

# The Introductory Period at East Penn Manufacturing Co.

East Penn has an Introductory Period for newly hired or rehired employees. The Introductory Period is the first 180 calendar days after the official hire/rehire date. During the Introductory Period, the company will evaluate the employee's attendance, quality of work, safety, ability to meet production requirements, job knowledge and teamwork. The Introductory Period also allows the employee to see if working at East Penn meets their expectations. During the Introductory Period, company evaluations are completed after the first 30, 60 and 90 working days. Additional evaluations may be completed during the balance of the Introductory Period. A final evaluation is completed at the conclusion of the Introductory Period.

During the Introductory Period, newly hired or rehired employees will be subject to random drug testing where permissible under state laws and statutes. Additionally reasonable suspicion and random alcohol and drug testing is conducted in accordance with the Department of Transportation guidelines and is administered by Certified Professional Collectors. If an employee has a detectable confirmed level of alcohol or drugs in their system during their Introductory Period, it will be cause for their immediate termination. If an employee refuses to submit to a random and/or reasonable suspicion alcohol or drug test or an employee leaves the test site without completing the exam process or alters, manipulates or falsifies the exam in any way; it will be cause for immediate termination. All medications being consumed by the employee must be disclosed to the Medical Department prior to the exam taking place and the failure to do so will result in immediate termination.

When an employee satisfactorily completes their Introductory Period, they will be considered for "regular" employment. Generally, an employee will be transitioned to "regular" employment at the conclusion of the Introductory Period if they have:

1. Demonstrated satisfactory attendance.
2. Consistently met production requirements.
3. Consistently met quality and safety expectations.
4. Become qualified for their job; including successful completion of the appropriate training form.
5. No Violations of the Company Code of Conduct.

Employment may be ended within the 180 day Introductory Period for reasons listed above or other compelling circumstances. The initial 180-day Introductory Period may be extended if deemed appropriate by East Penn. If the Introductory Period is extended for any reason, the employee is evaluated over an additional period of up to sixty (60) days. If the extended 60-day period is successfully completed, the employee may be transitioned to "regular" employment.

During the Introductory Period, an employee will be eligible for the following benefits at designated time intervals as follows:

- Eligibility for Health Insurance benefits is the first of the month following two full consecutive months of fulltime active employment.
- When an employee successfully completes their Introductory Period they will be eligible to take two paid Personal Holidays in accordance with the applicable company policies.

I have read, understand and acknowledge receipt of the information presented above concerning the Introductory Period, and I agree to comply with all the requirements outlined.

---

Signature

---

Date

---

Management Signature

---

Date