerns regarding the Hearing Conservation Program, please contact safety.

Fall Protection

Fall protection involves the understanding of workplace hazards and how to protect individuals working in areas where falls are possible. In addition, as an associate, you should understand fall hazards, fall arrest systems and know what to do when a fall occurs. Fall protection is required when working at heights over four (4) feet.

A variety of lifting equipment is utilized at FPG to elevate associates for various jobs. These devices include, but are not limited to: ladders, safety baskets and scissor lifts. Only authorized lifting devices should be used to lift personnel into the air. Other elevated work may be conducted in various areas of the plant, including the overhead crane bridge, the mezzanine, the building rafters or the roof. All of these areas require varying degrees of fall protection.

Should you have any questions about fall protection or lifting devices used at FPG, please check with your supervisor or safety.

Prior to using fall protection, you must be authorized and trained in proper fit, use and care of the equipment.

Portable Ladder Safety

Before using a ladder, adhere to the following safety guidelines:

Complete a visual inspection to ensure there are no cracks, broken rungs, feet or support defects

Make sure the ladder is completely open and the supports are secured in place Do not climb a ladder where the waist is above the top step

Maintain three points of contact, whenever possible

Do not carry tools or equipment while climbing or descending the ladder

Keep the body within the rails of the ladder, avoiding leaning or extending beyond the rails

Overhead Crane & Hoist Safety

FPG has several overhead cranes and various types of hoists. These cranes and hoists are located in Stamping and Die Maintenance. Cranes and hoists are typically used to lift extremely heavy items or loads. The weight being lifted and the slow responsiveness of controls for the cranes and hoists can make them very dangerous. All associates should be aware that extra precautions must be taken when working in or around areas where cranes and/or hoists are in operation.

A written program has been developed to train associates on the use of overhead cranes and hoists. Only associates who have received company-approved training on the proper operation, safety checks and maintenance of cranes and hoists are allowed to operate this equipment. Individuals operating this type of equipment must also pass a written and practical exam before they can receive an operator's license. Associates who have been licensed to operate hoisting equipment are required to operate the equipment within their departmental safety guidelines.

Additional information on the rules and policies pertaining to the operation and maintenance of hoisting equipment can be obtained from safety or from the department supervisor or manager.

Confined Space Program

The Confined Space Program at FPG is based on OSHA guidelines and is designed to help participants meet the requirements for entering and working in confined spaces. Prior to confined space entry, a permit must be completed as well as air testing must be conducted to ensure a safe environment. Permit required spaces will be clearly marked.

All associates are required to have Confined Space Awareness training. Individuals who work in or support entry into confined space areas must complete special additional training before they can enter into or assist in entering a confined space area. Under no circumstances are individuals allowed to be part of a confined space work team, unless they have been properly trained.

Specific details about the requirements for this program can be found in FPG's Confined Space program or by asking safety for additional details.

Lockout/Tagout Program

FPG has a Lockout/Tagout Program that covers the full requirements for the control of hazardous energy in the plant. All associates must have Lockout/Tagout Awareness training. Specialized training is required for individuals who will perform maintenance on equipment.

Under no circumstances should any associate attempt to perform maintenance on equipment without following the written procedures for eliminating hazardous energy. In addition, only company approved or authorized Lockout/Tagout equipment may be used to isolate hazardous energy sources. No associate can enter any equipment unless holding a gate plug or key to ensure exclusive control of all energy sources. Additionally, if Lockout cannot be performed, safety must perform a risk assessment for the activity. The standards for conducting proper Lockout/Tagout are posted at each machine and can also be obtained from management.

Additional information on this program can be obtained from the safety office.

Hot Work/Burn Permit Program

The Hot Work program is designed to prevent fires from occurring during nonproduction brazing, grinding, cutting, welding or other hot work. These operations normally occur during routine or emergency repair or installation operations.

All associates and contractors are required to obtain a Hot Work/Burn Permit to conduct this type of work. The permits are available in the safety office. Close coordination between all departments must be completed before this type of work is started. All personnel engaged in hot work or burning operations must also comply with all other company safety policies and programs including Lockout/Tagout, Fall Protection and Confined Space.

Motor Vehicle Safety Program

This section provides you with information on FPG's policies for operating company owned or leased vehicles. Generally speaking, a good rule of thumb for operating any vehicle is to drive and care for the vehicle as if you personally own it. The general physical condition of the vehicle and how the driver operates it is a direct reflection on the image of FPG.

Associates obtain passenger vehicles from the Security office. In all cases, an individual must sign for the vehicle and accept responsibility for the condition of the vehicle and its safe operation. Seat belts must be worn at all times, smoking and cell phone use is prohibited while driving. See the Pool Car Policy for more information.

Wellness Program

Annual Wellness and Health Screenings are offered to associates to increase awareness of personal health and well-being. The purpose of the Wellness Program is to promote better health practices in a proactive manner so that the health of our associates and their families can be improved.

Medications:

Sometimes it is necessary to take non-prescription medication to alleviate minor health ailments so you can feel better and continue being productive at work. Several over the- counter medications can be obtained from vending machines in the plant. These machines are located in the main hallway leading to the production floor. Medication from these machines can be purchased at a nominal expense to you.

From time to time, an associate will be prescribed medication by their physician due to an illness or other medical reason. Due to the work environment at FPG, it is the associate's responsibility to avoid taking any medication that may cause drowsiness, dizziness, or other negative side effects. Associates must report these types of medications (i.e. Vicodin, Darvocet, etc.) to nurse and their Supervisor prior to the start of their shift.

Flu Vaccination Program:

FPG offers a Flu Vaccination Program each fall at no cost to associates to help promote better, general health in the company and at home. We recommend you get your vaccination each year.

Substance Abuse Policy Statement

FPG is committed to providing a safe work environment and to fostering the well-being and health of its associates. That commitment is jeopardized when any FPG associate illegally uses drugs on or off the job, comes to work under their influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, FPG has established the following policy:

1. It is a violation of company policy for any associate to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. It is a violation of company policy for any associate to report to work under the influence of or possess in/on his or her body illegal drugs in any detectable amount.

3. It is a violation of company policy for any associate to report to work under the influence of or / be impaired by alcohol.
4. It is a violation of the company policy for any associate to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications which do not impair the ability to safely and properly perform your job.)
5. Violations of this policy are subject to disciplinary action up to and including separation of employment.

Associate Assistance:

FPG offers resource information on various means of associate assistance in our community, including but not limited to drug and alcohol abuse programs. Associates are encouraged to use this resource file, which is located in HR. In addition, we will distribute this information to associates for their confidential use. An associate who seeks professional assistance before detection will ordinarily not be disciplined provided, he or she complies with FPG's rules of conduct (including this policy) and standards of performance.

General Procedures:

An associate reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the associate's supervisor will first seek another supervisor's opinion to confirm the associate's status. Next the supervisor will consult privately with the associate to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the associate is impaired, the associate will be sent to the nurse or a medical facility by a means safe transportation and accompanied by the supervisor or another associate if necessary. A drug and/or alcohol test will be in order. An impaired associate will not be allowed to drive. After testing, if it is deemed that the associate is impaired, a taxi or other means of safe transportation will be provided.

Opportunity to Contest or Explain Test Results:

Associates and job applicants who have a positive confirmed test result may explain or contest the result to within five (5) working days after FPG contacts the Associate or job applicant and shows him/her the positive test result as it was received from the laboratory in writing.

Confidentiality:

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law, consistent with legitimate business needs.

Post-Employment Drug Testing:

All job applicants will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by FPG and by signing a consent agreement will release FPG from liability.

If the physician, official, or lab personnel have reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.

FPG will not discriminate against applicants for employment because of a past history of drug abuse. It is the current abuse of drugs, preventing Associates from performing their job properly, that FPG will not tolerate.

Associate Testing:

This Company has adopted testing practices to identify associates who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all associates to submit to substance abuse testing under the following circumstances:

- A. When, in FPG's determination, there is reasonable suspicion to believe that an associate is using illegal drugs or abusing alcohol. "Reasonable suspicion" may include specific objective evidence and facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - 1. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
 - 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance or attendance;
 - 3. A report of substance abuse provided by a reliable and credible source;
 - 4. Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 - 5. Information that an associate has caused or contributed to an accident while at work; or
 - 6. Evidence that an associate has used, possessed, sold, solicited, or transferred drugs while working, while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

- B. When associates have caused or contributed to an on-the-job injury that resulted in a loss of work time, which means any period of time during which an associate stop performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. The company may also send associates for a substance abuse test if they are involved in on-the-job accidents where personal injury or damage to company property occurs.
- C. When a substance abuse test is conducted as part of a routinely scheduled Associate fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.
- D. Random testing is conducted without individualized suspicion of a violation of the company's substance abuse policy. Selection is made by neutral criteria so that all associates eligible for testing have an equal opportunity of being tested.

Associates with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen at a facility approved FPG. An associate will not be allowed to submit another specimen for testing. If the physician, official, or lab personnel have reasonable suspicion to believe that the associate has tampered with the specimen, the associate is subject to disciplinary action up to and including separation of employment.

Alcohol Abuse:

An associate who is under the influence of alcoholic beverages at any time while on FPG property, representing FPG, or during their work shift is guilty of serious misconduct and is subject to discipline up to and including separation of employment.

An associate shall be determined to be under the influence of alcohol if the associate's normal faculties are impaired due to the consumption of alcohol, or if the associate has a blood alcohol level of .08 or higher.

Failure to submit to a substance abuse test shall be subject to discipline up to and including separation of employment.

The Company's supervisors may observe changes in performance or behavior that suggests an associate has a substance abuse problem. Although it is not the supervisor's job to diagnose or treat such problems, the supervisor should encourage such associates to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and coworkers should encourage anyone who has a substance abuse problem to seek help.

The goal of this policy is to balance our respect for an individual's privacy with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal and improper use of drugs and the abuse of alcohol are incompatible with employment at FPG.

Injuries and Accidents

If an accident or injury occurs while you are on the job or on the premises of FPG, you must report the incident immediately to your Supervisor. The injury may seem insignificant at the time, but receiving treatment may keep it from becoming more serious or assist in identifying a hazard that may cause team mates accidents or injuries. [See *Safety Incident Discipline Procedure* (G2HR011) for more information]

Medical Emergencies:

Trained medical responders are available for medical emergencies. If the injury is beyond the scope of normal first aid, you will be transported to local hospital or HR will schedule you an appointment with the Company physician depending on the severity of the injury or illness. Only trained medical responders should attempt to administer first aid or treatment.

Benefits to Injured:

If you are injured as a result of your work, you may receive benefits under the Worker's Compensation Act, including reimbursement for medical, hospital or surgical expenses and a portion of lost wages. Failure to report an injury or follow the physician's recommendation may result in a loss or delay of benefits.

Paid if Injured:

An associate who is sent home or to the Company physician because of an injury at work, will be paid for the remainder of the shift.

Reporting of Work Restrictions:

All work restrictions must be reported in writing from a physician to your Supervisor and to Human Resources. FPG may provide restricted duty job assignments to associates who experience personal or job-related injuries / illnesses and who supply proper medical documentation with specifically designed restrictions and time limits. This determination is in the discretion of the FPG, based on the type of restrictions, duration, and needs of the business. FPG may require subsequent medical documentation.

Associates with temporary work restrictions will not be allowed to work more than forty (40) hours in any work-week.

Transitional Work Program:

FPG has established a Transitional Work Program for associates who have sustained work-related injuries. The aim of this program is to provide an individualized interim step in the recovery of an injured associate with job restrictions resulting from the allowed conditions in the claim. Each transitional work assignment will be handled individually, based on the individual needs and circumstances.

NOTE: FPG will have one (1) light duty position that will be use to accommodate an associate with a non-work-related restriction, unless otherwise required by law.

Investigating Accidents

ALL incidents (injuries or property damage) must be reported to your Manager, Supervisor, AND to the Safety office. It is the responsibility of your department manager or designated representative to conduct an initial accident investigation and to complete an incident form. If the incident is serious (i.e., life threatening), Security must be notified immediately to facilitate emergency response.

Each accident is reviewed and investigated to determine the root cause(s) and what countermeasure(s) must be taken to prevent reoccurrence. The ultimate objective of the investigation is to prevent future, similar accidents.

The purpose of an incident investigation is to identify:

1. What caused the accident
2. How it occurred
3. Where it occurred
4. Why it occurred
5. Develop possible countermeasures

Safety violations are handled in a similar fashion as an incident. If possible, the situation will be corrected immediately. If the violation is larger in scope (i.e., involves a contractor, has caused an injury, may cause a life-threatening situation, or is a major violation of an F&P Safety Program) then the violation must be reported immediately to the Safety for investigation.

The focus of our Company's safety program is preventive in nature. It is our goal to avoid accidents and injuries. By adhering to the FPG safety standards, you are a key part of supporting this process. It is everyone's responsibility to ensure that a high standard of safety is maintained.

Protective Footwear

In order to provide the safest working conditions possible, FPG has implemented a protective footwear policy. An associate is eligible to participate in the footwear policy once they complete their probationary period.

All associates are required to wear ANSI approved safety-toed footwear that is ankle length. The only exceptions to this requirement are visitors or associates whose plant entry activity is limited to walkways only. When visitors are reviewing processes that require movement off the designated walk-ways, the tour guide is responsible for limiting access and participation to activities that would not endanger their safety.

FPG will provide an annual allowance of \$50.00 for the purchase of footwear that meets these guidelines. This annual allowance, if not used, can be carried for a maximum of

one year. Additionally, some vendors have arrangements for direct billing of footwear costs that exceed the annual allowance. These additional expenses can be paid through payroll deductions.

Information concerning the procedure for purchase and approved footwear will be furnished during the orientation program. Check with your HR Department to review the reimbursement and replacement policy.

Eye Protection

As a continued commitment to provide and maintain a safe work environment, FPG has implemented a required eye protection policy for all associates.

All associates and visitors are required to wear approved safety glasses at all times while in the manufacturing areas of the facility. This includes all areas except restrooms, cafeterias and business offices. Additionally, goggles or protective face shields may be required in some manufacturing areas or while performing special activities.

Your first pair of prescription or non-prescription safety glasses will be furnished at no cost to you. Non-prescription safety glasses that meet ANSI standards will be furnished to all associates during orientation, and information will be supplied concerning the procedure for ordering prescription safety glasses. With a prescription change and/or two (2) years of service, glasses / lenses may be replaced on a regular basis at no cost to the associate. The associate must have completed their probation period to be eligible for paid prescription safety glasses.

Protective Outerwear

Protective outerwear will be provided by FPG to all associates whose job responsibilities require that a substantial amount of work be performed outside of the facility or in areas where the weather elements cannot be controlled. This protective clothing may include rain gear and outerwear intended to provide for safety, comfort and warmth.

The need for specific protective outerwear will be identified by the department Manager / Supervisor and approved by Human Resources. This gear will then be provided to all associates who have related needs. The equipment will be issued to the associate through the same system as other equipment and safety gear and replaced on a as needed basis provided that associate has utilized prudent care.

Tobacco Use

It is the policy of FPG to provide an environment that is environmentally safe and clean. Smoking is considered hazardous to you and your fellow associates' health and safety. Smoking or the use of any tobacco products is completely restricted in the work area (production and office) and can only be used in designated areas. Smoking is allowed only during designated break and lunch periods.

F. Security

Your security and the security of FPG property and information are very important to FPG. In order to ensure proper plant security and promote safety, associates will be allowed access to the interior of the plant when scheduled to work or for work-related activities. Off duty associates must obtain permission from their supervisor to enter the facility.

Visitors:

All visitors must enter through the main lobby and sign in and out at the security desk.

No Weapons Permitted:

No person whether an associate or visitor, will be allowed to carry or possess a weapon, unless the visitor is a lawfully commissioned enforcement officer. Weapons include, but are not limited to, pistols, rifles and/or shotguns, knives, stun guns, explosives or chemical weapons or sprays.

Any person found possessing a weapon will be immediately requested to leave the property. Associates who violate this policy are subject to discipline, including separation of employment.

Workplace Violence

Acts or threats of physical or verbal violence (including intimidation, harassment and/or coercion) will not be tolerated and may result in corrective action, up to and including separation from employment, the use of law enforcement, and the use of criminal prosecution measures when appropriate.

Searches

To ensure the safety and well-being of all associates, customers and other visitors, FPG serves the right to inspect and/or search, all areas of FPG buildings and property including desks, lockers, packages and vehicles on the property.

This concludes this document