

BISH'S
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COMPANY POLICY, RULES AND REGULATIONS
November 13, 2007

HOURS OF WORK & OVERTIME

- A. The work-week consists of a 40-hour week beginning on Monday and ending on Sunday.
- B. The hourly shop employee's workday starts promptly at 7:00am and ends at 3:30pm.
The hourly office employee's workday starts at 8:00am and ends at 4:30pm.
Break time: One 15 minute break at 10:15am.
Lunch from 12:30 pm to 1:00 pm.
There is no grace period for being late, and no working through lunch to make up for tardiness.
- C. Payroll will be made bi-weekly on Wednesday by 3:30pm, with each pay period ending on the previous Sunday at 12:00 midnight.
- D. All hours worked in excess of 40 hours in any week, for hourly employees, will be compensated at the rate of one and one-half times the regular hourly rate of pay.
- E. **Eligible holidays will be counted as 8 hours worked, and will count toward overtime hours.**
- F. **Scheduled vacation or sick days are considered as 8 hours paid, but not worked, and will not count toward overtime.**
- E. All work performed on Sundays and holidays as specified, are compensated at a rate of one and one-half times the regular hourly rate of pay.
- F. In so far as is practical, overtime work shall be allocated equitably among employees qualified to perform the work operation necessary.
- G. The foregoing provisions of this section describe the regular work-week and are not intended to be construed as a guarantee of hours of work per week.

TIME CARDS

- A. It is the responsibility of the employee to punch in and out daily on his/her time card. It is not necessary to punch out for lunch.
- B. It is the responsibility of the employee to fill out his time sheet *daily*. If the time sheet is not filled out properly and as a result his time for the week is shorted, he/she will not get paid for the shortage until the following pay period. Also, the time must be corrected.
- C. It is the responsibility of each employee to completely fill out his/her time sheet with the correct customer names and correct shop order numbers *daily*. If the wrong customer name and/or shop order number is listed, the employee will not get paid for the time until it is corrected.

PAID HOLIDAYS

- A. Full time employees are eligible for holiday pay after being employed for 90 calendar days. In order to receive holiday pay, eligible employees must work the day proceeding and the day following the holiday, unless excused by the Shop Foreman for illness or vacation.
- B. The following days are recognized as Paid Holidays:
 - 1. New Years Day 2. Presidents Day 3. Memorial Day
 - 4. Independence Day 5. Pioneer Day 6. Labor Day
 - 7. Thanksgiving Day 8. The day after Thanksgiving
 - 9. Christmas Day
- C. Should any of the foregoing holidays occur on Saturday or Sunday, the company has the option of taking either Friday or Monday as the paid holiday (whichever the company designates), or the option of having the employees work the full 40-hour week (provided the work load warrants such action), and being paid for the full 40 hours plus holiday pay of 8 hours.

PAID VACATION AND SICK LEAVE

- A. Full time employees are eligible for vacation and sick leave after being employed for twelve months.
- B. The following is a list of vacation time based on length of service:
 - 5 days after 12 months
 - 7 days after 24 months
 - 10 days after 36 months
 - 15 days after 10 years

In cases of termination or lay-off, the employee will be paid his accumulated vacation pay on a pro-rated basis.

- C. The company reserves the right to close the shop for a vacation period. When this election is made the company must give notice at least eight weeks prior to the time the shop will be closed.
- D. **Vacation time will be granted at the discretion of the Shop Foreman (GM for office staff), based on work load and delivery schedules promised to customers. If you do not have prior approval, you may be denied vacation time.**
- E. **Any more than one day of vacation time must be scheduled, approved by the shop foreman, and written on the Vacation Calendar a minimum of two weeks before taking time off.**
- F. Full time employees become eligible for sick leave pay at the end of the first year of full time employment with the company. Eligible employees will be credited with one day (8 hours) of sick leave per each three (3) month period thereafter.
- G. In the event of sickness, car trouble, or any other cause which detains an employee from being to work on time, the employee shall phone the Shop Foreman promptly at the beginning of the shift. Failure to call in within two hours of the beginning of the shift will make the employee ineligible to receive sick pay benefits.
- H. If it becomes evident to an employee that he will not be able to work the next scheduled work day, The company would appreciate the courtesy of being notified before the close of work on the day proceeding the time off.
- I. Employees having accrued unused sick leave time will be compensated for the total accrued hours at their regular rate of pay at the end of each calendar year as Year End Pay. Sick leave cannot be carried over at the end of any calendar year. Employees terminated before the end of the year will forfeit compensation for unused sick leave.
- J. If an employee misses a full day of work he/she must use unused vacation or sick pay for that day missed. If no vacation or sick pay is eligible the employee must forfeit pay for that day.
- K. Employees that have left the employ of the company and subsequently returned will have one (1) year waiting period from the date rehired before becoming eligible for Vacation Pay, Sick Leave or Year-End Pay.

INSURANCE

- A. Full time employees having completed ninety days of continuous employment with the company are eligible for health and life insurance on the first month following the waiting period.
- G. The company pays premiums for employee coverage. If the employee chooses to have dependant coverage for health insurance the company pays 50% (one half) of the dependant coverage cost. The balance of the coverage cost will be deducted from the employee's bi-weekly payroll on a pro-rated base.

- H. Policy coverage and cost information may be obtained from the Office Manager.

EMPLOYEE PURCHASES

- A. The company will allow employees to capitalize on it's buying power as long as following rules are adhered to:
1. Approval from the Shop Foreman or Office Manager.
 2. Approval requisition for the purchase is submitted to the purchasing agent. The purchasing agent will either make the purchase or issue the purchase order number to the employee so that he/she may make the purchase.
 3. Payment will be withheld from the first pay period following the purchase, unless the Office Manager has approved an installment payment plan.
 4. A complete list of materials taken from stock shall be attached to the weekly time card.

USE OF SHOP EQUIPMENT

- A. Employees are welcome to use the shop facilities for personal projects after working hours, when approval has been given by the Shop Foreman or the General Manager, and when at least one of them is in the shop area. Working on personal projects during working hours is prohibited.
- B. The use of shop vehicles for personal use is discouraged. However, when extraordinary circumstances arise you are welcome to discuss them with the Shop Foreman.
- C. The use of the company telephone is discouraged except during break time and lunchtime, except during an emergency. Employees will not be called to the telephone during work hours except in case of an emergency or company business. Messages will be taken and given to you at break, lunch or quitting time. If it is important that you use the phone during work hours, clear it with the Shop Foreman.
- D. The use of the company telephone for long distance calls is discouraged. If it is necessary to make a long distance call, clearance must be given from the Office Manager in advance.
- E. The use of personal cell phones is prohibited during work hours. If you need to make a call on your own personal cell phone, do so at break time or lunchtime.
- F. All materials taken for personal use must be cleared by the Shop Foreman and reported with your weekly time card.
- G. It is considered part of the job to return all company tools to their respective storage area and to return left over materials to their proper place. This time and the time required to clean up and sweep your area should be charged against the job.
- H. It is the company's intention to keep all equipment in good repair. If an item needs to be repaired notify the Shop Foreman.

- I. The company expects the shop employee's to follow a continuing program of acquiring the necessary hand tools to perform the type of work they are likely to be assigned. Listed are the very basic tools you are required to have:

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| 1. Vise Grips | 8. Tape Measure |
| 2. Crescent Wrench | 9. Welding Hood |
| 3. Hammers | 10. Pliers |
| 4. Combination Square | 11. Tin Snips |
| 5. Carpenters Square | 12. Trammel Points |
| 6. Screw Drivers | 13. Calculator |
| 7. Allen Wrenches | |

These tools may be purchased through the company at cost and may be deducted from your paycheck on an installment payment schedule.

- J. The company will furnish new tape refills upon surrender of worn out refills of units purchased here. We cannot furnish replacements for refills that have been sheared in two or broken.
- K. The company will supply the splatter glass for welding hoods upon the surrender of splatter unit. The company encourages you to replace this glass before it gets too bad.
- L. The company will replace grinding shields for those who have purchased their own grinding shield from us.

SAFETY AND HEALTH

- A. It is the company's desire to abide by all state and federal safety regulations.
- B. Employees are encouraged to make suggestions which they feel will improve efficiency or working conditions. Also, employees are encouraged to bring to the attention of the Shop Foreman any condition, which they deem to be unsafe.
- C. Employees are required to wear paint masks when painting or working in an area where painting is being done.
- D. Employees are required to wear safety glasses when grinding, or when in an area where grinding is being performed. Preferably wear safety glasses at all times while in the shop.
- E. Employees are required to either wear tinted protective eyeglasses when in a welding area, or to shield their work area from the welding arc flash, to eliminate flash burns.
- F. **Employees are required to immediately report any injury suffered while on the company premises, no matter how slight.** Procedures for reporting are as follows:
 - 1. Report the accident to your shop foreman immediately when it happens, no later than the end of shift that day.
 - 2. It is the employee's sole responsibility to immediately fill out 'Employee's Report of Accident' form, no later than the end of shift that day and give it to the shop foreman.
 - 3. The shop foreman is also to immediately fill out a 'Supervisors Report of Accident' form, no later than the end of shift that day.
 - 4. For accidents requiring off-site medical treatment, **employees will go to the treatment facilities specified by the company, not your personal doctor.** Employees who choose to violate company policy and visit medical clinics of their own choice may be responsible for any charges in excess of the Preferred Provider rates. Follow up treatments will also be conducted at clinics designated by the company. Employees are to proceed to treatment facilities as follows:
 - a. During working hours – Salt Lake Industrial Clinic
 - b. After working hours – IHC Instacare Facilities
 - c. IHC Hospital Emergency Room is to be used only in extreme emergencies, after other options have been exhausted.
 - 5. If medical treatment is required after working hours, the employee is to contact the shop foreman or general manager at home. If you are unable to reach them, leave a voice message as to the nature of the injury and what treatment facility you are going to.
 - 6. When medical treatment is necessary, the 'Employer's First Report of Injury' form must be completed by the Office Manager. A copy of this report is to be provided within 7 days to:
 - WCF
 - The employee
 - Utah Labor Commission
 - 7. Post accident drug screen tests may be performed after any accident / injury.

- G. Safety features on equipment must never be removed or modified. This includes such things as plugs, on power equipment, shields on grinders, guards on equipment, etc.
- H. Employees must never operate any power equipment until they have been properly instructed in the operation and use of such equipment.
- I. In order to promote greater safety work habits, the company will pay an annual "Safety Practice Bonus" of \$100.00 to each employee who has not had a reportable accident or injury which required outside of shop first aid treatment. Said bonus will be paid by the last day of the year, as long as the employee is still employed or until the company changes this policy. If the company decides to change this policy in any manner, it must first give a written notice of such intent to each employee on or before the first day of the year that the policy change is in effect.

The following outlines how the "Safety Practice Bonus" will be awarded.

- 1. To be eligible for the bonus, the employee must have worked the full year (Jan. 1 thru Dec. 31). The employee must not have any reportable accidents or injuries requiring medical attention outside company first aid treatment.
 - 2. \$50.00 will be deducted from the \$100.00 bonus for each reportable accident or injury requiring outside treatment.
 - 3. None of the "Safety Practice Bonus" is accruable and none of the bonus will be given for the year in which an employee quits or is discharged prior to Dec. 31, of that year.
- J. The attached programs are part of the Company Policy and are to be strictly adhered to. Contact the office manager for copies.
 - 1. Substance Abuse Policy
 - 2. Conduct and Progressive Discipline
 - 3. Shop Safety Procedures
 - 4. Hazardous Communication
 - 5. Lock Out/Tag Out
 - 6. Harassment Policy
- K. Failure by employees to follow this company policy may result in disciplinary measures or immediate dismissal.
- L. This Company Policy is intended as a general guideline for our business. Bish's reserves the right to modify, delete or amend any policy at any time.