



EMPLOYEE HANDBOOK



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1 INTRODUCTION

This handbook was developed for the employees of Delco Pizza Products of Indiana, Inc., DFI Transport, LLC and Top of the Pie, LLC (herein collectively referred to as “Delco Foods,” “Delco” or “the Company”), as applicable, to familiarize you with the Company and its policies, procedures and benefits.

1.1 Welcome to Delco Foods

As an employee of Delco Foods, the importance of your contribution cannot be overstated.

At Delco Foods, our goal is to be recognized as our industry’s leader in the markets we serve. The following core values are critical to our success in the context of this goal:

- Treating every customer, regardless of size, as a unique entity with specialized needs and demands.
- Providing customers with high-quality, fairly priced products and never accepting anything less than the best when it comes to the satisfaction of our customers.
- Consistently going above and beyond in providing customers with friendly, efficient and effective service that meets and exceeds expectations.
- Being honest and ethical in all dealings with customers and vendors and with one another.

Quite simply, we succeed by helping our customers succeed. This simple principle has served as the foundation of our historical success and will continue to guide the Company into the future.

You are an important part of this process as your work and contributions directly influence the Company’s reputation and success.

1.2 About this Handbook and At-Will Employment

The purpose of this handbook is to familiarize you with the Company and its policies, procedures and benefits. Questions about anything contained herein are encouraged and welcomed.

This employee handbook contains information about Delco's employment policies and procedures and an overview of our benefits. For specific information about employee benefits, you should refer to the applicable plan documents, which are controlling. The policies and procedures in this handbook are guidelines only. Delco reserves the right to interpret and administer the provisions of this handbook as needed. Except for the policy of at-will employment, which can only be changed in writing by the President or Vice President of the Company, the Company possesses the maximum discretion permitted by law to change, modify or delete any provision in this handbook at any time with or without notice. However, oral statements or representations do not supplement or modify the provisions of this handbook.

The provisions in this handbook are not intended to in any way create any contractual obligations with respect to your employment. Unless you have an employment agreement, your

employment is at-will and the Company has the right to terminate your employment at any time with or without notice.

Each employee should read and become familiar with the information contained herein. Please direct any questions or concerns to your direct supervisor or Human Resources. Failure to comply with the Company's policies or procedures may result in discipline, up to and including termination of employment. This handbook supersedes all prior versions published or distributed by Delco Foods.

1.3 About Delco Foods

Delco Foods takes its name from Delaware County, Pennsylvania, where the original Delco Foods first began. In 1956, Buddy Robins, the Company's founder, brought the business to Indianapolis and introduced area restaurants to his high-quality pizza products. There was a demand for accessible and affordable premium foods, and Buddy's business approach won him the respect and loyalty of customers around the city.

Today, the Company serves its customers with premium Italian and specialty food products from around the world. With refrigerated docks, cheese-blending equipment, a pizza-box printing press and an ever-increasing product line, Delco Foods is finding more ways than ever to add something special to specialty foods.

Hours of Operation: Delco Foods is open to customers from 8:00 a.m. to 5:00 p.m., Monday through Thursday; 8:00 a.m. to 4:30 p.m. on Friday; and 8:00 a.m. to noon on Saturday.

1.4 Equal Employment Opportunity

It is the Company's policy to provide equal employment opportunities to all employees and applicants for employment based on qualifications, abilities and merit. Therefore, Delco Foods prohibits discrimination against employees, applicants or any other legally covered persons because of race, color, religion, national origin, age, sex (including pregnancy), citizenship, genetic information, disability status, past, current or prospective membership in the uniformed services or any other characteristic protected under applicable federal, state or local law. In addition to the above, ancestry and off-duty use of tobacco are protected classes in Indiana.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation and training.

No person will be subject to, and the Company prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations. Questions or concerns about discrimination should be reported to your direct supervisor Human Resources or a member of management.

1.5 Anti-Harassment Policy

Harassment of employees or any other legally covered persons on the basis of race, color, religion, national origin, age, sex (including pregnancy), disability status, past, current or prospective membership in the uniformed services or any other legally protected group is unacceptable and will not be tolerated. This policy applies to all employees and covers harassment by employees of the Company (including those in managerial and/or supervisory roles), customers, vendors or other third parties with whom the Company has business dealings. The Company will not tolerate any form of unlawful harassment. Unlawful harassment can take many forms, including, but not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact or violence.

Sexual Harassment: The Company does not tolerate sexual harassment. Sexual harassment is any unwelcome sexual advance or request for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

No employee should be subjected to offensive or unwelcome sexual overtures, nor should any employee be led to believe an employment opportunity or benefit would in any way depend upon "cooperation" of a sexual nature. Other prohibited forms of harassment include verbal abuse, degrading or hostile comments or jokes, the display of degrading or hostile objects and pictures and other offensive conduct.

Reporting Harassment of Any Kind: If you feel that you have been the subject of harassment (or have reason to believe that someone else has been the subject of harassment), including sexual harassment, you must notify your direct supervisor, a Human Resources representative, or any other member of management in oral or written form. You will be expected to provide information that the Company requests, including a detailed account of the incidents complained of, witnesses (if any), dates and other information considered relevant by the Company. A prompt investigation of the matter will be made. All employees – whether complainant, witness or accused – are required to be truthful, accurate and cooperative during the Company investigations. Information obtained during the investigation will only be told to another on a need-to-know basis. As the reporting employee or a witness employee, the Company will not retaliate against you for prompting or participating in the investigation.

Anyone who is found to have engaged in prohibited harassment will be subject to appropriate sanctions, which may include termination of employment, depending on the circumstances. No one should be presumed to be in violation because an investigation is being conducted.

No Retaliation: No one will be subject to, and Delco prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

1.6 Accommodations for Disabilities

Delco Foods is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices are conducted on a non-discriminatory basis. It is the policy of Delco to provide a reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization.

In accordance with the ADA as amended, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs unless doing so would create an undue hardship. This policy applies to all applicants for employment and all employees. If you would like to request an accommodation, please contact your direct supervisor, a Human Resources representative, or any other member of management. You may request an accommodation either orally or in writing. The Company expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

1.7 Religious Accommodations

Delco Foods encourages a diverse workforce and will make reasonable accommodations for an applicant's or an employee's sincerely held religious beliefs if the accommodation would resolve a conflict between the individual's sincerely held belief and a work practice or requirement unless doing so would create an undue hardship for the Company. Safety and impact on customer service are paramount and will therefore receive significant consideration when evaluating an accommodation request and identifying opportunities to meet the request. A determination as to whether a request for a religious accommodation will impose an undue hardship will be made on a case by case basis. Individuals who wish to request an accommodation should contact your direct supervisor, a Human Resources representative, or any other member of management. Delco expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

1.8 Open Door Policy

Delco Foods maintains an "open door" policy. If you have questions, concerns, or issues related to your employment, you are encouraged to discuss them with your direct supervisor or Human Resources. Action will be taken in response to any such questions, concerns, or issues as appropriate.

GETTING STARTED

2.1 Proof of Work Authorization

All offers of employment are contingent on verification of the candidate's legal right to work in the United States. U.S. Citizenship and Immigration Services require that the Company and new employee provide specific information for completion of the Form I-9, *Employment Eligibility Verification* within three days of commencing employment. You must complete Section 1 of Form I-9 no later than the end of your first day of work. Failure to provide the appropriate documentation for completion of the Form I-9 will result in suspension and/or termination.

2.2 Employee Background and Reference Checks

It is the Company's policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of information provided on the applicant's resume or application form.

If an applicant refuses to provide the information necessary for the Company to conduct the necessary background checks or provides false information during the application process, we will deny employment. Additionally, if it is determined at any time subsequent to hire that you provided false information during the application process, you may be subject to discipline, up to and including termination of employment.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Delco. All background checks are conducted in conformity with the Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Background checks will include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Any applicants with criminal convictions shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the convictions and their relationship to the job for which they are being hired.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job-related. Delco also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

2.3 Introductory Period for New Employees

Delco will monitor and evaluate your performance during the first 90 days of your employment to determine whether further employment in a specific position or with Delco is appropriate. At the same time, you can decide if Delco provides the right work environment for you. Introductory employees should not expect progressive discipline but may be terminated for any policy violation or unacceptable performance or conduct.

All employees, whether during their introductory period or after successfully completing it, are at-will employees and can be terminated by the Company for any reason with or without notice.



3 COMPENSATION AND BENEFITS

3.1 Employment Classification

Employees are designated as either non-exempt or exempt in accordance with criteria set forth in federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under specific provisions of federal and state laws, while exempt employees are not.

In addition to the non-exempt or exempt classification, employees are divided into the following categories:

- *Introductory*: An introductory employee has not yet completed the introductory period. The number of hours worked each week will have no impact on this status.
- *Full-time*: A regular full-time employee is regularly scheduled to work at least 30 hours per week in a regular workweek.
- *Part-time*: A regular part-time employee is regularly scheduled to work less than 30 hours per week in a regular workweek.
- *Seasonal*: A seasonal employee is hired to perform a specific job for a specific period, normally less than one (1) year. The number of hours worked each week will have no impact on this status.
- *Per Diem*: Per Diem employees do not work regularly scheduled hours but are called in to work on an as-needed basis.

3.2 Overtime Pay

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour laws and regulations. All overtime work performed must receive the supervisor's prior authorization. Failure to receive supervisor approval prior to working overtime hours will result in discipline, up to and including termination of employment.

At certain times Delco may require you to work overtime due to operating requirements. We will attempt to give as much notice as possible; however, advance notice may not always be possible. Failure to work overtime when requested may result in discipline, up to and including discharge.

Overtime pay is based on actual hours worked. For this reason, PTO days, holidays and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

The Company's workweek begins at 12:01 a.m. on Sunday and ends the following Saturday.

3.3 Payroll & Payday

Employees are paid bi-weekly on Fridays. Direct deposit is available. If a payday falls on a non-working day, you will be paid the preceding workday.

Direct deposit and paperless pay stubs are mandatory. You will be sent an invitation via email to sign up for Paycor's Perform Access. There, employees can access their pay information anytime. Employees can see paycheck detail like earnings, deductions and year-to-date totals.

Every effort is made to avoid errors in your paycheck. However, if you believe an error has been made, please notify your direct supervisor immediately so the problem can be addressed, and any necessary correction can be made promptly.

To ensure timely and accurate payroll processing, it is your responsibility to promptly notify Human Resources of any changes in your personal information (such as: name, address or phone number, bank account information for direct deposits, beneficiary, marital status, dependents, emergency contact information, training certificates, etc.). In addition, coverage or benefits that you and your family may receive under a Company-sponsored benefits package could be negatively affected if you do not notify the Company of changes to personal information in a timely fashion.

3.4 Mandatory Deductions

Delco Foods is required by law to make certain deductions from your paycheck, including applicable federal, state and local income taxes and your contribution to Social Security. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify the number of exemptions you claim, please complete a new W-4 form. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered wage garnishments, will be explained to you whenever Delco is required to make such deductions from your pay.

3.5 Salary Basis

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pays at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, the FLSA provides an exemption from both minimum wage and overtime pay for certain employees' job functions which meet certain criteria regarding job duties and salary.

Salary Basis Requirement for exempt employees: Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The

predetermined amount cannot be reduced due to quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Employers may make deductions from an exempt employee's pay in the following circumstances:

Full day absences where a full day deduction will be made

- Absence from work for one or more full days for personal reasons (not sickness/disability);
- Unpaid disciplinary suspensions due to workplace conduct rule violations; and
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with the Company's paid time off policy.

Full or partial day absences where a full or partial day deduction will be made

- To offset amounts employees receive as jury or witness fees, or for military pay;
- During initial or last week of employment;
- For penalties imposed for infractions of safety rules of major significance; and
- When employees take unpaid leave under the Family and Medical Leave Act.

It is Delco's policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the Company does not allow deductions that violate the FLSA or any provisions of applicable state law.

If you believe that an improper deduction has been made to your salary, you should immediately report this to your direct supervisor or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

3.6 Timekeeping Procedures

It is the Company's policy to comply with applicable laws pertaining to timekeeping records. All non-exempt employees are required to accurately record their time utilizing the Company's timekeeping system. This includes the time the employee begins and ends their workday, as well as the beginning and end of each meal period and any departure from work for personal reasons. Please note, depending on your specific job requirements, you may not need to clock out for lunch breaks as they may be automatically deducted each day. Please check with your direct supervisor for your specific requirements.

You are prohibited from accessing the time clock system from any device located outside of the Delco premises. If you have any problems, please see your direct supervisor.

Non-exempt employees may not begin work before their scheduled starting time, work past their scheduled stopping time, or work overtime without prior authorization from their direct supervisor. Additionally, non-exempt employees are never permitted to work off the clock.

Logging in or out for another employee or falsifying a time record is a breach of Company policy and is grounds for disciplinary action, up to and including termination.

Please be certain that hours worked and leave time used are recorded accurately. In the event of an error in recording your time, please report the error to your direct supervisor immediately.

3.7 Business Expense Reimbursements

It is the Company's policy to reimburse employees for business expenses incurred in the ordinary course of carrying out their job responsibilities. In order to be considered for reimbursements, you must obtain pre-approval from your direct supervisor or a member of management before incurring the expense. If you travel for Delco business purposes, you are entitled to transportation (including mileage reimbursement, parking and/or taxi or shared ride services), hotel accommodation and meals that meet reasonable and adequate standards for convenience, safety and comfort and are not unnecessarily excessive or extravagant. Detailed receipts and/or other supporting documentation must accompany any expense reimbursement request. Employees not in a sales role who use personal vehicles for business travel will be reimbursed for mileage at the rate set forth by the IRS at the time of travel.

DFI Transport will reimburse wireless handsfree headsets with receipts. Reimbursement will be every three years up to \$100.00

In addition, DFI Transport meal per diem reimbursements with receipts is \$25.00.

3.8 Bonus Plans

Employees may receive bonuses from time to time. These are based on individual merit and any other factors deemed significant by the Company.

Delco Foods also offers a safety bonus program, the intent of which is to increase safety awareness. Under this program, each employee will receive one dollar for each safe workday during the calendar year (a safe workday is one in which no job-related injuries occur across all employees). Any lost time accident resets the scoreboard for all employees, regardless of department. The total bonus potential is \$365.00. Applicable bonuses will be paid out in January immediately following the year measured. Individual amounts are calculated based on days worked. For example, if your start date is December 1st and there are no job-related injuries during the month of December, you would be paid \$31.00. For the purposes of calculating safety bonuses, unpaid leaves of absence, including FMLA, will not be included in your number of days

worked. For example, if you take a 20-day unpaid leave of absence, and there are 5 injury/accident days during the year, none of which fall during the period of unpaid leave, you would be paid \$340.

3.9 On Call

It may be necessary for employees in certain positions to be available by telephone after hours during the week or on the weekend.

3.10 Health Benefits

Eligible employees may choose to enroll in our medical, dental and vision insurance plans. All plan benefits are described in detail in the summary plan documents prepared by the insurance carrier and available to all eligible employees for review for each plan.

The Company will conduct an annual open enrollment period for insurance enrollment. Special enrollment periods may apply to you and/or your dependent(s) if you experience a qualifying event according to the plan document and applicable law. A qualifying event may include, but is not necessarily limited to, marriage, birth or adoption of a child, or if you or your dependent are no longer eligible for coverage under a plan in which you or your dependent was previously enrolled. If you experience a qualifying event, notify Human Resources immediately.

3.11 Disability Insurance

Eligible employees may choose to enroll in our short-term or long-term disability insurance plan. Please refer to the summary plan document for details.

3.12 Life, Accidental Death and Dismemberment Insurance

Delco Foods offers group life insurance to all eligible employees. For more details, please refer to the summary plan document.

3.13 Section 125 Plan

Delco Foods offers a Section 125 Plan to eligible employees to allow for pre-tax deductions for qualified medical expenses, dependent care reimbursement, etc. For more information, please contact Human Resources.

3.14 Workers' Compensation

Delco Foods complies with all state and federal laws pertaining to workers' occupational safety and any occupational injuries or illnesses arising in the course of employment. Any work-related injury or illness must be reported to your direct supervisor immediately, no matter how slight or inconsequential that it may seem. If that person is unavailable, you must report it to the next level above your direct supervisor.

Reporting a false workers' compensation claim is illegal. If you suspect someone is committing workers' compensation fraud, please contact Human Resources immediately. The National Reporting Hotline for Workers' Compensation fraud is 1-800- 835-6422.

3.15 Retirement Plan

Delco supports employee retirement preparation and investment by providing a 401(k) Plan. The details regarding participation, contributions, vesting, administration, and investments are provided in the summary plan document.

3.16 Employee Discounts

All current employees may purchase Delco merchandise at a reduced price. Any such purchases must be for family or personal use only. Employee purchases are to be paid for in cash at the time of purchase.

3.17 Verizon Wireless Discount

As an employee of Delco Foods, you are eligible for a discount on most plans and equipment from Verizon Wireless. You can shop for a new phone plan or simply register your existing account with your delcofoods.com e-mail address. Employees who do not have delcofoods.com e-mail accounts can sign up by filling out a form located in the employee break room or by contacting Human Resources. You can also stop by a Verizon Wireless retail location and take advantage of program discounts. You will be required to show proof of active employment with Delco Pizza Products of Indiana, Inc. (Delco Foods) and a photo ID.

3.18 Holidays

The Company recognizes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Please note that Delco Foods is open for business on Memorial Day, Fourth of July and Labor Day and conducts business as usual on those days. Therefore, you may be required to work these holidays.

Full-time employees will be paid for the holiday only if the holiday falls on their regularly scheduled workday. For the purposes of determining overtime, holiday pay will not be counted as hours worked unless you work the holiday.

You will not be eligible for holiday pay if you call off (without prior approval for use of PTO) on the workday that immediately precedes or the workday that immediately follows the holiday.

Full-time employees are eligible for paid holidays immediately upon hire.

Unworked holidays, paid or not, will not be counted toward overtime calculations.

3.19 Paid Time Off

Paid time off (PTO) is provided to full-time employees who have successfully completed the introductory period. PTO can be used for vacation, illness, or personal time, as needed.

PTO Amounts: Paid time off is calculated based on your length of service as follows:

Length of Service	PTO Granted on the Anniversary of Hire Date
90 days	40 hours
1 full year	80 hours
3 full years	120 hours
7 full years	160 hours
12 full years	200 hours

Scheduling PTO: When use of PTO is foreseeable, requests must be submitted in writing to your direct supervisor at least two weeks in advance of the first date requested. Requests submitted with less than two weeks' notice may be rejected. When possible, PTO days will be assigned in accordance with employee requests, taking operating requirements into account. In January, requests for PTO time will be based strictly on seniority. Taking 10 or more PTO days at one time is discouraged but may be accepted under special circumstances with prior approval by your direct supervisor.

When the need for PTO is unforeseeable (illness or emergency), you must follow the call-off procedure outlined in our *Attendance and Punctuality* policy. For the purpose of determining FMLA eligibility, you are asked to provide a reason for PTO (i.e., illness or personal).

PTO will be paid for at your current rate of pay, not including overtime, commissions, incentives or bonuses.

Using PTO: PTO days are not cumulative. You are encouraged to take time away from work for leisure, family or community events and obligations, as well as other personal activities. PTO days

that remain unused at the end of your PTO year may not be rolled over into the following year. Please note: First year employees must use all available hours of PTO time – they may not be cashed in. Starting year two, all PTO time can be cashed in.

In order to request a “cash out” of eligible unused PTO, submit a PTO request form to your direct supervisor or Human Resources indicating the number of days to be cashed out prior to your next anniversary date. Payment for “cashed out” time will be issued on the next payroll date when practical.

End of Employment: Employees who are terminated for budgetary reasons or who resign with two weeks’ notice and work the full notice period will receive payment for the cash value of PTO that was earned but unused as of the final day of employment. Employees who are terminated for cause, who resign without proper notice or who do not work the full notice period will forfeit unused PTO.

3.20 Family and Medical Leave (FMLA)

Family Medical Leave Act (FMLA) allows employees to balance their work and family life by taking reasonable leave for certain family and medical reasons. In order to be eligible for an FMLA leave, you must have worked for Delco for at least 12 months, have worked 1,250 hours during the past 12 months, and work at a site where at least 50 employees are employed by the Company within a 75-mile radius.

REASON FOR LEAVE <i>(According to FMLA law, “immediate family member” includes spouse, parent and child)</i>	Max length of unpaid, job-protected leave/12-month period*
Employee’s own serious health condition	12 weeks
Birth of a child and to care for the newborn child	12 weeks
Placement of a child with you for adoption or foster care	12 weeks
To care for an immediate family member with a serious health condition	12 weeks
To respond to an urgent situation arising out of an immediate family member’s active duty or call to active duty (deployment to a foreign country) in the National Guard, Reserves or Regular Armed Forces (qualifying exigencies)	12 weeks
To care for an immediate family member who has incurred a serious injury or illness while on active duty in the Armed Forces, including a veteran discharged within past five years	26 weeks

To attend to an immediate family member who is on “rest and recuperation” from military service	15 days
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*With the exception of the 26-week Military Caregiver leave, the Company uses a rolling calendar that looks backward from the first day of FMLA leave used to measure this 12-month period. Each time you take leave, the remaining leave entitlement would be the balance of the time allowable under FMLA which has not been used during the preceding 12-month period. For Military Caregiver leave, the 12 months begins on the first day you take leave and ends twelve months later.

Benefits and Protections: During FMLA leave, you maintain health coverage under any “group health plan” on the same terms as if you had continued to work. Upon return from FMLA leave, you will be returned to your original or equivalent positions with equivalent pay, benefits, and other employment terms. If you do not return to work after your FMLA leave expires, the Company reserves the right to recoup the money spent on health insurance benefits during your leave period in accordance with applicable law. While on FMLA leave, your PTO accruals will be consistent with the Company’s PTO policy.

Definition of Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents your qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave by Spouses Employed by the Company: If you and your spouse both work for the Company and each of you wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care of a parent (but not a “parent in-law”) with a serious health condition, you may only take a combined total of 12 weeks of leave. If you and your spouse both wish to take leave to care for a covered injured or ill service member, you each may only take a combined total of 26 weeks of leave.

Requesting FMLA Leave: If your need for FMLA leave is foreseeable, you must give the Company at least 30 days' prior written notice. If this is not possible, you must give notice as soon as practicable (within one to two business days of learning of your need for leave) and generally must comply with the Company’s normal call-in procedures. Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with the Company first regarding the dates of such

treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and the Company.

Certification Process: Within five business days after you have provided the Company with notice of a request for FMLA leave, or after the Company has become aware of your need for leave, we will provide you with the Department of Labor's (DOL) Notice of Eligibility and Rights Form as well as the appropriate DOL certification form. You are responsible for ensuring that we receive a completed certification form for us to determine if the request qualifies for FMLA leave. Completed certifications must be received by the Company within 15 days of the request. Failure to provide the required certification for FMLA leave may result in the denial of leave or continuation of leave.

Substitution of Paid Leave for Unpaid Leave: While on FMLA leave, you must use any paid time off that you have available. Your absence due to a workers' compensation injury will run concurrently with unpaid FMLA leave provided that the absence is due to a qualifying "serious health condition" as defined under the FMLA. Please be aware that employees receiving workers' compensation payments are not able to substitute accrued paid time off for any part of the leave of absence unless state law permits and employer and employee agree to have paid leave supplement workers' compensation benefits, such as in the case where workers' compensation only provides partial replacement of an employee's salary.

Employees who are collecting short-term disability payments while on FMLA leave will not be required to use available PTO unless they choose to do so, and the plan allows.

The substitution of paid leave time for unpaid leave does not extend the designated leave period. Furthermore, in no case can the substitution of paid leave for unpaid leave result in the receipt of more than 100 percent of an employee's salary. After all paid leave is exhausted, any remaining leave will be unpaid. During FMLA leave, outside employment is prohibited.

Intermittent Leave or Reduced Work Schedule: You may take the leave continuously, intermittently or on a reduced work schedule basis when medically necessary. However, in all cases, the leave may not exceed a total of 12 weeks (60 days or 480 hours), or 26 weeks to care for an injured or ill service member. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Company operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Intermittent time cannot be taken in increments of less than one (1) hour.

Reporting While on Leave: If you take leave because of your own serious health condition or to care for a covered relation, the Company may require you to contact them during your leave regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown. Employees on intermittent leave must follow our Attendance policy whenever reporting off from work.

Recertification: We may request recertification for the serious health condition of you or your family member when circumstances have changed significantly, or if we receive information casting doubt on the reason given for the absence, or if you seek an extension of your leave.

Otherwise, we may request recertification for the serious health condition of you or your family member every six months in connection with an FMLA absence.

Returning from FMLA Leave: If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work with or without a reasonable accommodation. Otherwise, you will not be permitted to resume work until it is provided.

Notices Sent by Employer: We will send all Notices of Rights and Eligibility Forms, Designation Notices and letters regarding expiration of FMLA leave/return to work orders to you by email, certified mail or via hand delivery.

State Law: If an applicable State law requires greater protection or benefits than is detailed in this policy, it will be provided in accordance with applicable law.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement: You may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Additional Information: For additional information about your rights and obligations, see the Family Medical Leave Act poster in your workplace, visit the U.S. Department of Labor's website (www.wagehour.dol.gov) or contact Human Resources.

3.21 Extended Disability following FMLA

If a period of disability continues beyond the 12 weeks provided for within the Family and Medical Leave policy, an employee may apply in writing for an extended disability leave in accordance with our *Medical Leave (non-FMLA)* policy. This extended leave time is not guaranteed but will be considered on a case by case basis.

3.22 Medical Leave (non-FMLA)

Occasionally, for medical reasons not covered by FMLA, you may need to be temporarily released from the duties of your job. It is the policy of Delco to allow employees to apply for and be considered for an unpaid medical leave of absence related to their own health issue.

If your need for medical leave is foreseeable, you must give the Company at least 30 days' prior written notice. If this is not possible, you must give notice as soon as practicable (within one to two business days of learning of your need for leave) and generally must comply with the

Company's normal call-in procedures. You must also provide a certification from a healthcare provider that demonstrates that you are: (a) a qualified individual with a disability under the Americans with Disabilities Act; (b) unable to perform the essential functions of your job, even with a reasonable accommodation; and (c) an estimated amount of time that you will be unable to do so.

Management reserves full discretion to decide if medical leave is appropriate, if granting a medical leave would pose an undue hardship on the Company, and, if granted, the duration of an approved leave. If approved, medical leave will run concurrent with any paid time off you have available.

While on leave, your healthcare may be subject to termination based on the terms of the relevant plan. In such a case, you may elect to continue health coverage at your own expense, as allowed by law. If premium payments are due while you are on leave, you will be responsible for paying your share of the premium. The Company will give instructions for payment at the time of leave.

During a medical leave, the Company may request updates on your status and expected return-to-work date. In addition, you will be required to provide medical certification that you are fit to resume work with or without a reasonable accommodation.

If your position is permanently filled while on a non-FMLA medical leave of absence, you can apply for any available open position within the Company. If you do not return to work at the end of the approved leave of absence, we will consider that a voluntary resignation.

3.23 Bereavement Leave

Full-time employees are eligible to receive up to two (2) paid days of leave for the death of an immediate family member. Members of the immediate family include an employee's spouse, significant others, parents, brothers, sisters, children, grandchildren, grandparents, brothers-in-law, sisters-in-law, parents-in-law and grandparents-in-law. In order to be paid your bereavement days, we may request supporting documentation to validate the request. Extenuating circumstances may be discussed with Human Resources.

3.24 Jury Duty

Delco Foods is committed to supporting the communities in which we operate, including supporting the fulfillment of a jury duty requirement. When a notification regarding upcoming jury duty is received, it is your responsibility to notify your direct supervisor within one business day of receiving the notice. If you are required to report to jury duty, at the end of each day of jury duty, notify your direct supervisor of your status. We expect you to return to your job if you are excused from jury duty during your regular working hours.

Exempt employees will be paid according to applicable law. Non-exempt employees may take the time as unpaid leave or use PTO to cover their absence. The Company will not take any

adverse action against you because of time lost as a result of reporting for jury duty or responding to a subpoena.

3.25 Witness Leave

Occasionally, employees may be subpoenaed to attend a judicial proceeding as a witness. In these circumstances, your attendance at work will be excused if you are legally compelled to attend a judicial proceeding as a witness. You must notify your direct supervisor of your need for leave under this policy on the first business day after receiving a subpoena.

Delco reserves the right to request verification of your participation in legal proceedings, such as a copy of the summons or subpoena. We expect you to return to your job if you are excused from court during your regular working hours.

Leave under this policy will be unpaid, unless you are summoned or otherwise requested to testify as a witness by Delco Foods.

3.26 Emergency Responders Leave

If you are a volunteer firefighter or volunteer member of an ambulance service or rescue squad, or a member of the Indiana Civil Air Patrol, tardiness and time off will be excused where you are called to respond to an emergency call taken before the start of your scheduled shift. Time off will be given in accordance with the time needed to respond to the emergency. If you report to work after responding to such an emergency, you must produce proof from the volunteer service of which you are a member that you were responding to an emergency within the time period during which you were absent or tardy for your scheduled shift.

3.27 Personal Leave

Occasionally, for personal reasons, you may need to be temporarily released from the duties of your job. It is the policy of Delco to allow employees who have completed one full year of service and who have no paid time off available to apply for and be considered for an unpaid leave of absence of up to 30 days with the possibility of a 30-day extension. Leaves will not be granted under this Policy for an employee's own medical issues. If you require a medical leave, you can make a request for FMLA, if applicable, or a request for leave under our Medical Leave Policy.

If your need for leave is foreseeable, you must give the Company at least 30 days' prior written notice. If this is not possible, you must give notice as soon as practicable (within one to two business days of learning of your need for leave) and generally must comply with the Company's normal call-in procedures. Management reserves full discretion to decide if a personal leave is permissible and the duration of an approved leave.

While on leave, your healthcare may be subject to termination based on the terms of the relevant plan. In such a case, you may elect to continue health coverage at your own expense, as allowed by law. If premium payments are due while you are on leave, you will be responsible for paying your share of the premium. The Company will give instructions for payment at the time of leave.

If you do not return to work at the end of the approved personal leave, we will consider that a voluntary resignation.

3.28 Military Leave

Delco recognizes that you may need to be absent from work to serve in the U.S. military. Delco provides military service leaves of absence to all full-time, part-time and introductory employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

If you need to take military service leave, you or an authorized military service officer should provide advance notice to your direct supervisor. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of military necessity or for other reasons, you should give as much advance notice to Delco as possible. The Company reserves the right to request a copy of your military orders or training paperwork.

Military service leave is unpaid. However, you may use any or all your accrued but unused paid time off during your military service leave. During military service leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. You may be eligible for reemployment after your military service leave. If you would like to return to work, you must report to work or apply for reemployment, including your military discharge documentation, if available, as follows:

- If your military service was for less than 31 days, you must report to work on the first regularly scheduled workday that is at least eight hours after you return home from military service.
- If your military service was for 31 to 180 days, you must apply for reemployment within 14 days following completion of military service.
- If your military service was for more than 180 days, you must apply for reemployment within 90 days following completion of military service.

If you do not report to work or apply for reemployment within the applicable timeframe, you will be subject to Delco's rules about unexcused absences. Nothing in this policy requires Delco to reemploy individuals who are not eligible for reemployment rights under applicable law. If you are eligible for reemployment, you will be reemployed with the same seniority, and all rights and benefits based on that seniority, that you would have attained if you had not taken military leave. Seniority rights include pay and benefits that accrue or are determined based on your length of service.

Delco prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the U.S. military. Where state or local military service leave laws offer more protections or benefits to employees, the protections or benefits that are most favorable to the employee, as provided by such laws, will apply.

3.29 Indiana Military Family Leave

The Indiana Military Family Leave Act permits certain relatives of military personnel to take an unpaid leave of absence of up to 10 working days if a relative is ordered to active duty.

Eligible Employee:

- Has been employed by Delco Foods for at least 12 months.
- Has worked at least 1,500 hours during the 12 months before the leave begins.
- Is the spouse, parent, grandparent, biological child, adopted child, foster child, stepchild or sibling of a person who is ordered to full-time active duty for a period that exceeds 89 consecutive calendar days.

Employee Benefits:

- 10 days of unpaid leave during the 30 days before and after the soldier is on active duty, and while the soldier is on leave during active duty. (Maximum Military Family Leave per year is 10 days. Multiple serving family members do not result multiple 10-day leaves.)
- Re-employment to the position held (or an equivalent position) prior to the leave commencing unless a move to a different position is unrelated to the employee's use of Military Family Leave.
- Employees are permitted to continue healthcare benefits at the employee's expense while on leave.

You must give Delco Foods 30 days' notice before the date on which you intend to begin leave unless the military orders are issued less than 30 days before leave is to begin. You may be required to provide written notice, including a copy of active duty orders, if available, before taking leave. If you do not provide the required verification, your absence may be considered unexcused.

You may use available paid time off while on an approved Military Family Leave.



4 EXPECTATIONS

4.1 Code of Conduct

As a Company, we are responsible for providing the highest quality and best service to our customers while also providing a safe work environment for our employees. Accordingly, we established a set of conduct, performance and attendance standards based on the duties of our organization, best practices for exceptional customer service and legal compliance. Listed below are several examples of actions that would be considered contrary to or in violation of these standards, all of which may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating Company vehicles or equipment
- Fighting or threatening violence in the workplace, while on duty or while operating Company vehicles or equipment
- Negligence or improper conduct leading to damage of Company or customer property
- Defacing Company property
- Insubordination
- Violation of safety or health rules
- Smoking in prohibited areas
- Sleeping on the job
- Any unlawful harassment, including sexual
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, while on duty or while operating Company vehicles or equipment
- Unauthorized absence from work during the workday
- Unauthorized use of telephones, technology or other Company equipment
- Unauthorized disclosure of trade secrets or other confidential information

4.2 Discipline Policy

As a Company, we typically adhere to a four-step process in response to unacceptable conduct or performance, attendance concerns and/or any other infraction of workplace policies, rules or procedures (hereinafter referred to collectively as a “violation”):

1. Verbal Warning – The employee is informed of the violation by a supervisor or member of management. Proper conduct is explained to make certain the employee is fully aware of the violation and the Company’s expectations in such regard.

2. **Written Warning** – The employee receives a written warning following a violation, putting the employee on notice with respect to the severity of the situation and the possibility of suspension or discharge as a result of any further misconduct.
3. **Suspension or Final Written Warning** – The employee receives a final written warning or a suspension without pay of up to five days to address continuing problems where previous action has been ineffective or following a more serious violation.
4. **Termination** – The employee is discharged as the result of a serious violation or as the final step in the discipline process.

Each step of the process will be documented and will become part of the employee's personnel file. The Company reserves the right to determine the appropriate level of discipline based upon the circumstances and severity of the matter and may move to any level in the discipline process as deemed necessary or appropriate. Accordingly, some actions/behaviours, such as theft, harassment and threats or acts of violence, among other things, may warrant immediate termination.

While every effort will generally be made to follow the discipline process outlined above, all employees are at-will employees and can be terminated by the Company for any reason with or without notice.

4.3 Conflict of Interest

As an employee of Delco Foods, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The guidance on conflict(s) of interest set forth below is intended to provide a general framework for proper handling of any potential conflict(s) of interest that may arise. For more information or questions on conflict of interest, contact Human Resources.

All transactions with companies outside Delco Foods must be conducted within the framework established and controlled by Delco Food's executive team. Business dealings with outside companies should not result in unusual gains for those companies. "Unusual gains" refers to, among other things, bribes, product bonuses, special fringe benefits, unusual price breaks or other windfalls, whether monetary or otherwise, designed to ultimately benefit the employer, the employee, or both. Business dealings that could be interpreted to involve unusual gain require specific executive-level approval. Conflicts of interest could arise in several circumstances and settings, including, by way of example, the following:

- An employee or the close relative of an employee being employed by, or acting as a consultant to, a competitor or potential competitor, vendor or contractor;
- Serving as a board member for an outside commercial company or organization whose interests compete with the Company's;
- An employee or the close relative of an employee owning or having a substantial interest in a competitor, vendor or contractor; or

- Accepting gifts, discounts, favors or services from a customer or potential customer, competitor or vendor, unless equally available to all employees.

For the purposes of this policy, a “close relative” is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest (or the appearance of such), seek review from your direct supervisor or Human Resources.

4.4 Vendor Relations

The nature of the Company’s business is such that there are many opportunities for employees to establish relationships with outside vendors. While such relationships are encouraged, there are certain guidelines that must be followed in this regard:

- All vendor-sponsored contests and promotions must be approved by your direct supervisor.
- Inform your direct supervisor of any planned lunches or dinners with vendors.
- Accepting gifts from vendors is strongly discouraged. If tickets or other gifts are offered by a vendor, the offer must be reported to your direct supervisor.

4.5 Outside Employment

We hope that you will not find it necessary to seek additional outside employment while working as an employee for Delco Foods. However, if you are planning to accept an outside position while continuing employment at Delco Foods, you must notify your direct supervisor in writing before doing so. You are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined in this policy.

If approved, drivers regulated by the Department of Transportation (DOT) will be required to report all compensated work and must adhere to all rules set forth in the Hours of Service regulations issued by the Federal Motor Carrier Safety Administration.

Activities and conduct away from the job must not compete with, conflict with or compromise the Company’s interests or adversely affect job performance and the ability to fulfill all job responsibilities as an employee of Delco Foods. You are prohibited from performing any services for customers on non-working time that are normally performed by Delco Foods. This prohibition also extends to the unauthorized use of any Company equipment and the unauthorized use or application of any confidential information. In addition, you are not to solicit or conduct any outside business during paid working time.

You are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work

overtime or different hours. If Delco determines that your outside work interferes with performance, you may be asked to terminate the outside employment.

If you are on a leave of absence, whether medical or non-medical, you are not permitted to engage in outside employment while on leave. Engaging in outside employment while on a leave of absence will result in termination of employment.

4.6 Confidential Information

Protecting our Company's confidential information is the responsibility of every employee and we all share a common interest in making sure such confidential information is not improperly or accidentally disclosed. As an employee, you have an obligation to maintain confidentiality of Company information including, but not limited to, the Company's financial and production data, customer and vendor lists, information about prospective customers, marketing and business strategies and any other Company information not commonly known outside of the Company that a reasonable person would regard as confidential Company business. You may not discuss the Company's confidential business with, nor disclose confidential information to, anyone who does not work for us, including vendors. If you are questioned by someone outside the Company or your department about confidential information, please refer the request to your direct supervisor or to Human Resources.

Additionally, our customers and vendors entrust Delco Foods with important information relating to their businesses. Employees are also not to discuss items other customers use as well as how much merchandise they use. In safeguarding the information received, Delco Foods earns the respect and further trust of our clients and vendors.

Employees are prohibited from removing or making copies of any Company records (including but not limited to invoices, lists, and reports), without prior management approval.

Disclosure of confidential information may lead to termination of employment and possible legal action.

All employees are required to sign a Confidentiality Agreement as a condition of hire. For more details, please refer to your agreement which controls the handling of confidential information.

4.7 Drug and Alcohol Policy

Delco is committed to providing a safe, healthy and productive workplace that is free from alcohol and unlawful drugs as classified under state or federal laws, including marijuana, while employees are working on Company premises, another worksite of the Company and while operating Company-provided or personal vehicles. Employees that work while under the influence of drugs or alcohol pose a safety risk to themselves and others with whom they work. Therefore, working under the influence of alcohol or drugs, including marijuana, is strictly

forbidden. This policy applies to all employees of Delco, without exception, including part-time and temporary employees.

In addition to forbidding employees from working under the influence of drugs or alcohol, the unlawful manufacture, distribution, possession or use of any unlawful drug or drug paraphernalia on Delco's premises, while conducting Company business, or in any vehicle owned or leased by the Company is absolutely prohibited. If you are taking medication for which you have a valid prescription while on the job, you must do so in a way that is consistent with the manner prescribed and use must not pose a risk to your safety or the safety of others. However, the use of medical marijuana while on the job or while off the job that results in the employee working under the influence is prohibited. If a physician has prescribed medication that influences your ability to safely perform your job duties, notify your direct supervisor.

Additionally, you are not allowed to be under the influence of, consume, possess, sell or purchase any alcoholic beverage on any property at which the Company does business or in any vehicle owned or leased on behalf of the Company.

You should report evidence of alcohol or drug use to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, you must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Employees who violate the Drug and Alcohol Policy will be subject to disciplinary action, up to and including termination.

As a part of our policy to ensure a substance-free workplace, you may be asked to submit to a drug and/or alcohol test under any of the following circumstances:

- Where there is reasonable suspicion for believing an employee is under the influence of alcohol or drugs. "Reasonable suspicion" will exist when a supervisor or other person in authority has a reasonable belief based on objective factors such as the employee's appearance, speech, behavior or other conduct or facts, that the employee is under the influence of drugs or alcohol, or both.
- As part of an investigation of an accident in the workplace when that accident resulted in \$250 or more of property damage or where there is a reasonable possibility that drug or alcohol use could have contributed to the accident and where a drug and alcohol test can identify impairment caused by drug or alcohol use.

It is a condition of your continued employment with the Company that you comply with the Drug and Alcohol Policy. A refusal to submit to a drug or alcohol test upon request by the Company will be considered a positive test and will result in discipline up to and including termination. A refusal to submit to a test is defined as: failure to provide the required valid specimen(s); obstructing the collection of a specimen or the testing process; submitting an altered, adulterated or substitute sample; failure to show up for a scheduled test; refusal to complete the requested drug testing forms; or failure to promptly provide specimen(s) for testing, without a valid medical reason, when directed to do so.

This policy applies to all employees, including those who are subject to the Department of Transportation (DOT) regulations. DOT-regulated employees must adhere to the requirements of this Drug and Alcohol Policy as well as the DOT Drug & Alcohol Policy, given at hire.

4.8 Attendance and Punctuality

To maintain a productive work environment, Delco expects you to be reliable and punctual in reporting for work.

From time to time, it may be necessary for you to be late or absent from work because of emergencies, illnesses or pressing personal business that cannot be scheduled outside work hours. When you are unable to report for work, please notify your direct supervisor by telephone as soon as possible (a minimum of three hours in advance of the beginning of your shift whenever possible) or your absence may be counted as unexcused. If you must leave a message, you must provide the expected duration of your absence and the reason. You are required to call each day that you are absent or late. If you are unable to comply with this policy due to an emergency or other extenuating circumstances, you (or a family member if you are unable to call) must call as soon as possible, and you will be expected to provide a reasonable explanation for your failure to comply.

It is within the sole discretion of management to categorize your absence or tardiness as excused or unexcused and permit the use of any paid time off that may be available. Management also reserves the right to request a medical note and/or other documentation to verify illness, emergencies and other extenuating circumstances when determining if an absence or tardiness will be excused or not.

You will be considered to have taken an unexcused absence if you are absent from work during scheduled work hours without permission, including full or partial day absences, late arrivals and early departures.

The following absences will not be counted against your attendance record:

- An approved medical or personal leave;
- An absence due to illness or injury that qualifies under federal or state leave laws;
- Pre-approved times away from work using accrued paid time off.

Employees who violate this policy will be subject to discipline, up to and including termination.

If you are absent without calling in (no call/no show) for two consecutive days, it will be assumed that you have voluntarily resigned via job abandonment, and you will be removed from the payroll.

4.9 Reporting Work Locations

The Company should always know your whereabouts during working hours. Management or your direct supervisor will keep a record of your assignments, and he or she should be notified of your whereabouts if not on Company premises (or performing normal job responsibilities while off Company premises) during working hours.

4.10 Parking

Free parking is available for all employees. The Company is not responsible for loss, damage or theft of your vehicle while on Company premises. Employees are to park in the designated parking areas for/near their department (e.g. office, warehouse, cheese room, box room, etc.).

4.11 Meal and Break Periods

Non-exempt employees may take an unpaid 30-minute lunch break each day. Salaried employees may take up to one hour of time with no loss of pay. Your direct supervisor is responsible for approving scheduling of this time and specific procedures for your department.

Meal break time will be automatically deducted from the time records of certain non-exempt employees, depending on their role. Those employees will not be required to clock out and back in for the lunch break.

Nursing Mother's Break: Delco Foods, to the extent reasonably possible, will provide a location where an employee can express breast milk in privacy during a break period. Please make arrangements with your direct supervisor for appropriate cold storage of expressed milk. If you are a nursing mother in need of such accommodations, please inquire with Human Resources.

Food and Beverages in the Workplace: To ensure the health and safety of all employees, food and beverages may be consumed in the break room and kitchens only. Eating and drinking is not allowed in any other area of the building.

Additionally, chewing gum and chewing tobacco products may not be used inside the warehouse. Any person caught with open food, beverage, chewing gum or tobacco products in areas not designated for such items will be subject to disciplinary action, up to and including termination.

Break Room: A break room is available for your use during meal or break periods. Although the Company provides general custodial care, you are expected to clean up after yourself when using the break room. If management sees that employees are neglecting the responsibility to clean up after themselves, the break room will be closed until further notice.

4.12 Telephone Etiquette and Personal Use of Company Phones

As our telephone communications are an important reflection of our image to customers, vendors and other business partners, every employee should use proper telephone etiquette. It is also important to keep our telephone lines free for customer calls. Although the occasional use of the Company's telephones for a personal emergency may be necessary, routine personal calls are not allowed. The telephones that are given to employees are intended to assist them in the performance of their jobs. All calls may be monitored for quality and training purposes, and employees should have no expectation of privacy when using the employer's telephone system.

Abusing the usage of Company telephones may result in disciplinary action.

4.13 Personal Cell Phone Use

Warehouse personnel are prohibited from using personal cell phones for any reason while working. Personal cell phones for such employees must be stored in a locker, the office or in a personal vehicle while working.

You are prohibited from using hand-held cell phones while operating any motor vehicle on Delco business. However, hands-free devices may be used if allowed by state and local laws and if such use will not compromise safety. Commercial drivers must adhere to DOT policies regarding the use of electronic devices.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

4.14 Personal Property

The Company cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property onto Company premises, including Company vehicles or equipment operated away from Company premises, you are responsible for such personal property. In addition, the Company prohibits personal property on Company premises, including Company vehicles or equipment operated away from Company premises, that is sexually suggestive, offensive or demeaning to specific individuals or groups.

4.15 Use of Company Equipment

Delco Foods will provide you with the equipment needed to do your job. When you use this equipment, you must exercise care, perform required maintenance, as applicable, and follow all operating instructions, safety standards and guidelines.

None of this equipment should be used for personal reasons, nor removed from the physical confines of the Company—unless the use is approved for a job that specifically requires use of Company equipment outside the physical facility.

4.16 Electronic Communications Policy

Delco's property, including computers, internet access, copy/fax machines, phones, email, and voicemail, is provided to you for conducting and facilitating Company business. However, brief and occasional personal use of the electronic mail system or the Internet is acceptable if it is not excessive or inappropriate, occurs during break periods, and does not result in expense to the Company. Use of Company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct.

You are responsible for using the Internet in a manner that is productive, ethical and lawful. Personal use of the Company's electronic communications systems, or any other Company property, must not interfere with productivity. You are never permitted to access any program using the password or username of another employee.

Electronic communication by employees that is threatening, intimidating or otherwise interfering with the job performance of other employees will not be tolerated. Any attempt to disrupt electronic communications, to violate computer system security, or to send electronic communications under false pretenses (i.e. using someone else's identity to access/send an electronic communication) will not be tolerated. Additionally, excessive personal use of the electronic communications, or any other Company property, that interferes with employees' job duties will be subject to disciplinary action up to and including termination.

All electronic communication systems provided by the Company and all information transmitted by, received from, or stored on any Company systems is the property of the Company. To ensure proper use of these systems, the Company may monitor the use of these systems from time to time. You should have no expectation of privacy in connection with the use of this equipment, or with the transmission, receipt, or storage of information in this equipment. Company-provided computer equipment and the information stored in such equipment is the property of the Company. The Company reserves the right, in its complete discretion, to review any employee's voicemail or email files, messages, and usage at any time without advance notice or permission. You should not attempt to gain access to anyone else's files, email or voicemail messages or other information. Only the Company's executive management reserves the right to and may enter an employee's email, voicemail or other files.

E-mail attachments and downloaded files are prime sources of viruses and other malicious software. Therefore, you may not download or install any software or shareware that is not expressly authorized or approved by management.

Employees who violate this policy are subject to discipline, up to and including termination of employment.

4.17 Use of Social Media

Delco Foods recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on topics using a wide variety of social media, such

as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, blogs, and wikis, among others. However, employees' use of social media could pose risks to Delco's confidential and proprietary information, reputation, and brands, can expose the company to discrimination and harassment claims, and can jeopardize the company's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that the Company's IT resources and communications systems are used appropriately as explained below, Delco expects its employees to adhere to the following guidelines and rules when using social media, whether at work or outside of work:

1. You are not permitted to use social media during working times unless such is required by your job.
2. Always be respectful, fair and courteous to fellow employees, customers or suppliers. If you decide to post complaints or criticism, avoid using any statements that could be viewed as malicious, threatening, obscene, intimidating, defamatory or harassing. For more information see our Anti-Harassment policy.
3. Do not post, or express a viewpoint on another's post, such as by "liking" a Facebook post, anything that Company's customers, clients, business partners, suppliers or vendors would find offensive, such as ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, obscenity, or that is maliciously false.
4. Social media should never be used in a way that violates any other Company policy or employee obligation. If your social media activity would violate any Company policy in another forum, it will also violate them in an online forum.
5. You may not share the Company's confidential or proprietary information. For more information see our Confidential Information policy.
6. Make it clear in your social media activity that you are speaking on your own behalf.
7. Use good judgment about what you post and remember that anything you say can reflect on Delco. In addition, remember that your statements have the potential to result in liability for you or Delco.
8. Any statements made about the Company and any of its employees must also be truthful and accurate.
9. Your use should not violate any applicable law.

Carefully read these guidelines as they are intended to cover all social media related activities. You will be held responsible for what you post to social media and should use discretion and sound judgment in discussions of any work-related matters. If your posting violates any of these guidelines the Company may take action against you (up to and including termination) based on such postings.

This policy is not intended to restrict communications or actions protected or required by state or federal law. If you have questions or doubts about the appropriateness of Social Media usage, you should speak with your direct supervisor.

4.18 Media Contacts

From time to time you may be contacted by members of the media. This may include, but is not limited to television, internet and print journalists. You should not speak on behalf of Delco without express authorization from senior management.

If you are contacted by media regarding the official position of Delco regarding any issues, products, services, customers, vendors or business partners, immediately inform senior management. You are always permitted to express your own opinions to media. If you express personal opinions to media on issues related to Delco products, services, customers, vendors or business partners, make sure to state that such opinions do not represent those of Delco and are your own.

4.19 Dress Code

You are expected to present a clean and professional appearance and maintain the highest standards of personal cleanliness and hygiene while conducting business for or on behalf of the Company, whether inside or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects the Company's reputation or image is not allowed.

In some areas of the warehouse, hairnets and beard nets may be required.

DRESS GUIDELINES:

Unacceptable Apparel for ALL EMPLOYEES:

- Wrinkled or distressed clothing or any clothing with tears, rips or stains
- Sneakers or flip flops
- T-shirts, sweatshirts, jogging suits and sweat or yoga pants
- Tube tops, halter tops, tank tops, low-cut, sheer or bare midriff tops
- Skirts/dresses of unfit length or high slits
- Excessive amounts of perfume or cologne

SALES / OFFICE -- WOMEN

Acceptable:

- Pantsuits, casual slacks, corduroys, cropped pants
- Leggings with long tops/sweaters
- Skirts or dresses
- Blazers
- Blouses or polo shirts, sweaters (turtlenecks, cardigans and vests)
- Dress shoes (heels, loafers, flats)
- Makeup and jewelry should be conservative and professional

Not Acceptable (in addition to the list above):

- Shorts or blue Jeans

- Hats of any kind
- Work/construction boots
- Visible body piercings other than earrings

SALES / OFFICE -- MEN

Acceptable:

- Casual slacks
- Polo shirts
- Sweaters (turtleneck, cardigan, vest)
- Dress shoes or business casual shoes (loafers)
- Socks are required
- Well-groomed mustache or beard
- Jewelry should be professional and conservative in nature (no earrings)

Not Acceptable (in addition to the list above):

- Shorts or blue Jeans
- Sleeveless shirts
- Visible body piercing of any type (including earrings)
- Hats of any kind
- Work/construction boots

WAREHOUSE -- MEN & WOMEN

Acceptable:

- Casual khaki, tan, navy or black slacks or shorts
- Blue Jeans
- Polo shirts, uniform shirts or t-shirts
- Sweaters or sweatshirts
- Shoes with rubberized soles
- Work/construction boots
- Socks are required
- Well-groomed mustache or beard
- Jewelry should be professional and conservative in nature (excludes Cheese Room employees)
- Hats

Not Acceptable:

- Body piercings (earrings are strongly discouraged as they pose a potential safety hazard)
- Jewelry is not allowed for Cheese Room employees
- Cologne or perfume is prohibited for employees working in the box or cheese rooms

DRIVERS -- MEN & WOMEN

Acceptable:

- Company-logoed uniform shirts, jackets, etc.
- Black pants or shorts

- Boots are recommended, but sneakers are allowed
- Socks are required
- Well-groomed mustache or beard
- Jewelry should be professional and conservative in nature
- Delco-logoed hats

Not Acceptable:

- Body piercings (earrings are strongly discouraged as they pose a potential safety hazard)

If your direct supervisor determines that your appearance or personal hygiene is inappropriate, you will be asked to leave work and return properly dressed and groomed. See your direct supervisor or Human Resources if you are not sure of the correct clothing standards for your job.

4.20 Solicitation and Distributions

Solicitation for any purpose during working time is prohibited. You are not permitted to distribute non-Company literature in work areas at any time. Non-employees may not solicit employees or distribute literature of any kind on the Company's premises at any time. This Section does not restrict or impede, in any way, and shall not be interpreted or understood as restricting or impeding, you from discussing the terms and conditions of your employment with co-workers or union representatives or otherwise exercising your rights under Section 7 of the National Labor Relations Act (NLRA).

4.21 Bulletin Boards

Information of interest and importance to you is regularly posted on the bulletin board(s) located in the employee break room. You are encouraged to review the information regularly. Company bulletin boards are for administrative use only; employee use of Company bulletin boards is prohibited without the prior approval from a direct supervisor.

4.22 Suggestions

Delco encourages you to bring forward your suggestions and good ideas about making the Company a better place to work and enhancing service to our customers. If you see an opportunity for improvement, you are encouraged to talk it over with your direct supervisor. All suggestions are valued.

4.23 Criminal Activity and Arrests

Participating in criminal activity, whether on or off Company property, may result in disciplinary action up to and including termination. Disciplinary action depends upon a review of all factors involved, such as the nature of the act and charges, whether or not it was work-related, how it

affects or may affect the company's reputation, the employee's ability to perform the essential functions of the job, or circumstances which adversely affect attendance. Disciplinary actions are not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination, for violation of the attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police or any other source if management has reason to view the source as credible.

4.24 Termination and Resignation

If you wish to resign, we ask that you notify your direct supervisor of your anticipated departure date in writing at least two weeks in advance. As much advance notice as possible is appreciated. You should be prepared to work the entire notice period, and paid time off cannot be used during your notice period. Delco reserves the right to accept voluntary resignations immediately and waive the requirement of working out a notice period.

All Company property, including keys, vehicles, cell phones, computers and credit cards, must be returned upon termination. Otherwise, the Company may take further action to recoup any replacement costs and/or seek the return of Company property through the appropriate legal recourse. Replacement costs for uniforms or keys will vary.

A post-employment interview will generally be conducted with your direct supervisor prior to your departure, at which point you will be asked to return any Company property in your possession.

After termination from Delco, please continue to provide us with an accurate address for at least one year for tax purposes.



5 SAFETY IN THE WORKPLACE

5.1 Health and Safety in the Workplace

As an employee, you are expected to take part in maintaining a safe environment. You must comply with all the Company's safety rules and guidelines adhere to all safety instructions provided by your supervisor and use safety equipment when required. In addition, you must comply with any applicable federal, state and local laws regarding workplace safety. It is your responsibility to:

- Learn the location of all safety and emergency equipment, as well as the safety and/or emergency phone numbers.
- Keep your work area free of any potential hazards.
- Report any problems with Company-provided safety equipment to your direct supervisor or a member of management.
- Report any unsafe conditions or potential hazards, such as wet floors or broken equipment, to your direct supervisor or a member of management immediately.
- Use only approved step stools and ladders to climb, reach or access elevated areas.
- Follow all posted warnings and notices on equipment.
- Ensure that all guards and other protective devices are in proper places and adjusted before operating machines and equipment.
- Report all workplace injuries, accidents or illness to your direct supervisor or a member of management as soon as possible, regardless of the severity. Any employee who is involved in a workplace accident may be required to submit to a drug screening within 24 hours of the incident.
- In the event of a serious or life-threatening emergency, call 911.

Failure to follow the Company's safety rules, guidelines or any applicable workplace safety law may result in discipline, up to and including termination of employment.

You have the right to report work-related injuries and illnesses. Delco prohibits any form of discipline, discrimination or retaliation for reporting a health or safety concern, a workplace injury, a violation of this policy or for cooperating in related investigations.

5.2 First Aid

First aid equipment and supplies are available in the following locations: Warehouse, Cheese Room, Cool Dock, Warehouse Doors, Front Office and Box Room. Each first aid kit contains plastic gloves, which should be utilized as circumstances dictate whenever possible. Certain Company employees are trained/certified in CPR and First Aid – please refer to the list posted in the employee break room.

5.3 Violence and Weapons Policy

The Company strictly prohibits and will not tolerate any form of workplace violence. Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior. It ranges from threats and verbal abuse to physical assaults and even homicide. The Company strictly prohibits any workplace violence including, but not limited to, the following:

- Aggressive or hostile acts such as throwing objects at another person, fighting or intentionally damaging property;
- Injuring another person physically;
- Oral or written threats to injure an individual or to damage property;
- Engaging in behavior that creates a reasonable fear of injury to another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Bullying, intimidating or harassing another person (For example, making obscene phone calls or using threatening body language or gestures such as standing close to someone or shaking your fists at them).

This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated. If you feel that you are a victim of workplace violence or suspect or witness an act of violence, you must report it immediately to your direct supervisor or any member of management. The Company prohibits any form of discipline, reprisal, intimidation or retaliation for reporting incidents of workplace violence of any kind, pursuing a workplace violence complaint or cooperating in related investigations.

Weapons: The Company prohibits all employees from possessing any weapons of any kind, concealed or otherwise, including at the workplace, while engaged in activities for the Company and at Company-sponsored events. Weapons include but are not limited to:

- Guns*
- Knives with fixed blades or blades longer than 4 inches
- Mace
- Explosives
- Any item with the potential to inflict harm that has no common purpose

**An employee who lawfully possesses a weapon may store such a weapon in his or her own privately-owned vehicle in the Company's parking lot where the vehicle is locked and the firearm is out of sight within the trunk, glove box, or other enclosed compartment or area within the vehicle. In addition, the Company will not deny or condition employment upon an agreement by a prospective employee that prohibits the prospective employee from engaging in the foregoing.*

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

5.4 Domestic Violence

If you apply for or obtain a Protection from Abuse (PFA) or restraining order which lists Delco locations as being protected areas, you must provide a copy of any temporary or final protective or restraining order which is granted, and a copy of any PFA or restraining order which is made permanent, to Human Resources. In addition, where you do not have a PFA or restraining order, but you are in a situation involving domestic violence or have or were in a relationship with someone you fear, we encourage you to report that to your direct supervisor so that any necessary safety precautions can be considered and taken. We understand the sensitivity of such information and will follow confidentiality procedures which recognize and respect the privacy of the reporting employee(s).

5.5 Inspection of Property

As part of a Company investigation of possible violations of a policy, it may be necessary for work areas, lockers, desks or cabinets, and computers to be searched on occasion. These are the property of the Company and, as such, we reserve the right to search them with or without advance notice. You should have no expectation of privacy.

You are discouraged from bringing large or valuable personal items to work. The Company is not responsible for any loss or theft of personal items.

5.6 Proper Lifting Techniques

All employees should comply with the following safe lifting guidelines, as applicable:

- Avoid bending at the waist and instead bend at the knees while maintaining a straight spine.
- Lift objects comfortably, even if doing so does not yield the most efficient result.
- Lift an object gradually, slowly and smoothly. Avoid jerking or twisting motions.
- Avoid lifting above shoulder height. Use a step stool or ladder to move objects at heights above the shoulder.
- When carrying heavy objects/loads, carry the object/load close to the body with both hands.
- For heavy or awkward objects, request assistance from a co-worker or use a dolly or hand truck.
- Climbing on equipment or on warehouse racks is strictly prohibited.

5.7 Visitors in the Workplace

In order to protect the safety and security of our employees and facilities, only authorized visitors are permitted in the workplace. All visitors must sign in at the reception area. Authorized visitors

will receive directions or be escorted to their destination. You are responsible for the conduct and safety of your visitors.

If you observe an unauthorized visitor on Company property, contact your supervisor immediately. If you believe there is a threat to employee safety, call 911.

5.8 Use of Vehicles

The following guidelines must be followed at all times by all employees operating Company-provided or personal vehicles on Company business. Failure to abide by any of the following requirements will lead to disciplinary action up to and including termination:

Driver Guidelines and Reporting Requirements

- You may not drive Company-provided vehicles without the express permission of management. Additionally, you are not permitted to give rides to non-employees, such as a friend, or a family member, in the vehicle.
- You must have a valid and current driver's license to operate a Company-provided or a personal vehicle with current auto insurance used on Company business. If you operate a Company vehicle or a personal vehicle on Company business, you shall notify your supervisor by 9:00 AM the next business day if your driver's license has been suspended or revoked and must **immediately discontinue operating the vehicle**. You must also report all ticket violations received during the operation of a Company-provided vehicle, or while driving a personal vehicle on Company business.
- Motor Vehicle Records: If you drive for work purposes, the Company may review your motor vehicle record periodically to ensure that you are maintaining a good driving record. Failure to maintain a good driving record (e.g., a pattern of repeated traffic violations, a preventable accident, etc.) may result in the loss of the privilege of driving for work purposes. If driving is an essential function of your job and you have not maintained a good driving record, your employment may be terminated. In addition, where driving is an essential function of your job, your employment may also be terminated if you operate Company-provided vehicles and our insurance company excludes you as a driver and/or if your driver's license is suspended or revoked.
- You are responsible for the safe operation and cleanliness of an assigned vehicle. Damages to a Company-provided vehicle by theft, breakdown, or mechanical problem must be reported to your direct supervisor. Drivers are responsible for assuring that their assigned vehicles meet all legal standards for insurance, maintenance, and safety. Company-provided vehicles are subject to unannounced, random inspections by management.
- You must report **any** accident involving your assigned vehicle to your direct supervisor immediately. This includes all accidents whether or not another vehicle was involved and regardless of the extent of damage or lack of injuries. Accidents in personal vehicles while on Company business must follow these same accident procedures. A Vehicle Accident Report must be completed immediately (from the scene, during the same day, or as soon as practicable if immediate or same-day reporting is not possible). The completed Form should be given to your direct supervisor within 24 hours of the accident. You are expected to

cooperate fully with authorities in the event of an accident without making any statements other than replying to the questions of investigating officers. Accidents involving your personal injury must be reported to your direct supervisor for workers' compensation purposes.

- You will be responsible for fines resulting from moving or parking violations incurred while operating a vehicle on Company business.
- Drivers must attend all safety meetings to which they are assigned. Absence without prior authorization by their direct supervisor will not be tolerated and will result in disciplinary action.

Driver Safety Rules

- The use of Company-provided or personal vehicles for Company business while under the influence of alcohol, intoxicants or other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- If you make or take work-related calls while driving, you are required to use a hands-free cell phone. If hands-free devices are not available, you are strictly prohibited from (i) making or receiving calls, or (ii) sending or receiving text messages, emails, instant messages, or any other form of electronic communication, while operating any vehicle while on Company business, including sitting in traffic while traffic is stopped or at an intersection. You must locate a lawfully designated area to park the vehicle before using a hand-held device.
- Because motor vehicle accidents represent one of the largest groups of occupational fatalities, while on Company business you must exercise due diligence to drive safely by: a) following all traffic laws, and b) avoiding distractions while driving (such as eating or drinking; adjusting radio or temperature controls; focusing attention towards passengers or objects, persons or events outside the vehicle; personal grooming; etc.).
- You are not permitted under any circumstances to operate any vehicle while on Company business when a physical or mental impairment may cause you to drive unsafely. This prohibition includes circumstances in which you are temporarily unable to operate a vehicle safely or legally because of illness or injury, medication, fatigue, intoxication or while under the influence of drugs.
- Seat belts must be worn at all times, even if air bags are available.
- Drivers are responsible for the security of Company vehicles assigned to them. Ladders, tools and other loads must be secured properly before operating the vehicle. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- It is recommended that you do not back company vehicles into a space unless absolutely necessary. If you must back into a space, get out of your vehicle and make sure that it can be done safely and without incident.
- Always make sure that there are no pedestrians, especially children, around your vehicle before you proceed with pulling into or out of a parking space. Inspect the area around your vehicle if you are not certain as to if a child or pedestrian is near your vehicle.

- If there is any possibility of damaging property getting to or from a work site, the driver must notify his direct supervisor at once. The direct supervisor will then determine what action the driver will take.
- If you become drowsy while driving, you should stop driving immediately.
- Applicable federal, state and local laws, including speed limits, must always be obeyed.

Please remember that your primary responsibility is to focus on the road and drive safely.

Each Delco salesperson must maintain the following automobile insurance coverage on his/her vehicle:

\$250,000 liability per occurrence with \$500,000 aggregate and \$100,000 property damage OR \$500,000 combined single limit with \$5,000 medical. Uninsured/underinsured motorist liability should reflect the same limit(s).

On an annual basis, the Company will request from each salesperson a signed document (along with proof of insurance) to confirm compliance with the insurance requirements.

Delco Foods is not responsible for any damage to a personal vehicle while on Company business.

5.9 OSHA Records

The Company maintains documentation, including accident investigation reports and certifications of employee safety training, on file as required by the Occupational Safety and Health Administration (“OSHA”). Written reports are prepared for each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 200. Supplemental records of each injury are documented on the Indiana Workers’ Compensation First Report of Injury/Illness. OSHA Form 200 will be posted annually in the employee lunchroom for one month (beginning no later than February 1st).

5.10 Housekeeping

You are expected to keep your place of work clean, organized and orderly at all times. Anything needing repair or replacement should be reported to your direct supervisor.

5.11 Smoking Policy

Delco Foods is committed to providing a safe and healthy environment for employees and visitors. Accordingly, all Delco buildings, grounds and vehicles are smoke-free environments, and the use of any tobacco products, including chewing tobacco and electronic cigarettes, is prohibited.

5.12 Emergency Closings

Emergencies such as severe weather, fires or power failures may disrupt the Company's normal operations from time to time. Should management decide a closure or schedule change is necessary, you will be notified as soon as possible. Unless otherwise notified, all employees are expected to work scheduled hours. If Delco is open and you do not report to work due to inclement weather, you must use PTO or take the time unpaid.

5.13 Emergency Evacuation Procedures

Fire: In case of a fire, use the closest exit available to evacuate the building quickly and safely. Office employees meet in the westside parking lot. Warehouse and Cheese Room employees meet in the northside parking lot. Do not leave the area for any reason. Check in with your group coordinator (see the list below) and stay close to your group until your group coordinator gives instructions to either leave the premises or safely return to the building.

Tornado: In case of severe weather or tornado, the following locations would be the best locations in which to take shelter:

- Restrooms in the front office area
- Restrooms in the warehouse area
- Restroom in cheese room
- Lower level warehouse office

If there has been damage to the building, employees are instructed to meet in the grassy area to the west of our receiving area, after the storm has safely passed. Absolutely no one is to leave the area until we have had a chance to ensure that everyone is safe. At this time, group coordinators (see the list below) will do a head count to ensure all employees are present. Once we are sure everyone is safe, we will then decide what actions will be taken. Stay close to your group until your group coordinator gives instructions to either leave the premises or safely return to the building.

Group Coordinators:

Group #1: Customer/Office– Office Manager

Group #2: Day Warehouse (Dry/Cooler/Freezer)/Day Cheese Room – Operations Manager

Group #3: Night Warehouse/Night Cheese Room – Night Warehouse Manager

Group #4: Box Room – Box Room Supervisor

Group #5: Executive Office/Sales) – Vice President of Sales

Group #6: Maintenance/Drivers/Transportation Office – Transportation Manager

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Delco Employee Handbook and I understand that it is my responsibility to read and follow these policies.

I am aware that if, at any time, I have questions regarding Delco policies I should direct them to my direct supervisor or Human Resources.

I understand that neither this Handbook nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized Delco representative, I am employed at will and this policy does not modify my at-will employment status. If I have a written employment agreement signed by an authorized Delco representative and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

I also am aware that Delco, at any time, without notice, may change, add to, or delete from the provisions of the Company policies.

I also understand that this version of the Handbook supersedes all prior versions published or distributed by Delco.

Employee's Printed Name

Employee's Signature

Date