

EAST PENN manufacturing co., inc.

EAST PENN POLICIES AND PROCEDURES MANUAL

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Change # 1480

Approved By: Robert D. Harrop

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Subpoenaed Witness Policy

The Company provides the benefit of paid time off for being a subpoenaed witness. Employees that must serve a subpoena will be paid according to the following guidelines.

A full-time employee who is subpoenaed to be a witness will be paid his/her average rate minus any witness fees or deposition fees paid to the employee. In order to be paid, the witness (employee) cannot be a party to the lawsuit. Furthermore, the terms of the subpoena must indicate that the employee's failure to appear may result in contempt or other penalties. The employee must bring in evidence of the witness fee or a letter from the attorney or court saying why no witness fee was paid.

An employee who is subpoenaed as a witness for a part of his/her shift is expected to return to work for the remainder for the day, work until it is time to leave for court, or both as is appropriate. The employee must notify their Supervisor or Plant Manager in advance to get approved for any changes to the employee's work schedule for subpoenaed day(s).

In order to obtain approval for absence, the employee must submit a copy of the subpoena to his/her supervisor or plant manager upon receipt.

If an employee must accompany their minor child to court the employee will be excused, but not paid, for the time missed from their regularly scheduled workday.

Record of Revisions

Revision #	Revision Date	Description
2	11-10-11	Change Number 1480 updated header and footer information