

Title: FoC Hourly Attendance and Notification Policy
Number: FoC-HR-0013

PURPOSE:

To communicate the company's attendance program for hourly employees and affiliates. Good attendance is an essential responsibility of each employee. It is our aim to provide a work environment that, in all respects supports both employees and business objectives.

SCOPE:

This policy applies to all hourly employees and affiliates (temps) of the Cascade Engineering Family of Companies in North America.

POLICY OWNER:

Director of Human Resources

POLICY:

Notification

- Employees must call the Morningstar Health attendance line prior to the start of their shift if they will be tardy or absent. Affiliates must call the plant attendance line.
 - Informing a fellow employee or core leader of an absence or asking them to notify the Company for them is not an acceptable form of notification.
 - Affiliates are expected to notify their staffing agency in addition to notifying the company.
- If an employee/affiliate does not call in prior to the start of their shift, it will result in disciplinary action.
- If an employee/affiliate has given notification that they will be late to work, and subsequently must be absent an extended period, they must give a second notification of this change or it will result in disciplinary action.
- An employee/affiliate who is absent for multiple days in a row must call in each day unless an extended period of absence has been reported and approved by Morningstar Health.

Attendance Points

- Points accumulate without regard for the reason (no fault) for the absence except as stipulated below. Employees/affiliates are not required to explain or present documentation regarding their absence.
 - The following situations are exempt from attendance points:
 - Unscheduled Paid Time Off hours (Sick time under Michigan Paid Medical Leave Act legislation)

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- Approved FMLA absences
 - Approved Short Term Disability absences
 - Approved workers' compensation absences due to work-related illness or injury
 - Required jury duty with supporting documentation
 - Approved medical or personal leaves
 - Bereavement leave
 - Qualified military leave
 - Suspension for disciplinary action or investigation
 - Lack of Work situations
 - Approved alternate schedule accommodations
 - Court appointments where the employee is not a party to the matter (see below for details)
 - Any other pre-approved leave
- Time from Paid Time Off bank will be used when an employee misses time, both in the form of Unscheduled and Scheduled hour allotments.
 - Employees will not have the option of using paid time OR taking an attendance point.
 - Attendance points will automatically be incurred after Unscheduled PTO is exhausted for the year.
 - Attendance points are incurred when an employee is absent, tardy, or leaves before the end of their scheduled shift. Points are cumulative during a 365-day rolling calendar year, and will follow the corrective action steps listed below. Points are accumulated as follows:
 - **½ pt** = absences of half (4, 5, or 6 hours) or less of a regularly scheduled shift (tardy or leaving early).
 - **1 pt** = absences of more than half of a regularly scheduled shift.
 - A regularly scheduled shift is defined as scheduled work days and hours, including required overtime and classes.
 - Absences of three or less consecutive days (for personal illness or injury), will be considered 1 point for attendance purposes, if an employee voluntarily supplies a doctor's note to verify the absences. When consecutive absences extend beyond three days, employees should inquire about FMLA/STD eligibility. Extended leaves will not covered by a doctor's note.
 - One-half (1/2) attendance point will be marked on an employee's/affiliate's record for each missed medical treatment or appointment required by medical personnel for a work-related injury.
 - If an employee/affiliate is unable to attend an appointment, they must reschedule before the beginning of the appointment in order not to receive an attendance point or incident.

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Court Appointments

- When an employee/affiliate is subpoenaed to appear in court as a witness but is not a party to the matter, the absence will not incur attendance penalty. The employee must submit appropriate documentation including a copy of the subpoena and verification of the legal matter.
 - This will also apply when an employee/affiliate must accompany their minor child, who has been subpoenaed to court as a witness.
 - All other court-related absences follow attendance guidelines.

Corrective Actions

- This policy includes four steps of corrective action:
 - 3 points – Written Reminder
 - 5 points – Written Warning
 - 7 points – Final Warning
 - 8 points – Termination

Affiliates/Temporary Employees under 90 days

- In the first 90 days, temps/affiliates must maintain a balance of less than 3 points. Additional points will result in ending the work assignment.

Poor Attendance Trends

- In the event that a supervisor or manager feels a poor attendance trend is affecting an individual's work performance or the performance of the team – even within the parameters of the attendance policy – they can speak with the individual about expected improvements, and penalties for failure to show progress. Consequences may include discipline, up to and including termination.

Schedule Changes and Overtime

- Whether voluntary or mandatory, once an employee/affiliate is scheduled for additional work hours or work days, this becomes a scheduled work day. Any absence, tardy or leave early during this period is subject to the same attendance criteria as a normal work day.
- If an employee/affiliate agrees to cover for a co-worker and the supervisor is notified of such, the covering employee/affiliate is now scheduled and will be subject to attendance penalty if they are late, tardy or leave early.
 - It is the individual's responsibility to make sure their supervisor is notified of the situation and the co-worker who will cover for them.

Attendance While on Job Decision

- While on job decision, the attendance guidelines specified in the Job Decision Contract will supersede this policy for the job decision period.

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“Recognizing Our Commitment” Attendance Reward

- Full-time hourly employees may earn an incentive for having good attendance, in the form of a payout under the Recognizing Our Commitment (ROC) program.
- The ROC reward can be earned in each calendar quarter. To qualify, employees must have not accumulated attendance points during the quarter.
- If the above criteria is met, the employee will receive a ROC reward in the amount of one percent (1%) of their wages for the quarter.
- Employees can earn a maximum of four (4) ROC rewards in a year.

This policy operates in conjunction with the following FoC policies:

Cascade Engineering Employee Guidebook
CK Technologies Employee Guidebook
CE-2011003-FM Job Decision Contract Letter
CE-2014C-POL Standards of Conduct
CE-2018-POL Paid Time Off Policy

BENEFITS IN BRIEF

September 1, 2021 - August 31, 2022

BENEFIT	ACTIVE FULL TIME EMPLOYEES MINIMUM 32 HOURS PER WEEK*	ACTIVE PART TIME EMPLOYEES 30 - 31 HOURS PER WEEK	ACTIVE PART TIME EMPLOYEES 20 - 29 HOURS PER WEEK	ACTIVE PART TIME < 20 HOURS PER WEEK
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Health Care

The Cascade Family of Companies provides a cafeteria-style benefits plan. All health care benefits are effective immediately at time of hire. Employees choose their coverage status (single, double, or family), select coverage options (medical, dental, life) and select coverage level (co-pays and deductible). A minimum of 30 hours per week is considered full-time for Medical and Dental Insurance. Premiums are pro-rated for part time.

Spouses are not eligible for medical or dental coverage if eligible for coverage through their own employer, see HR for details.

* MEDICAL INSURANCE Minimum 30 Hrs per Week Non-Nicotine Rates. FY22 Nicotine Surcharge is \$30/week/user. Save up to \$12/week with Wellness Credits.	Spouse medical- see note above Blue Cross Blue Shield Community Blue PPO Employee: \$23.55 Employee +1: \$56.54 Family: \$70.86	Spouse medical- see note above Blue Cross Blue Shield Community Blue PPO; Pro-rated for PT	Spouse medical- see note above Blue Cross Blue Shield Community Blue PPO; Pro-rated for PT	Not Available
* DENTAL INSURANCE Minimum 30 Hrs per Week	Delta Dental PLAN A: Basic w/out Ortho Employee: \$0.80/week Family: \$2.33/week PLAN B: With Orthodontia Employee: \$1.02/week Family: \$3.25/week	Delta Dental PLAN A: Basic w/out Ortho Pro-rated for PT PLAN B: With Orthodontia Pro-rated for PT	Delta Dental PLAN A: Basic w/out Ortho Pro-rated for PT PLAN B: With Orthodontia Pro-rated for PT	Not Available
* VISION PLAN	Vision Service Plan 100% coverage exam and lenses after \$20 deductible Employee: \$1.13/week Employee +1: \$2.26/week Family: \$3.64	Vision Service Plan 100% coverage exam and lenses after \$20 deductible Pro-rated for PT	Vision Service Plan 100% coverage exam and lenses after \$20 deductible Pro-rated for PT	Not Available
* LIFE INSURANCE AND AD & D	\$ 20,000 Company Provided Options to \$ 480,000	\$ 20,000 Company Provided Options to \$ 50,000	\$ 20,000 Company Provided Options to \$ 50,000	Not Available
* DEPENDENT LIFE:	Options for spouse up to 1/2 of amount of employee coverage. Options up to \$10K per child.	2 Options: Spouse \$ 10,000; Child \$ 5,000 Spouse \$ 25,000; Child \$ 10,000	2 Options: Spouse \$ 10,000; Child \$ 5,000 Spouse \$ 25,000; Child \$ 10,000	Not Available

Disability

Short and Long Term Disability insurance is provided by the Cascade Family of Companies at no charge to the employee.

* SHORT TERM DISABILITY (Employer Provided)	2/3 X Scheduled hours X Hourly rate based on years of service	2/3 X Scheduled hours X Hourly rate based on years of service	2/3 X Scheduled hours X Hourly rate based on years of service	Not Available
* LONG TERM DISABILITY INS (Employer Provided)	60% of monthly income Up to \$12,000 per month 180 day waiting period	60% of monthly income Up to \$12,000 per month 180 day waiting period	60% of monthly income Up to \$12,000 per month 180 day waiting period	Not Available

Flexible Spending Accounts

Employees can contribute to their personal account(s) pre-tax to pay for health and dependent care expenses.

FLEXIBLE SPENDING ACCOUNTS: MEDICAL REIMB. DEPENDENT CARE	Employee Contribution Up to \$2,750 / Year, pre-tax Up to \$5,000 / Year, pre-tax	Employee Contribution Up to \$2,750 / Year, pre-tax Up to \$5,000 / Year, pre-tax	Employee Contribution Up to \$2,750 / Year, pre-tax Up to \$5,000 / Year, pre-tax	Not Available
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CASCADE ENGINEERING, INC.
BENEFITS IN BRIEF
September 1, 2021 - August 31, 2022

BENEFIT	ACTIVE FULL TIME EMPLOYEES MINIMUM 32 HOURS PER WEEK	ACTIVE PART TIME EMPLOYEES 30 - 31 HOURS PER WEEK	ACTIVE PART TIME EMPLOYEES 20 - 29 HOURS PER WEEK	ACTIVE PART TIME < 20 HOURS PER WEEK
Retirement Plan				
Employees are eligible to participate in the 401(k) plan at time of hire.				
401(k) SELF-DIRECTED	Employee Contribution Up to 25% gross comp or IRS limit 12 Invest. options, 100% vested Eligible at time of hire	Employee Contribution Up to 25% gross comp or IRS limit 12 Invest. options, 100% vested Eligible after 1 year of service	Employee Contribution Up to 25% gross comp or IRS limit 12 Invest. options, 100% vested Eligible after 1 year of service	Not Available
401(k) EMPLOYER MATCHING CONTRIBUTIONS	100% Match to 3% of gross annual compensation; then 50% match of next 2% of gross comp. 100% vested immediately	100% Match to 3% of gross annual compensation; then 50% match of next 2% of gross comp. 100% vested immediately	100% Match to 3% of gross annual compensation; then 50% match of next 2% of gross comp. 100% vested immediately	Not Available
PROFIT SHARING 401(k) SELF DIRECTED	If paid, annually to 401(k) Based on yrs svc and gross pay Min 1,000 hrs/yr; 100% vested Eligible after 2 fiscal years	If paid, annually to 401(k) Based on yrs svc and gross pay Min 1,000 hrs/yr; 100% vested Eligible after 2 fiscal years	If paid, annually to 401(k) Based on yrs svc and gross pay Min 1,000 hrs/yr; 100% vested Eligible after 2 fiscal years	Not Available
Additional reward opportunities available immediately at time of hire:				
COQ/CI BONUS	Paid quarterly as % of gross pay Measures quality improvements	Paid quarterly as % of gross pay Measures quality improvements	Paid quarterly as % of gross pay Measures quality improvements	
PAID TIME OFF	Immediate Eligibility Based on years of service See Employee Guidebook	Immediate Eligibility Pro-rated for scheduled hours Based on years of service See Employee Guidebook	Immediate Eligibility Pro-rated for scheduled hours Based on years of service See Employee Guidebook	Not Available
HOLIDAY PAY	Immediate Eligibility Full day paid if worked day before and day after	Immediate Eligibility Pro-rated based on scheduled hours if worked day before and day after	Immediate Eligibility Pro-rated based on scheduled hours if worked day before and day after	Not Available
TUITION PROGRAM	Reimburses 100% of tuition, registration fees and books. Min. Grade C, \$2,000 per year	Reimburses 100% of tuition, registration fees and books. Min. Grade C, \$2,000 per year	Reimburses 100% of tuition, registration fees and books. Min. Grade C, \$2,000 per year	Not Available
ADOPTION ASSISTANCE	\$ 3,000 per child \$ 4,000 for sibling group \$ 6,000 for special needs child	Not Available	Not Available	Not Available
EAP	An employee assistance service available to all employees and their immediate families. This is provided at no charge to the employee. EAP includes: help with financial planning, personal and emotional issues, substance abuse, legal issues, occupational issues, etc. May be referred to another counseling service or institution for further help, if needed.			

GET PERKS Work and Family Programs

Available to all employees at time of hire:

Auto & Home Insurance discounts * ConSem Education Loan Program
 Employee Discount Programs * Child Care Referral * Emergency Child Care Hotline * Automobile Purchase Discounts
 Free Hearing Tests * Free Flu Shots * Wellness Program * Gifts and Awards
 Elder Care Assistance and Referral * Vision Programs * Community Service Programs

This summary has been prepared to provide a quick and easy source of information about some of the benefits provided by the Cascade Family of Companies. This reference sheet is not the plan document or the summary plan description for ERISA purpose and shall not be relied upon to establish or determine eligibility, benefits, procedures, or the content or validity of any section or provision of the Cascade Engineering, Inc. BEST Benefits Plan or the Retirement Plan of Cascade Engineering or any affiliated companies. Please refer to the summary plan descriptions, GET PERKS, or the Employee Guidebook for specific information regarding plan provisions and Company policy. While every effort was taken to accurately report benefit information, benefits are subject to change and errors are possible. In case of discrepancy, the actual plan documents will prevail.

* These benefits continue during qualified Family Medical Leave Act (FMLA), short term disability and workers' compensation leaves unless otherwise stipulated by related policy. Employees must arrange to pay their share of the costs prior to the leave or as soon thereafter as possible. Medical insurance costs, taxes and

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