

**Value Tool & Engineering, Inc**  
**Company Policy**

**Official Policies will be posted on the Website at [www.valuetooleng.com/employees](http://www.valuetooleng.com/employees)**

**Employment Forms are available on the website at [www.valuetooleng.com/employees](http://www.valuetooleng.com/employees)**

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**1. Value Tool & Engineering, Inc. Employment policy**

- 1.1. It is the policy of Value Tool & Engineering, Inc. to provide employment, training, compensation levels, transfer or promotion opportunities, and all other aspects of employment, without regard to sex, race, color, religion, national origin, age, or for qualified handicapped individuals, disabled veterans or Vietnam era veterans.
- 1.2. We will take affirmative action to seek out qualified individuals for employment or promotions based only on the person's abilities and qualifications to perform their job functions.

**2. General Benefits**

- 2.1. Health Insurance
- 2.2. Dental Insurance
- 2.3. Life Insurance
- 2.4. Short Term Disability
- 2.5. Simple IRA
  
- 2.6. Eligibility Requirements:
  - 2.6.1. Health Insurance – Effective the 1<sup>st</sup> day of the month following 60 days of employment
  - 2.6.2. Dental Insurance – Effective the 1<sup>st</sup> day of the month following 60 days of employment
  - 2.6.3. Life Insurance – Effective the 1<sup>st</sup> day of the month following 60 days of employment
  - 2.6.4. Short Term Disability – Effective the 1<sup>st</sup> day of the month following 60 days of employment
  - 2.6.5. Simple IRA – Effective from day 60 of employment
  
- 2.7. To participate in these benefits notify management.

**3. Value Tool & Engineering, Inc. Discrimination and Harassment policy**

- 3.1. Employees should report immediately any discrimination or harassment to Senior Management. This includes but is not limited to the following:
- 3.2. Personal harassment or discrimination against yourself by another individual.
- 3.3. Harassment or discrimination of a fellow employee by any individual.
- 3.4. Any case of harassment or discrimination that you see on our premises.
- 3.5. Remember that harassment or discrimination can be actions as well as words.

**4. Attendance Policy**

- 4.1. The Attendance policy is very simple and straight forward; other than Holidays and paid vacations you are expected to be here. This includes any overtime that is asked and Saturday if required by management.
- 4.2. Holidays are paid as follows:
  - 4.2.1. New Year's Day
  - 4.2.2. Good Friday
  - 4.2.3. Memorial Day
  - 4.2.4. 4<sup>th</sup> of July
  - 4.2.5. Labor Day
  - 4.2.6. Thanksgiving
  - 4.2.7. Christmas Eve
  - 4.2.8. Christmas Day
  - 4.2.9. New Year's Eve

- 4.3. Any Holiday falling on a weekend day will be moved to another day at management's discretion.
- 4.4. Holidays are paid at 8 hours and you must be employed with a Value Tool & Engineering, Inc. for 60 days to receive paid holidays.
- 4.5. Employee must work a full shift prior to and immediately following the holiday to receive these benefits unless a vacation day has been scheduled in advance, or prior management approval has been received.
- 4.6. Vacation Hours (8 hours equals 1 Day)
  - 4.6.1. Employees accrue each pay period 1.54 hours of vacation time. On the 1<sup>st</sup> year anniversary date of hire employees will accrue 3.07 hours per pay period.
  - 4.6.2. Vacation days can be taken separately or all at once.
  - 4.6.3. A vacation day can only be taken with at least 5 days prior notice. Calling in the day of and requesting a vacation day will not be allowed as a vacation day, and will not excuse you for an absence.
  - 4.6.4. During the first year of employment you will be able to take time off (up to a maximum of 5 days), but the time off will be deducted from your accrued vacation time.
  - 4.6.5. Vacation will be paid based on a 40 hour week (1 day equals 8 hours).
  - 4.6.6. Vacation hours are accrued up to 120 hours maximum. Unused hours will not be compensated in any manner.
  - 4.6.7. Unused hours expire upon termination of employment regardless. No Vacation will be allowed after notice of employment termination, by either party.
- 4.7. Funerals
  - 4.7.1. Time off and benefits for funerals will be determined on a case by case basis at management's discretion.
- 4.8. General policies
  - 4.8.1. With exception to that of the above, tardiness and absenteeism will not be tolerated. Excessive tardiness and or absenteeism will result in suspensions and could result in immediate termination without warning. Excessive tardiness is considered obtaining more than one late arrival per month. Excessive absenteeism is considered failure to appear as scheduled two times per month or a total of five times per year.
  - 4.8.2. Tardy is defined as clocking in more than 1 minute after the scheduled start time without prior approval. ( this includes coming back from lunch and breaks)
  - 4.8.3. Management will treat special cases as they see fit at their discretion.
  - 4.8.4. Overtime will be based on hours worked over 40 hours per week
  - 4.8.5. Employees must call in and speak to a supervisor within the first hour of their scheduled shift (or sooner if possible) if they are sick and unable to report to work. Failure to do so can result in immediate discharge.

## 5. Injury Policy

- 5.1. If you are injured in any way during work, report that injury to management right away.
- 5.2. If management is unavailable to call 911, have someone call 911 if necessary.
- 5.3. Failure to report an injury to management will result in non-payment of workmen's compensation.
- 5.4. Management will refer you to a place of treatment, and provide transportation if required.
- 5.5. The Company will pay for any lost time if you report back to work that day.
- 5.6. If additional days are missed, and the injury qualifies, it will be filed under workmen's compensation.

- 5.7. Report any of the following to management immediately:
- 5.8. Personal Injury
- 5.9. Broken or damaged equipment
- 5.10. Any questionable or known safety hazards
- 5.11. Any type of fluid spillage

## 6. Hazardous Materials Policy

- 6.1. All employees have the right to know about the hazardous materials and chemicals they come in contact with. As a company, we have the policy to avoid the use of these materials whenever possible. We will also answer any questions regarding these materials and chemicals. At your request we will supply a copy of the Material Safety Data Sheets.
- 6.2. It's everyone's responsibility to ensure that all chemicals and materials are used for their proper functions, and that they are used properly and in a suitable environment. Do not use any products that you are not sure about, and make sure that if any of these products are transferred into any other containers, other than the one they came in, that they are put into a suitable container and that it is properly marked.
- 6.3. Do not dispose of any chemicals without contacting management. If they are spilled, check with management for instructions.

## 7. Safety Program

- 7.1. Value Tool & Engineering, Inc. expects all employees to be aware and conscious of safety. We also expect anyone to report to management immediately anything that seems to be unsafe.
- 7.2. Common Safety Practices:
- 7.3. Wear safety glasses when appropriate.
- 7.4. Proper work attire and Shoes for the shop will be required
  - 7.4.1.1. No tennis shoes of any kind unless approved by Doctors note
  - 7.4.1.2. No open style shoes or sandals
- 7.5. Use proper guarding on equipment, and wear proper protective equipment around chemicals.
- 7.6. Keep all aisles open, and keep shop areas clean.
- 7.7. Clean-up liquid spills on floors.
- 7.8. Use all safety devices on provided equipment.
- 7.9. Use proper equipment for lifting objects
- 7.10. Use of Cell phones and other personal electronic devices
  - 7.10.1. These items are a distraction and are a safety hazard during working hours
  - 7.10.2. There will be no use of these devices during working hours.
  - 7.10.3. Emergency calls can come through the main office phone
  - 7.10.4. They can only be used during breaks and at lunch time.
- 7.11. Violation of common safety practices may be cause for dismissal and will be dealt with at management's discretion. This includes horseplay, drugs, alcohol, and other unsafe practices.

## 8. Fire

- 8.1. In case of fire alert as many people as possible and leave the building by marked exits. All personnel are expected to meet in the parking lot. This is so we can account for everyone. Do not get in your cars and leave unless told to by management. If management thinks it can fight the fire with an extinguisher, it will advise as such. Employees should leave the building immediately. Management will call 911.

## 9. Severe Weather

- 9.1. In the event of Severe Weather (Tornado or severe storm) the shelter area is the Men's restroom and the small Hallway in the front office. Please report to one of these areas immediately when advised to do so, or when warning sirens outside are sounding. Stay in these areas until further advised. If you can't get to these areas get to the ground under a sturdy object and protect your face and head with your arms. Do not go outside the building for any reason.

## 10. Termination Procedures

- 10.1. Unless otherwise specified the following actions will be taken prior to termination for Minor Rule Violations, including Attendance procedures such as Tardiness, and failure to following any written procedures such as Work Instruction and other documented company policies.
- 10.2. First violation: Inform individual of violation.
- 10.3. Second: Written warning
- 10.4. Third: 3 unpaid days off
- 10.5. Fourth: Subject to dismissal
- 10.6. Major Violations, depending on the severity of the violation, which includes, but not limited to, Safety Violations, such as improper use of equipment. Not informing or hiding of scrapped parts, any violation of trust that may result in Customer findings, lack of proper documentation on required procedures. Forging or altering of any Quality Documents. These types of actions will result in disciplinary actions up to and including termination of employment.
- 10.7. Any violations such as fighting, horse play that results in any kind of Injury, and other action to this level will require immediate suspension, and individuals will be subject to termination.
- 10.8. Vacation pay will not be allowed for any time off due to a violation of Company rules.
- 10.9. Any individual that is terminated has up to 72 hours to file a written appeal to the HR Manager.
- 10.10. Written Warnings must clearly define the violations, so upon review it can be determined if the violations are justified, and if we need to add or change policies.
- 10.11. Any Individual may be terminated for any reason, without use of these procedures within their first 120 days of employment.

## 11. General Notes

- 11.1. It is the employees' responsibility to ensure they read and understand all procedures. If you are unsure where to find these, please ask your Manager, your time to appeal these violations is when you are notified. Please understand that the most important procedures are your Work Instructions and the Quality Procedures. Behavior standards are always common sense, we could not write out every behavior that could be construed as a possible violation. These will be at Management's discretion. If you believe you are being unfairly treated you do have the right to appeal to the HR Director.

**12. Revision**

- 12.1. Rev A, New release of VPI128
- 12.2. Rev B, Added website notes and change Section 2 Vacation policies, removed Value Production
- 12.3. Rev C, Added Section 10, Termination Procedures to properly define process and changed wording in 4b
- 12.4. Rev D, Added #8 under Safety section 7, Electronic device use
- 12.5. Rev E, Reformatted and change wording in section 4.6.1