



Western Pneumatics, Inc.

Pneumatic Conveying & Material Handling
Machinery Group & Finger Jointing
Industrial Installation

Custom Fabrication
Dampers
Agricultural Products

Tanks & Pressure Vessels
Biomass
Parts & Service

EMPLOYEE HANDBOOK AMENDMENTS

01/01/2021

Effective 01/01/2021, the following amendments overrides any previous policies.

Page 4. **Workplace Accommodations Notice.** Amendment Added required new policy.

Western Pneumatics, Inc., is an equal opportunity employer and does not discriminate on the basis of race religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

Western Pneumatics, Inc., will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest; Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, Western Pneumatics, Inc., will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact any one of our supervisors or Human Resources, in person, by phone or email.

Page 14. **Break and Meal Period:** Amendment addition to add:

WPI will pay for the meal period for employees working a twelve (12) hours shift, unless the employee is late, leaves early or has an unplanned, unexcused absence. In this event the meal period will be unpaid.

Page 23. **Mileage Reimbursement:** Amendment revised policy:

This policy does not apply to Install employees. Employees using their personal vehicle to and out of the area location will be reimbursed at a company established rate. Transportation to and out of the area location is defined as a work location more than 20 miles from either the employee's normal work location or their residence.

Mileage reimbursement will be issued whenever an employee uses their personal vehicle to perform work for WPI.

In order to receive mileage reimbursement, an employee must promptly document the date of travel, location of travel, mileage and business purpose of the travel.

Page 36. **Employee Referral Program?** Amendment addition to add:

This program does not apply to re-hires. If an employee terminates the referral program is terminated. If the employee is re-hired or reinstated at a later date, the referral program does not continue or begin again.

Page 36. **Safety Glasses Reimbursement and Work Boots and Clothing Voucher.** Amendment addition to add:

Must be a current WPI employee to receive these benefits.

If an employee terminates the total balance owing will be deducted from the employee's final paycheck up to the legal limits allowed. If there is a balance owing after receiving the final paycheck, the individual is responsible to pay back the amount remaining.

Page 40. **Non-Exempt and Exempt Office, Administrative, Managerial and Executive Employee:** Amendment clarification of additional hours.

In addition to regularly incurred paid time off, on the employee's 5th and 10th consecutive year anniversary of employment, additional hours of vacation time, will be granted for the employees to use in those years, refer to the schedule below. 5- & 10-year anniversary paid vacation time off can be used in those years only, if the additional hours are not used during the designated years they will be forfeited.

Page 42. **Eligibility for Holiday Pay:** Amendment addition to and removal. To qualify for Holiday Pay an employee must meet the following criteria.

- Employee is a permanent (i.e. non-temporary) employee.
- Employee has been employed for sixty days (date of hire as temp to hire qualifies for the sixty-day calculation).
- The employee must have worked the last scheduled shift available to be worked prior to the holiday and the first scheduled shift available to be worked after following the holiday unless the employee is taking authorized, approved leave or has previously been excused in writing by their supervisor from either or both requirements.
- Holiday pay will only be paid out to employees that are scheduled to work on the day that the holiday falls on. Example: If an employee is not scheduled to work on Monday and a holiday occurs on Monday that employee will not receive holiday pay.

Page 72. **Personal Protective Equipment.** Amendment addition to add:

All personnel are required to wear Safety Glasses with side shields once exiting any office building, lunchroom, or non-production building.

All personnel are required to wear Safety Glasses and Hearing Protection when entering any production area, which includes all shops. Exceptions will be offices and lunchrooms. Hearing protection in the maintenance shops will be on a case by case basis and one should assume the need for hearing protection and make a professional judgement once entering the building.

Shop personnel are always required to wear safety shoes/boots in the shop when any work is in progress. Safety shoes/boots consist of steel or a composite toe.

All other staff (not shop personnel) are encouraged to wear safety shoes/boots when entering shops during the commencement of any work. Make every effort to stay in the pedestrian pathways and use caution when leaving those pathways. There are many dangerous activities happening on a regular basis and the exposures to these hazards should not be taken lightly. It is also recommended for your own safety to limit your exposure to these hazards to avoid shop entry if at all possible.