



# **Associate Handbook**



Success through Teamwork



## ASSOCIATE HANDBOOK

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## **ASSOCIATE HANDBOOK**

### **1. INTRODUCTION**

#### **About Our Handbook**

As an Associate of TRIN, Inc. you are part of a unique and growing company that recognizes the need for Associates to share in the company's success. We firmly believe that our Associates are "KEY ELEMENTS" to both present and future success; and we subscribe to a concept of mutual respect and trust as the best means of continuing our joint growth and sharing the fruits of our combined efforts. As we grow and there are more of us working at TRIN, we will all need to work harder at working together and communicating with one another. Therefore, this handbook contains only a general outline of company policies, practices and procedures. Since no handbook can be all inclusive, management reserves the right to make final decisions regarding the interpretation and application of its policies, practices and procedures, whether or not identified in the handbook. Changes in the handbook may be made from time to time and your input and suggestions are strongly encouraged. An updated copy will be maintained on the TRAM Intranet. The handbook also contains general information about the benefits, which are available to you.

This handbook contains many facts about our company and its daily operation; however, it may not answer all of your questions. If we have overlooked a matter you are particularly interested in, or if you are still uncertain about something you have read, do not hesitate to ask your immediate supervisor, a member of the Human Resources department or your department manager. This is smarter and safer than trusting possible inaccurate or incomplete information you might get from other sources. Remember that a question can be answered only if it is raised, and conditions with which you are dissatisfied can be improved only if you bring the problem to management's attention.

Important information is provided about our business philosophy and employment policies. Also included are details about basic compensation, benefits, hours, how we resolve problems and the personal responsibilities that go with a job in our organization. The handbook is not intended to create or constitute an employment contract between you and TRIN, Inc. You have the right to terminate our employment relationship at any time, and TRIN, of course, retains the same right. We trust that you will find this handbook interesting, useful and informative throughout your employment with us. When changes occur from time to time, you will receive an addition to this handbook. We encourage you to read the entire contents carefully and then reread it and keep it at hand as a ready reference.

## **2. HISTORY AND PHILOSOPHY**

### **Tokai Rika Profile**

In 1977, our parent company, Tokai Rika Co., Ltd., established a small liaison office in Detroit, Michigan to determine the potential market for its products in North America. By the early 1980's, it became clear that automakers were indeed interested in our products, and that their needs could only be fully satisfied through a domestic manufacturing facility.

Tokai Rika U.S.A. Inc. was incorporated in April 1986, and the ground breaking at our Battle Creek manufacturing facility took place in October of 1986. The initial construction was completed in November 1987 and production operations began in January of 1988. Our continuing growth is exemplified by the tripling of manufacturing plant size, to its present 200,000 square feet, which was completed in August 1994.

TAC Manufacturing Inc. was incorporated and held their groundbreaking in May 1991. The office part of the plant was completed in February 1992. Full production of products began in August of 1992. The building was originally 116,000 square feet and has been expanded to 200,922 square feet.

In January of 1997 TRIN, Inc. was incorporated. The groundbreaking ceremony was held in March and the 52,000 square foot building was completed in August of 1997. Assembly lines were transferred from the Battle Creek facility by the end of August. Assembly of switches began in September of 1997. In October of 2014, TRIN completed its expansion to a total of 102,460 square feet.

In 2003, Tokai Rika Japan became 100% owner of TRQSS, Tokai Rika Quality Safety Systems. TRQSS began in Tecumseh, Ontario, in 1986 as a joint venture between Tokai Rika and TRW. The building is approximately 185,000 square feet, and produces seat belts and injection molding as part of the safety function of the business.

Tokai Rika's name and corporate structure was modified in January 1998, the new company name, TRAM, Inc. becomes the parent company of North American operations. TRMI, Inc. (formerly Tokai Rika U.S.A., Inc.), TAC Manufacturing Inc., and TRIN, Inc., become wholly owned subsidiaries of TRAM, Inc. and provides the manufacturing operations of The North American Group.

This new structure enables us to better serve our customers in a more efficient manner helping us to be a competitive force in the automotive industry.

Tokai Rika Group North American Operation produces a variety of original equipment automotive products including switches and keys. Our customers include Toyota, Subaru Ford,



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General Motors, and other automotive related companies. The Tokai Rika Group has a proud heritage. Our parent company, Tokai Rika Co., Ltd., headquartered in Japan, was established in 1948 and is a recognized multi-national automotive systems supplier. The company's success is attributed to tremendous customer confidence in product development, engineering, and manufacturing quality.

### **Associate Relations Philosophy**

TRIN believes that its Associates are its most important resource. Our team is dedicated to the following principles:

- Providing a safe work environment;
- Hiring and promoting Associates on the basis of skill, performance, experience, and job qualifications;  
Offering Associates opportunities so they can learn, grow, improve and advance;
- Keeping lines of communication open to all levels in the organization;
- Offering competitive pay and benefits to attract and retain competent and qualified personnel;
- Treating all Associates with dignity, respect and fairness;
- Evaluating Associate performance on a regular basis through an appraisal system and providing constructive feedback to improve performance; and
- Doing the best we can to assure continuous employment.

### **Working Together**

At TRIN our approach is based on the concept that includes a high level of Associate participation and involvement in the business.

In all organizations there are bound to be misunderstandings, problems and disagreements. This is only natural. At TRIN, we prefer to work directly with Associates in resolving our misunderstandings and problems. We believe a third party, such as a union, is unnecessary and would only interfere in resolving problems. Therefore, it is our intent for the company to be union-free.

Working together we will accomplish our objectives to the mutual benefit of the Associate, the company and the local community.

### **North American Tokai Rika Group Mission**

- Provide products that have superior design, functionality and quality by leveraging the best aspects of the Japanese and North American cultures and business processes to satisfy our customer requirements through continuous improvement.
- Create a safe working environment with meaningful employment that provides our Associates with opportunities for advancement and a higher quality of life.
- Strive to be a good corporate citizen by honoring the language and spirit of the law, supporting the local community with our time and financial resources and proactively maintaining positive environmental practices.
- Contribute to the overall growth of the Tokai Rika Corporation through a commitment with our business partners to achieve stable, sustained, long-term growth with mutual benefits.

### **Business Ethics Policy**

TRIN Associates have a responsibility for maintaining high standards of honesty, ethics, integrity, and confidentiality and to ensure that all business transactions are conducted professionally and in the best intent of the company.

- Gifts, favors and entertainment by TRIN Associates to customers or suppliers will be of limited value (under \$25) and will not be construed as a bribe or payoff.
- Gifts, favors and entertainment received by TRIN Associates will be of limited value (under \$25) in a form that will not be construed as a bribe or payoff.
- Associates should avoid any situations which involves or may involve a conflict between their personal interest and the interest of TRIN.
- The disclosure of any confidential product information, data, plans or any other information which might be contrary to the interest of TRIN without prior authorization is prohibited.
- Associates will not make political contributions in the name of TRIN or ask for reimbursement for personal contribution.
- Associates will personally conduct themselves in an acceptable manner both on site and off site when representing TRIN.

### **Quality Policy**

The North American Tokai Rika Group is committed to quality in every facet of our business and organization. We will always strive to meet and exceed the needs and expectations of both our internal and external customers.

Our objectives for quality include:

- Customer satisfaction by providing defect-free, cost-competitive products and services on time,
- Safety in the workplace,
- Associate involvement through continuous communication and education, and
- Continual improvement of the quality system.

### **Environmental Policy**

The North American Tokai Rika Group will conduct its business in a manner that will preserve and protect the environment. This commitment includes:

- Fulfilling Compliance Obligations
- Chemical Management
- Conservation
- Recycling and Protection of the Environment

The TRAM Group, by setting and meeting objectives and targets, is committed to continual improvement of its Environmental Management System (EMS) for its Associates and local communities through education, communication, EMS audits and utilization of new technology.

### **Business & Community Partnership**

TRAM Group believes that relationships with external organizations and communities are also based upon a sense of teamwork and partnership. We encourage all Associates involvement in these areas to support the business and local community.

- We help suppliers to improve their processes and reduce their costs. In turn, they reduce our prices.
- We share our company's success with local society and communities through volunteering time and making donations.

### **Tokai Rika Production System**

At all TRAM Group locations, we are challenged with the spirit of a manufacturing system that meets several objectives. Those are:

- To respect and challenge Associates at all levels
- Keep inventory as low as possible, but never jeopardize the customer's shipment
- Use Stop/Call/Wait for problems
- Standardize work (same way every time)
- Use visual controls as much as possible



- Level out the workload (*Heijunka*)
- Reduce/remove waste (*Muda*)
- Promote from within, develop leaders

### **5S**

We support the manufacturing system through a series of disciplines called “5S” in order to simplify the process. Those are:

1. Seiri / Separate
  - Remove unnecessary items from all areas, leaving only the essentials.
2. Seiton / Systemizing
  - Place everything in a particular location so that anyone can see what it is.
3. Seiso / Scrub & Scour
  - Thoroughly clean all areas, equipment and surroundings.
4. Seiketsu / Standardize
  - Establish clear and simple methods of maintaining the result achieved from the previous steps.
5. Shitsuke / Study & Self Discipline (Sustain)
  - Reinforce the concept taught through visuals. Make and maintain a habit.

### **Tokai Rika Mind**

TRIN is committed to the Tokai Rika Mind. This commitment is a never ending journey to continuously improve the work environment for our Associates that will bring better business performances. The Tokai Rika Mind provides the basic guiding principles of our company.

## **3. SAFETY/HEALTH/SECURITY**

### **Safety Philosophy**

Teamwork and safety are our ways of life. TRIN believes that our Associates are our most important resource, and that the protection of this resource is vital to our success. To support this philosophy TRIN encourages your participation and involvement through use of our KYT (Kiken Yochi – Hazard Prediction) Form, (obtained in Human Resources or in the Multi-purpose room) for reporting all safety concerns to any member of our Management staff and we encourage your voluntary participation on our Safety Committee.

The following Safety Guidelines have been established to promote this philosophy.

### Safety Guidelines

Safety is an important part of everyone's job. It is the responsibility of all Associates to perform their jobs in a safe manner and conduct themselves in a way that ensures personal health and safety, as well as the safety of other Associates.

All Associates are expected to adhere to the following guidelines:

- Keep your work area neat, clean and orderly.
- Walk, do not run in the facility.
- Keep aisle ways, stairs, ramps, and doorways clear at all times.
- Smoke only in authorized areas.
- Follow these instructions when lifting objects: obtain secure footing, keep your back straight, squat, grasp the object firmly, and lift the object by straightening your legs.
- Report any safety hazard to your supervisor immediately.
- Notify your immediate supervisor or the Human Resource Department if you become ill or are injured on the job so arrangements can be made for prompt medical attention. Do not leave the facility.
- All Associates are required to wear proper footwear as outlined in the Footwear section of this handbook.
- Maintenance staff must wear Electrical Hazard rated safety toe shoes or boots that must have a rubber sole bottom.
- Wear hair net when working in the clean room.
- Wear beard net when necessary in the clean room.
- Wear safety glasses when in designated "safety glass" areas.
- Wear Personal protective equipment (e.g., gloves, masks, hearing protection, etc.) as instructed by your supervisor.
- Operate only the equipment you have been trained to use.
- Do not remove or alter guards on machinery and equipment.
- Never operate machinery and equipment without all guards in place.
- Button long sleeve cuffs when working with machinery or equipment.
- Remove or cover loose-fitting bracelets, earrings, necklaces, and other jewelry which might be caught in machinery or equipment.
- Become familiar with the location of the nearest eye wash station, fire extinguisher, first aid stations, telephones, Safety Data Sheets (SDS) binders, emergency exit routes and tornado shelter areas.
- Handle potentially hazardous materials according to SDS guidelines and follow work manual instructions.
- Follow emergency response guidelines for fire, tornado, and potentially hazardous chemical spills.

### **Personal Protective Equipment**

To help ensure a safe working environment, protective devices and other equipment necessary to protect our Associates from injury will be provided by the company at its expense in accordance with the applicable laws and safety needs. This includes but is not limited to Safety Glasses, Anti-Static Jackets and Safety Vests. TRIN assists Associates in the purchase of ESD shoes, ESD steel toed shoes, Electrical Hazard rated Safety toe shoes/boots (Maintenance) and Prescription Safety Glasses. Forms are available in the Human Resource Department.

### **Footwear**

#### **Electrostatic Dissipating Shoes (ESD)**

All Associates are required to wear ESD shoes or non-marring shoes with ESD shoe straps at TRIN; with the exception of the Maintenance department staff (Maintenance requirement listed below). **The additional requirement of safety toe is required while:**

- Working in the Warehouse
- Working in the Maintenance Shop
- Moving equipment

Safety toe ESD shoes, or Safety toe shoes with ESD straps are therefore required in order to meet the OSHA guidelines.

The purpose of requiring the use of safety toe shoes is to reduce the risk of injury to Associates feet from falling objects or equipment.

These shoes are to be new and are to be left on the premises, and must not be worn outside. Shoes must be kept clean as possible. The use of ESD shoes/straps promotes cleanliness in the facility as well as dissipates static electricity where required.

#### ***Electrical Hazard Shoe Requirements (EH)***

- All Maintenance department staff must wear Electrical Hazard rated safety toe shoes or boots (Identified by the appropriate hazard “EH” rating). These shoes must be safety toe and have a rubber bottom.

### **Anti-Static Jackets**

Anti-Static Jackets are to be worn by all Associates while in the clean room. Jackets should remain in the facility. Special permission must be granted to take the jackets out of the facility. Jackets remain the property of TRIN. The use of these jackets promotes cleanliness in the facility as well as dissipates static electricity, as required.



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### **Safety Glasses**

Safety Glasses are to be worn by all Associates while in the clean room. The initial pair of non-prescription safety glasses will be provided by TRIN upon hire. The replacement cost for lost or stolen safety glasses are the responsibility of the Associate.

### **Building Evacuation**

During an emergency evacuation, all Associates are to follow the emergency evacuation plan to exit the building. Once the Associate is out of the building, they are to go immediately to the designated meeting place for their work area. The supervisor will conduct a head count to ensure everyone evacuated the building safely. Do not re-enter the building until the all-clear signal has been given. Smoking is not permitted during an emergency evacuation or drill.

### **Emergency Response Team**

An Emergency Response Team has been established to assist whenever accidents/emergencies occur. These Associates have been trained to provide basic first-aid, CPR and AED care when needed. In the event of an emergency, dial "560" on any TRIN phone and request Emergency Response Team to report to the area.

### **Drug Free Workplace Policy**

TRIN acknowledges the problem of substance abuse (including alcohol) in our society. Furthermore, Associates who misuse alcohol and drugs are seen as a serious risk to other Associates, our customers, business partners and visitors. It is the intent of the company to balance our respect for individual privacy with our need to maintain a safe, productive, drug-free and alcohol-free environment.

It is our policy to employ people free from the use of illegal drugs and misuse of alcohol. Any Associate determined to be in violation of this policy is subject to all processes defined in the policy, which may include termination of employment, even for a first offense.

It is an established Standard of Conduct that TRIN Associates shall not use illegal drugs or misuse alcohol. This policy includes the possession, use, purchase, or sale of drugs or alcohol on company property or while on company business. It also includes reporting to work with illegal substances or alcohol in your system. In order to maintain this standard, TRIN has established and will maintain the programs summarized below:

1. **Pre-Employment Screening**

Pre-employment screening examinations will be conducted to prevent hiring individuals who use illegal drugs/alcohol or individuals whose use of legal drugs/alcohol indicates a potential for impaired or unsafe job performance.



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### **2. Associate Screening**

TRIN will maintain practices to identify Associates who use illegal drugs as defined, misuse alcohol on the job, or enter the workplace under the following circumstances:

- A. When there is a reason to believe that an Associate has illegal substances in their system.
- B. When there is a substantial mishap or accident in which injury to person(s) requires outside medical attention or in which substantial property damage has occurred.
- C. When required by law.

Associates should be aware that failure to submit to required medical examinations or tests is considered a voluntary termination of employment.

An Associate, while on company property or while on company business, is considered in violation of this policy when:

Bringing alcohol or illegal drugs onto TRIN's premises or property and/or having possession of alcohol or illegal drugs, being under the influence of such substances, and/or using, consuming, transferring, selling or attempting to sell or transfer any form of alcohol or illegal drugs while on company property. This includes prescription controlled substances which have not been prescribed by a licensed physician or dentist for specific treatment purposes for the Associate.

### **Workman's Compensation**

All Associates are covered under Indiana's Workman's' Compensation Law. If you sustain a work related illness or injury, you may be eligible for medical treatment including hospitalization and rehabilitation along with compensation for lost wages. In accordance with state requirements, a seven (7) day waiting period for workman's' compensation wage loss coverage begins on the first full day you are unable to work.

If you incur a work-related injury, no matter how minor, promptly report the incident to your immediate supervisor who will assist you in completing an accident report. It is important to notify your immediate supervisor as soon as you are aware of the injury to ensure timely medical treatment and accident investigation.

Failure to report injuries in a timely manner may result in a delay of treatment and benefit eligibility.



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When an Associate returns from an approved workman's compensation leave, a return to work authorization from the physician is necessary. To the extent practical, TRIN will reinstate you to the same position or to a similar position you had prior to the injury.

All Associates are covered under this law while working at an off-site facility or while traveling on company authorized business.

Neither TRIN nor its insurance carrier will be liable for the payment of workman's compensation benefits for injuries that occur during an Associate's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by TRIN.

Time missed due to an approved workman's compensation injury that meets the FMLA criteria for a serious health condition, may count toward FMLA time which is 12 weeks per 12 month rolling year.

### **ID Badges / Access Cards**

Upon employment at TRIN, all Associates are issued an ID Badge. The ID Badge is required to be worn by all Associates at all times.

Access cards are also issued to all Associates. The access card allows Associate to enter the building. All doors are locked at all times to ensure ease of movement in/out of the building, please keep your access card with you at all times.

Lost/Damaged access cards:

- 1) If your card is lost or damaged, a replacement fee will be charged.
- 2) Cards which are damaged through normal everyday use will be replaced at no charge.

### **Security Inspections**

In order to protect Associates and their property, as well as company property, routine inspections at entrances, as well as periodic inspections, may take place. Inspection areas may include desks, lockers, and other storage areas.

Inspections will generally be done by a manager and/or one member of the Human Resource Department. When possible, the Associate whose area is being inspected will be present during the inspection.

### **Visitors Policy**

All visitors must enter the building via the front door. Visitors need to sign in utilizing the I-Pad. A visitors badge will be printed and must be visibly worn. Visitors will be provided required PPE for the area of their visit. At minimum they will be given shoe covers to wear while in the facility. Visitors must be accompanied by a TRIN Associate at all times. Exceptions will be considered on a case by case bases.

Visitors must park in the spaces on the south side of the building. Visitors are not to park nor loiter in the Associate parking area. All visitors are required to sign out when leaving the facility, this includes leaving for lunch.

Visitors who want to join TRIN Associates on lunch break, must comply with the paragraph above and will be escorted to the lunch or break area upon arrival. Visitors must remain in this area during their visit.

Visitors who pose a danger or threat to Associates will be asked to leave the premises. If a problem continues, local authorities will be called to remove the visitor(s) from the property.

Management reserves the right to use its discretion to prohibit visitors from TRIN property.

### **Surveillance and Monitoring**

#### **1. Video Surveillance and Monitoring**

For the general safety of Associates and to protect the private property of TRIN and its Associates, TRIN, Inc. has internal and external monitoring devices that will record activity inside and outside of the building.

#### **2. Internet and Email**

**Internet and Email usage at TRIN, Inc. is for business purposes only. The company retains the right to monitor email messages and internet site usage. Associates found abusing the internet and email privilege may be discontinued from the use of these, may be disciplined and/or terminated based on the severity of the misuse.**

The TRAM Group IT department maintains and monitors computer software, hardware and network systems at TRIN.

### **Violence in the Workplace**

TRIN, Inc. is committed to preventing violence in the workplace and maintaining a safe work environment. Given the increasing violence in society, the company has adopted the following guidelines to deal with bullying, intimidation, harassment, or other threats of violence that may





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occur on its premises.

TRIN, Inc. will not tolerate any conduct that threatens, intimidates, or coerces an Associate, customer, or member of the public at any time; including off-duty periods. Additionally, firearms or weapons must be secured in compliance with all legal requirements.

All suspicious individuals or activities, including actual or threats of potential violence, both direct and indirect, should be reported immediately to your supervisor or any other member of management. This includes threats by Associates, as well as threats by customers, vendors, solicitors, or other members of the public. Associates should not attempt to intercede or otherwise become involved with any actual or potentially bullying, intimidating, harassing, or violent situation.

Associates are encouraged to bring their disputes or differences with others to the attention of an appropriate member of management before the situation escalates into potential violence. TRIN will investigate all reports of actual or threatened violence as well as suspicious individuals or activities promptly and thoroughly. The identity of the individual making a report will be protected to the extent practicable. In order to maintain workplace safety and the integrity of its investigation, TRIN, may suspend Associates, either with or without pay, pending investigation. Any Associate determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination of employment.

### **Smoke-Free Workplace**

TRIN, Inc. is a smoke-free facility. Smoking and the use of tobacco products, including electronic/smokeless cigarettes, is prohibited within the TRIN facility. Smoking is permitted outside the facility at a distance of eight (8) feet or greater from doors, windows or ventilation systems. Smoking is permitted in the "Smoke Hut" located on the southwest corner of the property. In order to promote a clean environment, smokers are asked to dispose of trash and smoking materials in the provided containers.

This regulation applies to all Associates, visitors and contractors visiting or working in our facility.

## **4. EMPLOYMENT**

### **Equal Employment Opportunity**

In accordance with all applicable local, state, and federal laws, TRIN is committed to the policy of non-discrimination and equal employment opportunity. All employment decisions will be made without regard to race, color, religion, sex, national origin, age, marital, familial or veteran status, medical condition or handicap, or any other legally protected status.





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Any changes, corrections or additions to federal and state laws will be considered to automatically adjust this policy accordingly.

TRIN endorses equal employment opportunity in all employment practices and decisions including recruitment, selection, development, placement, promotion, training, and terms and conditions of employment.

Job promotions at TRIN are based on, but not limited to, such factors as skill and ability, efficiency, physical requirements related to position, past corrective action record, attendance record, attitude and ability to work with others, prior job performance, and safety record.

If you have any questions regarding equal employment opportunity, please contact a member of the Human Resources Department.

### **“Hourly” and “Salaried” Associates**

TRIN Associates are classified as either Hourly or Salaried.

“Hourly” Associates will be paid an hourly wage for actual hours worked and are compensated for overtime pay after 40 hours worked per week.

“Salaried exempt” Associates are managers, executives, professional staff, technical staff, officers and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Fair Labor Standards Act. Exempt Associates will be notified of their status at their time of hire, transfer or promotion.

Employment with TRIN is “at will”, which means that you have the right to terminate the employment relationship at any time with or without cause or notice and that TRIN retains the same right.

### **Sexual and General Harassment**

TRIN is committed to providing a positive work environment in which each Associate has the opportunity to work free from all forms of discrimination and conduct which can be considered bullying, harassing, coercive, or disruptive.

TRIN will not tolerate any form of sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct which is:

- a condition or term of employment;
- a basis for continuation of current employment; or
- an attempt to influence an individual’s work performance.



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TRIN will not tolerate any form of harassment based upon race, color, religion, gender, height, weight, marital status, familial status, age, or disability. Harassment can take many forms but is generally conduct which:

- creates an intimidating, hostile or offensive work environment
- interferes with another individual's work performance
- affects the employment opportunities of another individual

Conduct which is deemed to be harassment under this policy will not be tolerated. Any individual found to have engaged in any form of harassment will be subject to immediate corrective action, up to and including termination of employment. TRIN will not retaliate, through wages, hours or working conditions, against any individual who reports or makes a good faith claim of harassment. Furthermore, TRIN will not retaliate against any individual who provides information during the investigation of a charge of harassment. Any Associate found to have retaliated against a co-worker for reporting/making a claim of harassment or participating in an investigation will be subject to discipline up to and including termination of employment.

If any Associate believes they have been subjected to any form of harassment at TRIN, they are urged to report such conduct immediately to their immediate supervisor, the HR Manager, or any other manager within the company. Please see the Sexual Harassment Policy for further guidelines. By reporting such conduct, an individual is not only protecting themselves, but others who may be subject to similar conduct in the future.

### **Associate Personnel Records**

Your personnel file is a record of facts about you and your job at TRIN. Promptly notify the Human Resources Department of any changes in:

- Name
- Address
- Telephone Numbers
- Emergency Contact
- Beneficiary
- Dependent Status
- Marital Status

TRIN respects your privacy and will attempt to maintain all information and records pertaining to you in a confidential manner. Information will not be released without your written approval or otherwise required by law. It is TRIN's policy to cooperate with federal and state agencies performing investigatory functions when required by law.



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Upon request, you may examine your own personnel file in Human Resources. You may respond in writing to any information you believe to be inaccurate. All personnel files are located in the Human Resources department and remain the property of TRIN.

### **Requests for Information**

If you are approached either formally or informally and asked to provide information about another Associate or former Associate of TRIN, please direct all requests to the Human Resources department to ensure that the information released is authorized and accurate.

### **Hours of Work - Reporting Time Worked - Rest and Meal Periods**

Regularly scheduled work hours vary according to job function. Each department manager is responsible for establishing and coordinating the work schedules within their respective departments.

For everyone's comfort and convenience, TRIN provides rest and lunch periods during the work schedule. Your immediate supervisor will notify you of your scheduled break and lunch periods. For hourly Associates whose workday is 10 or greater scheduled hours in duration, an additional 10 minute paid break will be added to each work schedule listed above. TRIN must have Associates available to work all shifts. Although an Associate's initial hiring and current assignment may involve working on a particular shift, TRIN may reassign an Associate to a different shift. TRIN will attempt to give Associates as much notice as possible when a change in shift is necessary.

### **Recording of Time Information**

TRIN records time worked to the nearest quarter hour increment. The nearest quarter hour is determined by what is referred to as "7 Minute Rounding".

With 7 minute rounding, time that occurs during the first 7 minutes after a quarter hour increment will round back to the last quarter hour increment. Time which occurs 8 minutes after a quarter hour, until the quarter hour, will round forward to the next quarter hour increment.

Time missed will be tracked in accordance with the hourly attendance policy \*(See Section 8 of this handbook).



## **ASSOCIATE HANDBOOK**

### **Standards of Conduct**

TRIN counts on its Associates to use self-discipline. Objectionable or unfavorable conduct will not be tolerated and will result in corrective action up to and including termination of employment. The decision to initiate corrective action or termination lies within the discretion of TRIN. The use of corrective action in lieu of termination will not in any way effect the “at will” employment relationship maintained with salaried Associates.

TRIN may suspend an Associate for purposes of investigating any offense which may result in corrective action up to and including termination. If following such investigation, the merits of the offense do not warrant taking action, the Associate will be compensated for all regularly scheduled time missed due to the suspension.

### **Serious Misconduct**

Below is a list, but not a complete list, of those illegal, unsafe, or dishonest activities that are considered serious misconduct. If violations occur, action will be taken consistent with the seriousness of the violation, up to and including discharge.

- Falsification, tampering or dishonesty with regard to any company record
- Endangering your safety or the safety of a co-worker
- Misuse or theft of TRIN property or the property of others
- Fighting or provocation to fight, either on or off TRIN property
- Consumption of alcoholic beverages on TRIN property or while operating owned, leased, or rented vehicles or while on company business
- Possession or consumption of illegal drugs (as defined in the Drug Free Workplace Policy) on TRIN property or while operating owned, leased, or rented vehicles or while on company business.
- Use of dangerous weapons or firearms on TRIN property or while on company business.
- Intentional release of confidential information
- Participation in any illegal activity while on TRIN property or while operating owned, leased or rented vehicles or while on company business.
- Harassment in any form, against any individual associated with TRIN
- Any other egregious conduct that a supervisor or manager determines, after an investigation, merits disciplinary action or termination.
- Failure to cooperate in an investigation.
- Failure to meet minimum work or quality standard; tardiness, absences, a demonstrated inability to do the job, or a negative attitude demonstrated by a continual lack of cooperation with other Associates, customers, or the company.



## **ASSOCIATE HANDBOOK**

Leaving the property during scheduled work hours without the knowledge of your immediate supervisor will be considered a voluntary quit.

Below are listings of those violations of TRIN's conduct standards that would result in the implementation of the Corrective Action Process. These listings represent misconduct and performance violations. The lists are not complete lists, but are representative violations. If violations occur, action will be taken consistent with the seriousness of the violation, up to and including discharge.

### **Misconduct**

- Refusal to follow established operating procedures, policies, or supervisor instruction;
- Failure to follow established equal employment opportunity policies established for the hiring, firing, promoting or transferring of any individual;
- Use of abusive or disruptive language or actions against another individual on TRIN property;
- Behavior on or off TRIN property that reflects unfavorably on TRIN or other Associates while on company business.
- Accepting personal gifts or favors from contractors, customers, etc. (please refer to the business ethics policy.)

### **Performance**

- Unsatisfactory work performance including carelessness in observing quality standards
- Sleeping or wasting time during work hours
- Interfering with production or work output
- Performance of unauthorized personal work during work hours

For the purpose of Corrective Action, the misconduct and performance listings are considered separate incident types. A subsequent violation of the same type will result in the next level of corrective action being initiated if a previous violation remains active.

A thorough knowledge of TRIN policies and procedures will minimize the chance of corrective action being taken.

## **Corrective Action – Misconduct**

**Step 1-** A Verbal Notice is issued as a record of a conversation between the Associate and supervisor of an unacceptable action or performance. Notifications remain active for 1 year from the date of issue.

**Step 2-** A Written Notice is issued when more serious action is necessary.



## **ASSOCIATE HANDBOOK**

**Step 3-** A Final Written Notice is issued when more serious action is necessary. This level will include the Manager as well as the Section Manager.

### **Step 4-**

**Suspension-** A suspension may be issued in the event of a serious infraction of company rules in lieu of an immediate termination. Manager's judgment and consistency in past practice will determine the use of a suspension.

**Termination-** If an unacceptable behavior or performance is not corrected as outlined in the previous process, a recommendation for termination is initiated upon next occurrence.

### **Corrective Action – Performance**

**Step 1-** A Verbal Notice is issued as a record of a conversation, between the Associate and supervisor of an unacceptable action or performance. Notifications remain active for 1 year from the date of issue.

**Step 2-** A Written Notice is issued when more serious action is necessary. This level will include the Section manager or manager.

**Step 3-** A Final Written Notice is issued when more serious action is necessary. This level will include the manager as well as the Section manager.

### **Step 4-**

**Suspension-** A suspension may be issued in the event of a serious infraction of company rules in lieu of an immediate termination. Manager's judgment and consistency in past practice will determine the use of a suspension.

**Termination-** If an unacceptable behavior or performance is not corrected as outlined in the previous process, a recommendation for termination is initiated.

### **Reporting Illegal/Dishonest Activities (Whistleblower)**

All Associates, temporary workers and contractors are encouraged to report any illegal or dishonest activities of which they are aware. An Associate or individual can report such an activity, directly or anonymously, to his or her immediate supervisor or to Human Resources in person or in writing. The confidentiality of the Associate will be maintained; however, the identity of the Associate may need to be disclosed to conduct a thorough investigation to comply with the law.



## **ASSOCIATE HANDBOOK**

All Associates are protected against any retaliation (discharge, threats, harassment or discrimination) if they report any allegations of illegal or dishonest activities. The Associate is also protected even if the allegations prove to be incorrect or unsubstantiated; provided the allegation was made in good faith and the original information was believed to be true.

The Associate must exercise sound judgment to avoid baseless allegations. An Associate who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

### **Length of Service**

Length of service shall be considered broken and terminated for the following reasons.

If an Associate:

- Quits or is discharged
- Is absent from work for three (3) consecutive work days without notifying the company; (This is considered a voluntary resignation with no notice)
- Fails to return to work after an authorized leave of absence
- Is on accumulated leave of absence for more than 6 months
- Retires
- Fails to return to work or to notify the company within three (3) working days after issuance of the company notice or recall by registered mail to the last known address of said Associate
- Is laid off for more than one year or his/her length of service whichever is less

### **Medical Leaves of Absence**

Medical Leaves of Absence are for Associates with less than one year of company service, for Associates who have worked less than 1,250 hours in the previous 12 months or for Associates who have exhausted their FMLA for the rolling year.

- A medical leave is only applicable when you have a serious health condition that totally disables you from any work for a period greater than 3 consecutive calendar days, pending approval of Short Term Disability benefits. No leave shall exceed 6 months in length.
- You must complete an Associate Request for Leave form and provide a Health Care Provider certification completed by your physician as soon as possible, but no later than 15 calendar days from the date the leave was requested to begin.
- You must call the attendance line daily until an “off work” note from your medical care provider has been received by the Human Resources department.



- If you continue to be disabled and are unable to return to work when your leave expires, the leave may be extended. You must provide updated medical documentation from your physician in order for the extension to be re-evaluated.
- Failure to return to work upon the expiration of an approved medical leave of absence may result in you being considered a voluntary quit
- When you return from an approved Medical Leave of Absence, a return to work authorization from the physician is necessary before you will be permitted to start work.
- In the event you are deemed disabled, you may be eligible for disability benefits. Please refer to the Summary Plan Description or visit the Human Resources department for details on this benefit. In order to maximize the benefit, please understand it is your responsibility to ensure that your physician contact the disability carrier. Failure to provide this information to the disability carrier may result in your medical leave not being approved.

TRIN continues all insurance benefits for Associates on an approved medical leave of absence for a period of 26 weeks. In the event that you are unable to work after 6 months (26 weeks), you will have the opportunity to continue medical and dental benefits through COBRA continuation. Information concerning COBRA continuation will be provided at that time.

It is an undue hardship on the company to hold open a position any longer than 6 months. In the event you are unable to return to work at the end of the 6 month period, your employment will end. However if you are available for work at a later date, you may be considered for rehire.

### **Family and Medical Leave Act - Leave of Absence (FMLA)**

TRIN will provide eligible Associates up to 12 work weeks of unpaid leave according to the Family and Medical Leave Act.

Family Medical Leave Act – (FMLA) is a leave available to all Associates who have been employed by TRIN for at least 12 months and who have worked at least 1,250 hours during the previous 12 months preceding a request for FMLA. It is intended to assist Associates by providing time off:

- When a serious health condition renders the Associate unable to perform the Essential functions of their job;
- To care for an immediate family member with a serious health condition;
- To care for a newborn child within the first 12 months of birth; or
- For the placement of a son or daughter with the Associate for adoption or foster care.
- To care for a family member qualified under the military care giver leave or military exigency leave.





## ASSOCIATE HANDBOOK

Time missed due to an approved Workman's Compensation injury that meets the FMLA criteria for a serious health condition may count toward FMLA time.

Up to 8 hours of unused PTO will be applied to the first day of every Family Medical Leave, Intermittent or continuous. Associates may be asked to cancel approved vacation time that has not been already taken. They may elect to take additional vacation time for all or a portion of their FML of Absence except in the case of Workers' Compensation leaves. All PTO applied to an FML of Absence will be counted as part of the 12 week maximum time off allowed under the FMLA.

PTO will be applied as follows,

- 2.75 hours or less FML absence, no PTO will be applied
- 3-4.75 hours FML absence, 4 hours PTO will be applied
- 5 hours or greater FML absence, 8 hours PTO will be applied

### Eligibility

You are eligible for up to 12 weeks of FML per rolling year. Once you exhaust your 12 week maximum for that period, you are not eligible for an FML of absence until a year has passed since your initial leave request and you again meet the hour requirements.

As soon as the need for an FML of Absence arises, you should notify your immediate supervisor. Although the initial request may be verbal, you are required to submit an Associate request for leave of absence form. A Health Care Provider Certification must be turned in as soon as possible, but no later than 15 calendar days following the date the leave is requested to begin.

### Approval Process

All approvals for an FML of Absence are in writing by Human Resources with timely communication to the Associate and the Associate's immediate supervisor. If an Associate Request for FML of Absence is not approved, the Associate requesting such a leave will receive notification as to why their leave is not approved.

TRIN will follow current FMLA regulations when determining whether a requested FML of Absence meets the established approval guidelines. The length for which the leave is approved is determined by the information provided on the Request for Family Medical Leave and the Health Care Provider Certification.

TRIN will continue all insurance benefits for Associates on an approved FML of Absence. Associates will be required to make up all missed deductions through payroll deduction upon returning to work. In the event that you have exhausted your 12 weeks of FML in a rolling 12 month period and are still unable to work, an extension may be requested by completing the necessary forms in accordance with the medical leave policy.



## **ASSOCIATE HANDBOOK**

Reinstatement to the same or equivalent position will be made in accordance with all requirements of the Family Medical Leave Act of 1993.

If anything in this policy is in conflict with FMLA Regulations, the regulations prevail.

Additional information on an FML of absence is available in Human Resources.

In the event you are deemed disabled, you may be eligible for disability benefits. Please refer to the Summary Plan Description or visit the Human Resources Department for details on this benefit. In order to maximize the benefit, please understand it is your responsibility to ensure that your physician contact the disability carrier.

### **Emergency/Personal Leave of Absence**

Associates may make a written request for an Emergency/Personal Leave of Absence without pay after being employed at TRIN for one (1) year. This request must be submitted to your immediate supervisor stating the reason for the request and the estimated length of time. An Emergency/Personal Leave of Absence may be approved only in the cases of emergency or extreme personal need. Substantiation may be required.

An Emergency/Personal Leave of Absence is limited to a minimum of 5 consecutive, regularly scheduled workdays and a maximum of 30 calendar days. Associates will be required to take all unused absent time and PTO time prior to a personal leave of absence being considered.

To the extent practical, TRIN will reinstate Associates to the same position or to a similar position you had prior to the leave.



## ASSOCIATE HANDBOOK

### Funeral Leave of Absence

Associates may request up to three consecutive regularly scheduled workdays off with pay while arranging for or attending the funeral of a member of their immediate family. This time may be taken from the date of the death until one day after the funeral.

If necessary, you may request two (2) additional unpaid days off up to a total of 5 day due to the death of a family member. This request must be submitted to your immediate supervisor and state the reason for the request and the estimated length of time.

For purposes of this policy, immediate family includes the Associate's:

Mother	Spouse	Sister	Brother	Grandmother	Grandchild
Father	Child	Step-Sister	Step-Brother	Grandfather	
Step-Mother	Step-Child	Half-Sister	Half-Brother	Step-Grandmother	
Step-Father	Legal Guardian	Sister-in-Law	Brother-in-Law	Step-Grandfather	
Mother-in-Law	Daughter-in-Law				
Father-in-Law	Son-in-Law				

(All step and in-law relationships with current spouse only.)

For other family members as stated below, hourly Associates may request the day of the funeral off. See below for clarification if the day is paid or unpaid.

#### ***Day of funeral off with pay***

Grandparents-in-Law (All in-law relationships with current spouse only.)

Step-Grandparent

#### ***Day of funeral off unpaid***

Aunt/Uncle

Niece/Nephew

Great-Grandparent

Only family members listed above are covered by the funeral leave policy. For funeral leave to be approved, you are required to provide documentation such as a service program or obituary. Failure to provide documentation will result in the funeral leave being denied and the time missed will be considered absent.



## **ASSOCIATE HANDBOOK**

### **Jury Duty/Subpoena Leave**

#### **Applicability**

This policy applies only to regularly scheduled work days. Associates are expected to report for work whenever the court schedule permits. Associates having a partial day for jury duty or when appearing as a witness are expected to return to work and complete their normal work day.

#### **Pay During Jury Duty / Subpoena Leave**

TRIN pays the Associate's wages during the time spent on jury duty.

Hourly Associates may request an unpaid leave when he/she is required to appear as a witness in court. They are not eligible for a leave in cases when they are the principle plaintiff or defendant.

### **Military Leave of Absence**

Associates may request a Military Leave of Absence if they are a member of the U.S. National Guard or U.S. Military Reserves and are called to duty or are required to attend annual training. Compensation will be for the difference between an Associate's regular base bi-weekly wages and the amount of base military pay compensation received for each regularly scheduled work day in a regular workweek. The pay will not exceed eight (8) hours per day and will be limited to a maximum of ten (10) regular work days in a calendar year.

To receive this compensation, Associates must present an appropriate military pay voucher to the Human Resources Department after their return.

The Associate should notify their immediate supervisor and complete an Associate military leave request form as far in advance as possible.

Reinstatement to the same or equivalent position and benefits will be made in accordance with all requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) or applicable federal regulations. For leaves exceeding 10 working days, the Associate will be placed on an unpaid military leave of absence for a period of up to 5 years.

### **Job Opportunities**

TRIN wants you to develop and advance in accordance with your capacity and personal effort. This includes giving you an opportunity to be considered for job openings which may occur either within your department or other departments of TRIN. Promotions are earned, rather



## ASSOCIATE HANDBOOK

than awarded. TRIN encourages development of our Associates so that promotions are possible.

Please remember that the primary purpose of job opportunities is to staff the organization with Associates who possess the necessary skills. Sometimes this purpose can best be served by not promoting from within, but by hiring from outside the organization.

Open positions will be filled when deemed necessary to meet business requirements. However, not all open positions will be filled.

### Definitions:

- A. Open Positions: Vacancies resulting from Associate termination, transfer, or promotion; vacancies created by authorized additions to staff or by additional or new positions created without overall additions to staff (e.g., reorganizations/consolidations/mergers, etc.).
- B. Job Posting: Notification of an open position.
- C. Promotion: A job opportunity that is a higher grade level than your current position.

In the selection of an Associate to fill an open position, the following qualifications will be carefully considered by TRIN. This should not be considered a complete list but general guidelines.

- 1. Skill and ability
- 2. Efficiency
- 3. Physical requirements related to position
- 4. Previous corrective action record
- 5. Attendance record
- 6. Attitude and ability to work with others
- 7. Prior job performance
- 8. Safety record

- D. Lateral Transfer: A job opportunity that is the same grade level as your current position, usually with no change in compensation or grade level. Lateral transfers are only permitted when such transfers are in the best interest of TRIN and the Associate's career development.
- E. Shift Transfer/Preference: A position that is the same position in the same department as you currently hold on another shift



## **ASSOCIATE HANDBOOK**

- F. **Re-assignment:** A transfer to a different shift or position. Associates may be re-assigned from time to time on a temporary or permanent basis: to meet customer requirements, to meet operational needs, or to provide training and development.

### **Job Posting Process**

Associates who currently work within the department where the open position exists will be given first consideration when filling the opening. If a qualified Associate is not found, those Associates applying from other departments will be considered as candidates.

The company reserves the right to recruit outside of the company without posting internally. Job opportunity postings are posted at a designated location for a minimum period of 2 business days. Interested Associates should complete the required documentation and submit it to Human Resources to ensure that the best candidate is hired. It may be necessary to begin outside recruitment efforts simultaneously with the internal process. Job opportunities may be posted for (all) selected positions up to and including department manager at all TRAM Group locations.

### **Employment of Relatives**

TRIN, Inc. will accept employment applications from relatives. Associates may not be directly supervised by anyone in their family or immediate household. If you have any questions regarding employment opportunities, please contact a member of Human Resources.

### **Guidelines:**

It is TRIN's policy to promote on the basis of merit. In each case, however, management will be the sole judge of an Associate's "merit". While length of service contributes to efficiency, it must also be recognized that qualifications do vary between Associates, regardless of length of service.

Shift Transfers/Preferences:

Shift preference transfers shall be made in accordance with the following:

1. At the department manager's discretion, shift transfers will only be made at a time when the transfer would not interfere with practical, efficient, and orderly training of personnel.
2. Shift transfers will be made only when an opening in the same classification exists on the preferred shift in the same department.



## **ASSOCIATE HANDBOOK**

3. Shift transfers will be based on hire-date seniority within the same department.
4. An Associate excluded from exercising a shift preference option, due to training requirements, will be allowed to exercise that option when the training is completed.

Shift preferences will be posted on the bulletin board in the multi-purpose room for a minimum forty-eight (48) hours (Saturday, Sunday, and Holidays excluded).

Interested eligible Associates must either sign the posting in person, have their Team Leader sign it on their behalf, or notify Human Resources. The posting is valid for 30 days or until all names are exhausted whichever occurs first.

Associates not present during the shift preference posting are responsible for contacting the company if interested in any potential openings while they are absent.

### **Job Posting Process:**

Associates who currently work within the department, where the open position exists, will be given first consideration when filling the opening. If a qualified Associate is not found, those Associates applying from other departments will be considered as candidates.

Job opportunities are normally posted for all positions up to and including department manager.

Job postings/signups will be placed on the bulletin board in the multi-purpose room.

Job postings will be posted on the bulletin board in the multi-purpose room for a minimum of forty-eight (48) hours (Saturday, Sunday, and Holidays excluded).

Interested eligible Associates must either sign the posting in person, have their Team Leader sign it on their behalf, or accept a verbal offer. The posting is valid for 30 days or until all names are exhausted whichever occurs first.

### **Resignation**

Should the time ever come when you are thinking of leaving TRIN, please talk it over with your immediate supervisor or a member of the Human Resources department. This is an important decision, and you may have failed to consider some important factors.

To be considered for rehire, please give your immediate supervisor and Human Resources adequate written notice of your intent to resign.



## **ASSOCIATE HANDBOOK**

A member of the Human Resources department will schedule and conduct an exit interview and arrange to issue your final paycheck.

### **Associate Reduction in Force/Recall**

TRIN recognizes that employment security is essential to an Associate's wellbeing. Every reasonable action will be taken to ensure continuous employment for all Associates. If TRIN determines that a reduction in force is necessary, it may take the following action when appropriate:

- Eliminate subcontractors and bring subcontracted work in-house.
- Dismiss temporary and part-time Associates and assign full-time Associates to fill their jobs, provided the full-time Associates are capable of performing the job duties.
- Ask Associates who are willing, to take a voluntary layoff.
- Give all Associates or Associates in selected departments, the choice of a partial layoff or a reduced workweek.
- Layoff by department wide company service, with the last Associate hired being the first laid off, so long as the Associates who are retained have the skills necessary to operate the department, if an involuntary layoff is necessary.
- The right to be recalled for 12 months from the date of layoff.
- Recall from layoff by department company service in accordance with the same principles as previously stated.
- Discontinue insurance benefits as of the date of layoff.

In the event that a position or positions are eliminated, Associates will be reassigned to align with the needs of the business.



### Dress Code Policy

#### Salaried Staff:

- Men – Dockers style pants or dress slacks, with button down style shirt, turtleneck or polo shirt.
- Women – Dockers style pants or dress slacks, dresses or skirts, with a button-down shirt, polo shirt, turtleneck, or blouse.

#### Hourly Associates and Team Leaders:

- Men – Slacks or denim jeans, Dockers style pants, button down shirt, turtleneck, polo shirt, t-shirt, plain sweatshirt.
- Women – Slacks or denim jeans, Dockers style pants, button down shirt, turtleneck, polo shirt, t-shirt, plain sweatshirt.

Coveralls will be provided when needed for work that requires additional protection.

Other Acceptable Clothing: Approved TRIN logo wear, sweaters, business suits, sport jackets, appropriate business dress wear.

Unacceptable Clothing: Torn pants or jeans, halter/tank/tube type or sleeveless tops, jogging suits, shorts or cutoffs, Capri pants, spandex/leggings, sweat pants, low cut tops or pants, any clothes with offensive pictures or any item of clothing deemed inappropriate by TRIN management.

Notes – When wearing a dress or skirt, hosiery or tights must be worn (no bare legs).  
The hem of pants and jeans may not touch the ground or be frayed.

## **5. COMPENSATION**

### **Wage/Salary**

Each position at TRIN is evaluated and assigned a wage/salary grade. Each grade is assigned a corresponding wage/salary range. Periodically, TRIN may revise its job descriptions, evaluate individual jobs to ensure that they are rated and paid appropriately, and review job specifications to ensure that they are directly job related.

Your wage/salary will be reviewed on an annual basis. If you are granted a wage/salary increase, it will be effective at the beginning of the next regular pay period.



## **ASSOCIATE HANDBOOK**

Your total compensation at TRIN consists not only of the wage/salary you are paid but also of The various benefits you are offered, such as group health and life insurance and a 401(k) Retirement Savings Plan, as described in a later section of this Handbook.

Questions regarding the TRIN wage/salary administration program, your individual wage/salary, or Company benefits should be directed to your immediate supervisor or a member of the Human Resources Department.

### **Hourly/Salaried**

TRIN Associates are classified as either Hourly or Salaried.

Hourly Associates - are covered by laws governing overtime and thus are compensated for overtime hours.

Salaried Non-Exempt Associates – are covered by laws governing overtime and thus are compensated for overtime hours.

Salaried Exempt Associates - are “exempt” from overtime pay provisions as provided by the Fair Labor Standard Act.

### ***Hourly Associates***

Hourly Associates will be paid an hourly wage for actual hours worked.

All additional work must be scheduled as soon as possible and approved in advance by the appropriate level of supervision.

Additional work that is performed without approval is in violation of policy. When possible, additional work will be scheduled on a voluntary basis. If a sufficient number of Associates have not volunteered, the department manager will assign overtime based on company need.

Overtime compensation will be paid with prior approval as follows:

1 1/2 times their base hourly pay rate for all hours worked which are:

- More than 40 hours in one work week

2 times their base hourly pay rate for all hours over 40 hours in a work week which are worked:

- On a Sunday
- On a recognized Company holiday (in addition to holiday pay)



## **ASSOCIATE HANDBOOK**

### ***Salaried Associates***

The salary of those Associates holding salaried positions is considered as full compensation for all efforts necessary to accomplish the responsibilities assigned, including the assignment to work additional time during the normal work week.

Salaried staff who are designated as Team Leaders (in specified departments) will receive overtime compensation for all hours worked over 45 hours per week. These hours will be paid at a straight hourly rate calculated by dividing the Associates normal bi-weekly pay by 80 hours. Over time pay must be approved by the Associates supervisor.

### **Shift Bonus**

Hourly Associates whose regularly scheduled shift starts between the hours of 2:00 p.m. and 2:00 a.m. are paid a shift bonus of \$.20 per hour.

Shift bonus is included when calculating overtime.

Shift bonus is NOT included when calculating vacation, holiday, funeral, jury duty, etc.

### **Reporting Pay**

Associates who report for their normally scheduled shift but are not required to work shall receive a minimum of two (2) hours of pay at the regular hourly rate.

### **Call-In Pay**

#### **Hourly Associates**

Associates who are “called in” to work during their non-scheduled work time shall receive a minimum of two (2) hours of pay at the regular hourly rate or shall be paid for the hours worked at the prevailing rate for those hours, whichever is greater.

#### ***Return to Work - Split Day/Weekday Emergency Situations***

Occasionally, Associates may be asked to stop work and leave the work place due to an emergency or other unplanned situation. In those situations where it is believed that work can be restarted at a later time, Associates may be asked to return to work at a specified time. Associates who do so will be paid a monetary incentive of 2 hours pay at their regular straight time rate in addition to their regular hourly rate for hours worked.



## **ASSOCIATE HANDBOOK**

### **Pay Periods**

All TRIN Associates are paid bi-weekly (every other week). Each pay period is 14 days in length, Monday – Sunday, with payday occurring on the Friday following the end of the pay period.

### **Pay Statement**

Bi-weekly earnings statement that fully explains gross pay, deduction and amount of net pay are accessible for all Associates.

### **Direct Deposit**

Automatic bank deposit is provided to Associates. A direct-to-bank system is utilized by TRIN to deposit the full amount of pay directly in the bank or credit union of an Associate's choosing, provided it is equipped for electronic transfer of funds.

### **Payroll Deductions**

TRIN is required by law to make payroll deductions for withholding of federal, state and if applicable, local taxes as well as Social Security and Medicare. Any optional deductions require your specific written authorization.

TRIN must comply with all writs of garnishment and Friend of the Court orders that are received. This deduction will be in accordance with the rulings and orders established by the court.

## **6. BENEFITS**

### **Group Insurance**

TRIN offers group insurance to all regular, full-time Associates to protect you and your family from major problems and expenses. Insurance benefits include:

- Medical/Rx
- Dental
- Vision
- Supplementary Life
- Life and Accidental Death & Dismemberment \*
- Short Term Disability\*
- Long Term Disability\*

\* These benefits are offered to Associates only; dependents are not covered.



## **ASSOCIATE HANDBOOK**

For a detailed explanation of your group benefits, you should read your group insurance plan booklets or contact Human Resources.

TRIN may from time to time change insurance carriers, coverage or the format of benefit plans. While it is TRIN's intent to continue to offer Group Insurance, TRIN reserves the right to modify, suspend or discontinue all or any part of the Plan at any time.

Any benefits obtained under the Group Plan, except as provided for through COBRA Coverage, shall end when the Associate's employment ends.

### **Retirement Savings Plan**

TRIN encourages all Associates to plan for retirement. To assist Associates, TRIN allows Associates to make contributions to a Roth retirement plan account and/or to a 401(k)-retirement savings account and will match 100% of their contributions up to 4% and will match 50% on the next 2%. Associates are eligible for participation upon their date of hire.

Please refer to the plan booklet for a detailed explanation of your benefits or contact Human Resources.

### **Holidays**

TRIN has thirteen (13) holidays to be determined at the beginning of each year. A calendar of scheduled holidays for the current year is available in Human Resources.

Holiday Pay is calculated for eight (8) hours at your regular straight time rate. The Associate must work the entire scheduled work day before and the entire scheduled work day after in order to receive holiday pay.

Hourly Associates who work a holiday will be paid double time rate (2 x normal hourly rate) for hours worked plus holiday pay.

For Example: Hourly Associates who work eight (8) hours on the holiday will receive eight (8) hours pay at double time rate (16 straight hours), and eight (8) hours holiday pay, totaling twenty-four(24) hours pay.

Associates receiving Short Term or Long Term Disability benefits, or workman's compensation wage payments will not receive holiday pay.



## ASSOCIATE HANDBOOK

### Paid Time Off (PTO)

TRIN believes that Associates should have a time of rest and relaxation each year, as well as time for illness and personal reasons. Associates earn PTO through years of service. The amount of yearly PTO depends upon your length of service with TRIN. This PTO policy applies to all TRIN Associates who work on average at least 25 hours per week.

The amount of PTO earned in your **first calendar year** of employment will accrue over time per week and is as follows:

TRIN Hire Date	Amount of PTO Earned
1/1-1/31	10 days
2/1-2/29	9 days
3/1-3/31	8 days
4/1-4/30	7 days
5/1-5/31	6 days
6/1-6/31	5 days
7/1-7/31	4 days
8/1- 8/31	3 days
9/1-9/30	2 days
10/1-10/31	2 days
11/1-12/31	1 day

After the first calendar year, PTO will accrue throughout the year per calendar day. Earned PTO is based on years of service and is as follows:

<u>Calendar Year</u>	<u>Total PTO</u>	<u>Accrual Rate</u>
2 - 5 years	13 days	0.284 hr/s per day
6 –9 years	18 days	0.394 hr/s per day
10-14 years	20 days	0.438 hr/s per day
15 & up years	23 days	0.504 hr/s per day

PTO time is to be scheduled with your immediate supervisor. PTO may be scheduled in four (4) or eight (8) hour increments. Associates requesting PTO are to submit the request at a minimum by the end of their shift the day prior.



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### **PTO used for PMLA**

Associates may choose to use PMLA on a call in basis, up to a maximum of 5 days per year. PMLA may be used in (4) or (8) hour increments and must be called in a minimum of 30 minutes prior to the start of your shift.

PMLA will be paid out at the Associate's regular rate of pay and will not be considered "hours worked" when calculating overtime for Non Exempt Associates and Exempt Associates receiving straight time over 45 hours.

Associates that take PMLA the day before or after a holiday will lose holiday pay.

### **PTO Earned/Unearned in the event of Resignation/Termination**

If you resign from the company or are terminated, you will be paid for all earned PTO not taken. Should the situation occur where you have taken unearned PTO, your final pay will be reduced by the amount of unearned PTO time taken.

### **PTO Carry-Over & Payouts**

In those situations where Associates have un-used PTO days at the end of the year, the following will apply:

- A maximum of 80 hours may be carried over to be used the following year.
- Any additional PTO time remaining will be forfeited.

## **Training and Development**

TRIN believes in the importance of Associate growth and development and encourages Associates to take advantage of the many opportunities for additional training and education. The Company provides in-house programs for job-related skills training and supervisor and management development, in addition to its Tuition Reimbursement Program.

From time to time, Associates will be required to attend various training workshops and seminars conducted by the company or by outside vendors. If an Associate is asked to attend off-site training, TRIN will pay travel expense as well as the cost of the training, per the guidelines outlined in the travel and entertainment policy.

Associates interested in obtaining more information about available training and development opportunities should contact their immediate supervisor, manager, or a member of the Human Resource department.



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### **Tuition Reimbursement Program**

TRIN is interested in your continuing education in areas that will benefit your career and the Company. The tuition reimbursement program gives Associates the opportunity to take classes at an accredited college and be reimbursed up to 100% of the tuition and fees. (Travel expenses and text books are the responsibility of the Associate.)

Interested Associates should contact Human Resources for information about this program and the procedure for applying for reimbursement.

### **Employee Assistance Program (EAP)**

TRIN, Inc. provides an EAP for Associates and anyone in their household. The Employee Assistance Program is the first step for Associates and their family members to:

- Reduce Stress
- Handle a life curve ball
- Cope after crises
- Support and improve relationships
- Focus at work
- Lead others
- Navigate the legal system
- Reduce debt
- Live a healthy life

### **Services Provided**

#### Counseling

- In-person
- Telephone
- Text messaging
- In-the-moment
- Video

#### Consultation on

- Finances
- Legal needs
- Managing employees
- Life
- Crises support





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- Coaching
- Adult and child care resources
- Personal and professional training
- Digital behavioral health tools

The Employee Assistance Program is free of charge. All contact with the EAP is confidential and TRIN, Inc. is not notified of your attendance at the EAP.

Additional information can be found in the multi-purpose room.

Please see your supervisor or Human Resources if you need assistance.

### **7. GENERAL INFORMATION**

#### **Communication**

TRIN believes that “open communication” is necessary for the success of our company. Communication is important in keeping Associates informed on current happenings as well as allowing Associates the opportunity to voice their opinions, ideas, suggestions, or concerns.

##### *Bulletin Boards / Televisions*

Bulletin Boards and televisions are located throughout the facility. They contain information on TRIN policies, customer feedback, benefit updates, and plant/community events. A bulletin board for posting by Associates is available in the Multi-purpose room. Associates are welcome to post notices here that are in good taste and without profanity or pornographic qualities. All notices must be turned in to Human Resources for approval before posting.

##### *Plant/Department Meetings*

Plant meetings are held to inform Associates of business conditions, training, and general information. From time to time, department meetings are conducted to inform Associates of news.

##### *Letters to Associates*

Periodically, TRIN may distribute information by passing it out to Associates or by mailed letter to an Associate's home. It is important to take the necessary time to review all materials distributed.



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### **Facilities**

Special facilities are available for the convenience of all Associates.

#### *First Aid Room*

The First Aid room is located in the southeast section of the building. Please notify your immediate supervisor or a member of the Human Resources department in the event you need medical attention. A separate area in the First Aid room is available for nursing mothers. Please see Human Resources to adjust your break schedule, if needed, to allow for this.

A refrigerator is available for use with prior approval to store breast milk, medications, etc.

#### *Multi-Purpose Room / Break areas*

Vending services are available for quick snacks and drinks. Refrigerators and cabinets are also available for Associate use. It is the responsibility of all Associates to keep the multi-purpose room / break areas neat and clean. Please be sure to clear off the table and push in your chair after each use.

#### *Lockers*

Associates will be issued a locker and lock. Only company issued locks may be used on the lockers. Lockers and locks are the property of TRIN.

#### *Parking*

Associates are asked to park in designated areas only and to utilize one space per vehicle. Parking is on a first come first serve basis, with handicapped spaces available for those Associates with handicap permits. Temporary parking passes may be issued with proper medical documentation. Please keep vehicles locked as TRIN is not responsible for items lost or stolen. Damage to personal vehicles while on company property should be reported to individual automobile insurance carriers.

### **Plant Closings**

In the event you are not to report to work, an attempt will be made to notify you that the plant is closed. A notice of plant closure is considered timely if broadcast at least one hour prior to your regular start time.

Plant closings will be broadcast via the following sources:



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Television Station    News Channel 21  
Television Station    News Channel 15  
Television Station    News Channel 33

Or travel advisory information by county can be found online at the Department of Homeland Security Indiana web-site at: [www.in.gov/dhs/traveladvisory](http://www.in.gov/dhs/traveladvisory)

### **Problem Resolution**

TRIN believes in open door communication. Associates are encouraged to communicate directly with one another. If you have a problem, it is always best to start with your immediate supervisor. Between the two of you, nearly all problems or misunderstandings can be resolved quickly and in a non-threatening and friendly environment. If a matter is not resolved between you and your immediate supervisor, please feel free to contact the next level of management within your department.

However, if a problem is not resolved through informal discussion, please use the Problem Solving procedure. The Problem Solving Procedure will ensure all Associates have a formal means of settling a problem not settled through normal communications. Forms and instructions to be used for this process are available in the Human Resources department.

### **Solicitation and Distribution**

The Solicitation and Distribution policy is designed to prevent unnecessary disruptions in operations by minimizing distracting communications.

Solicitation includes such activities as:

- Discussing the sale or ordering of merchandise or tickets
- Requesting monetary donations or support
- Discussing or requesting support of a particular cause or organization

Solicitation is permitted only if both Associates are on non-working time. An Associate may solicit others if all involved parties are on break, at lunch, before their scheduled working time begins or after their scheduled working time ends. Associates may not solicit another Associate while either is on working time.

Distribution includes such activities as:

- Distribution of flyers, pamphlets, or other printed or written materials or information



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Distribution is permitted only if all involved Associates are on non-working time and in a non-working area. Non-working areas include the lunch room, restrooms, picnic areas, parking lots and other similar areas. Associates also may not distribute material to other Associates during their working time or in their working areas. In all instances, TRIN does not allow non-

Associates to engage in solicitation activities or material distribution on TRIN property.

TRIN may, under limited circumstances, authorize or approve solicitation and distribution in cases involving charitable activities which will involve the entire facility.

### **Community Involvement Committee**

Associates are encouraged to be involved in their local communities. TRIN has an organization, called the Community Involvement Committee, which facilitates and supports efforts by the Company and individual Associates to get involvement involved in community activities. Such activities include contributions to local community organizations, like, Salvation Army, American Red Cross, American Heart Association, and etc.

## **8. ATTENDANCE**

### **Attendance / Absence**

Associates are important to the overall success of TRIN, INC. When an Associate is absent, someone else must perform the job. The Team of the absent Associate is inconvenienced and customer satisfaction is jeopardized.

At TRIN, INC., it is each Associate's responsibility to maintain a high level of attendance by being at work at their assigned time and arranging events which would cause absence, outside normal work hours when possible. It is important to report all planned absences to your immediate supervisor as far in advance as possible so that workload requirements may be planned accordingly.

All Associates are required to call in a minimum of thirty minutes before their scheduled shift to notify their supervisor of abnormal attendance using the attendance call-in line unless they are on an approved leave of absence. TRIN Management request Associates to leave a message on the attendance line if they know they will be leaving early for the day. Failure to call in your absence may result in Corrective Action. Absence from work for 3 consecutive work days without calling in is considered a voluntary resignation.

Associates who develop problems with their attendance will be placed in Corrective Action which is explained later in the Attendance Standard under "Corrective Action". It is never TRIN, INC.'s desire to terminate an Associate's employment. However if an Associate is unable to meet TRIN, INC's attendance requirements, the Associate may be subject to termination.



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### **Attendance Calendar for Associates**

Associates are expected to be at work whenever scheduled. However, it is recognized that from time to time sickness or another important reason may prevent you from attending work or cause you to be late.

The attendance calendar for Associates is tracked from the date of the first occurrence and will be a rolling calendar year. Absence time will drop off one year from the date of the occurrence.

### **Attendance Standard for Hourly Associates**

This Attendance Standard does not apply to absences or tardiness due to scheduled PTO usage, company paid holidays or absences covered by PMLA or the Family and Medical Leave Act (FMLA)

An absence is considered any time the hourly Associate is not at work whenever scheduled, including scheduled overtime. An hourly Associate is to not exceed 47.75 hours of absence in an attendance year. Absence time will be measured in 15 minute increments and tracked as actual time missed.

Hourly Associates may not "Make Up" time missed by working more hours on other days or weekends within the same workweek.

Absent hours during scheduled Weekends, Holidays and Inventory days will be tracked at the Overtime equivalent (1.5 times actual time missed).

### **Corrective Action for Hourly Associate Attendance**

The company will make every effort to notify the Associate on the below schedule, but it is the Associates responsibility to know their own attendance.

<b>Hours Absent</b>	<b>Corrective Action</b>
32	Written Notification
40	Final Written Notification
48	Termination