

**ASAHI KASEI PLASTICS**  
North America, Inc.



**Employee**  
**Handbook**

**2017**

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# **Welcome & Introduction**

## **Welcome from the President**

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Welcome to Asahi Kasei Plastics North America Inc. (“Asahi Kasei” or “APNA”). You have joined a dynamic organization that prides itself on designing, formulating and compounding plastic resins to serve our customers in the automotive, consumer, energy, industrial and furniture industries. The people of Asahi Kasei are a diverse, talented, professional and extremely dedicated group. Our organization follows the following three key values that define how we work and what our focus is for our employees.

### **Challenge**

Continuously strive for improvement, personal excellence, and taking responsibility

### **Sincerity**

Genuinely demonstrate respect, caring and the utmost regard toward others.

### **Creativity**

Our energy to innovate and collaborate creates synergy, value and high impact teams.

Along with our organizational values, our top goals in the company revolve around Safety, Quality and Continuous Improvement. In order to perform at the highest level for our customers, the company has to work safely through teamwork to provide high quality products. In an ever changing world, it is important to continuously improve our processes and products so that the company is in the best position to respond to new customer demands.

This handbook serves as a guide to our organization’s policies and conveys our standards and expectations of you as well as your rights and benefits. We expect that you will be familiar with the handbook and use it as a tool to help you succeed in your job. You will find your work challenging and satisfying. There is nothing more rewarding than a career that enables the innovations of tomorrow. Thank you for choosing to be a part of the Asahi Kasei Plastics family.



John W. Moyer  
President

*Welcome & Introduction*

## **Mission**

Develop and manufacture advanced material solutions which provide customer value. Cultivate an environment where employees strive to deliver high levels of service, product quality, ethics, sustainability and shareholder value.

## **Vision**

Provide customized plastic resin solutions supporting our customers' localization efforts. Pioneering innovation through application development.

## **Core Values**

### ***Challenge***

Continuously strive for improvement, personal excellence, and taking responsibility.

### ***Sincerity***

Genuinely demonstrate respect, caring and the utmost regard toward others.

### ***Creativity***

Our energy to innovate and collaborate creates synergy, value and high impact teams.

## **Company Overview**

Asahi Kasei Plastics North America Inc. is a leading compounder of high performance engineered thermoplastics and specialty polypropylene compounds.

***Our Primary Focus:*** We design, formulate and compound plastic resins to serve the automotive segment as well as other consumer, energy, industrial, and furniture applications.

Our Polymers Include:

- Xyron™ – modified polyphenylene ether
- Thermylene® – specialty compounded and chemically coupled polypropylene
- Leona™ – polyamide 66, and partially aromatic blends 66+6i
- Tenac™ & Tenac™-C – homopolymer and copolymer acetal
- Thermylon® – nylon 6, 6/6

***Our Value Proposition:*** We provide innovative solutions to our customers by leveraging our technical, manufacturing, and functional capabilities as part of a global scale materials organization.

Our company is the product of two unique and successful companies, Thermofil, Inc. and Asahi KASEI Chemicals. Thermofil started as a manufacturer of high performance, reinforced thermoplastics for the automotive industry. Founded in 1967 and acquired by Asahi Kasei Chemicals in 2000.

***Our Operating Model:*** We operate in North America with multiple manufacturing locations. Our employees, in unison with Asahi Kasei, work to support our customers globally.

### *Welcome & Introduction*

**Our Organizational Structure:** We organize by function and multi-disciplinary teams to allocate resources based on project, product, and by market segment to support our business plan.

Our combined knowledge and depth across many disciplines gives our clients access to unique insights and valuable experiences rarely available at a single company.

Founded in 1922, the Asahi Kasei Group is a diversified manufacturer centered on chemistry. Throughout over nine decades of growth, we have continued to proactively diversify and adapt our operating portfolio to changes in the economy, changes in society, and changes in the environment. The history of the Asahi Kasei Group is rooted in Japan's first ammonia production by chemical synthesis, using hydroelectric power, which formed the basis for our synthetic chemistry and chemical fibers businesses. We now contribute to life and living for people around the world through our operations in the three business sectors of Material consisting of fibers, chemicals, and electronics businesses; Homes consisting of homes and construction materials businesses; and Health Care consisting of pharmaceuticals, medical devices, and acute critical care businesses.

Asahi Kasei Plastics has three locations across North America including Fowlerville, Michigan, Athens, Alabama, and a sales office in Querétaro, Mexico.

## **Employment At-Will**

Employment at APNA is "At-Will." As an at-will employee you are not guaranteed, in any manner, that you will be employed for any set period of time. This means APNA can terminate the employment relationship at any time, with or without notice or cause. No one in the Company, except the President, in a written, signed contract, may make any representation or promise to you that you are other than an at-will employee. Any employee, manager, or supervisor who makes such a representation or promise to you is not authorized to do so.

APNA also reserves the right to change its policies or practices, employee compensation, benefit plans and programs, or your work hours, work schedule, job assignment or job description at its sole discretion with or without cause.

## **Employee Status**

**Regular Full-Time:** Regular full-time employees are those employees who are on appointments of indefinite duration and regularly scheduled to work not less than 32 hours per week. Generally, they are eligible for APNA's benefit package, subject to the terms, conditions and limitations of each benefit program.

**Regular Part-Time:** Regular part-time employees are those employees who are on appointments of indefinite duration and regularly scheduled to work less than a full-time schedule, but a minimum of 24 hours per week. Regular part-time employees are eligible for some benefits sponsored by APNA, subject to the terms, conditions, and limitations of each benefit program.

**Temporary:** Temporary employees are those employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Temporary employees include co-ops, interns, and contingent employees.

### *Welcome & Introduction*

Employment assignments in this category may be full or part-time but for periods of limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are not normally eligible for company sponsored benefits, however, under certain circumstances they may be offered certain benefits at the sole discretion of the company. These benefits shall be subject to the terms, conditions, and limitations of each benefit program.

## **Company Philosophy on Unionization**

APNA is committed to the basic principle that our employees are our most important resource. We work hard to address employee concerns and take great pride in treating our employees as individuals. We are opposed to the concept of unionization because we believe a “one size fits all” philosophy is inconsistent with our preference for addressing our employees’ concerns directly. While we recognize our employees have the right to be represented by a third party, we want you to understand the Company’s position.



# **Compensation & Benefits**

## **Compensation**

### **APNA Compensation Philosophy**

APNA's compensation philosophy is meant to reflect the values of Asahi Kasei and to support the business objectives of APNA as described in the mid-term plan. The stakeholders of this policy are the parent company and the employees of APNA.

As an employer we believe it is in the best interest of both the organization and our employees to fairly compensate our workforce for the value of the work provided. It is our intention to use a compensation system that will reflect the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent.

The compensation system must be flexible enough to ensure that APNA recruits and retains a highly qualified workforce, while providing the structure necessary to effectively manage the overall compensation program within the budget of the mid-term plan. The compensation system prices positions to market by using local, national and industry specific survey data.

To keep our program externally competitive, APNA compares its jobs to similar jobs in similar industries with adjustments for general economic variances and the local economic marketplace. The market data primarily includes like companies in manufacturing, commercial and support roles.

To keep our program internally equitable, APNA compares the required level of job competencies, formal training and experience, responsibility and accountability of one job to another and places jobs in a formal job grading structure or broad bands.

External professional support and consultation is used to periodically evaluate and update the compensation system and provide on-going assistance in the administration of the program and ensure that, as the organization and our external market changes over time, the compensation program continues to provide value to APNA.

The system used will be non-discriminatory in theory, application and practice. The compensation system is recommended by APNA executive management and approved by the APNA Compensation and Benefits Committee.

Compensation includes base pay, variable pay (annual bonus) special recognition/rewards, the 401k program and fringe benefits (vacation, medical and dental benefits, company paid life insurance, etc.). The components of employee compensation are routinely and rigorously compared to the market to support company objectives.

### **Transfer and Promotional Opportunities**

APNA believes in promotion from within. Where practical, regular position vacancies will be posted for applications of qualified internal candidates. Interviews may be conducted as a part of this process. Employees are generally expected to remain in their assignment a minimum of a year. In appropriate cases, exceptions to this policy may be granted with approval of current supervisor and HR.

## Performance Management

Performance evaluations are done between the supervisor and employee on a set cycle throughout the year. Performance evaluations are designed to improve employee performance as well as provide feedback. An employee's performance is considered in compensation decisions.

### SUCCESS Program

Employees with unsatisfactory performance will receive feedback where appropriate and coaching from their direct supervisor via the SUCCESS program. The SUCCESS program also offers opportunity for recognition via their direct supervisor in the form of a thank you note, gift cards, or payroll bonuses.

## Bonus Program

To stay consistent with our compensation philosophy and remain competitive in the market, the Company has developed a bonus program based on both company profit and achievement of personal goals. All regular full time and exempt and non-exempt APNA employees are eligible for bonus consideration through this program.

### Exempt Employees:

Exempt employees receive an annual bonus made up of two parts. One portion based on individual goals, and the other is based on company profit.

Your annual target incentive compensation will be a percent of your annual salary. To be eligible for a payout under this Plan you must; 1) be employed by APNA by November 1; 2) have acceptable job performance on your most recent annual performance appraisal; and, 3) be employed as of March 31 of the Plan year.

### Non-Exempt Employees:

Non-exempt employees receive their personal bonus portion through a quarterly payout. These employees must be employed with APNA for 1 month within the quarter eligible, with a start date prior to December 1<sup>st</sup> of the Fiscal year, and work a minimum of 1 month during the quarter if on short-term disability.

## Hours of Work

APNA will be available to customers and suppliers during core business hours: Monday through Friday 8:00 a.m. to 5:00 p.m. Flexible schedules may be available subject to executive level approval and meeting standard office hour requirements.

The manufacturing area is comprised of many shifts while operating 24 hours a day, 7 days a week.

## **Lunch Periods**

Non-manufacturing employees at APNA are scheduled for a nine-hour work day with a 1-hour unpaid lunch period. With supervisor approval, such employees may be scheduled for an eight-and-a-half hour work day with a 30-minute unpaid lunch break.

Manufacturing employees receive a 20-minute paid lunch break. This break may be taken at the employee's discretion as workloads permit.

## **Break Periods**

Manufacturing employees on an eight-hour shift receive two ten minute paid breaks during their work period. 12-hour manufacturing employees receive one extra ten-minute break during their work period. Breaks may be taken at the employee's discretion as workloads permit.

## **Shift Premium**

Employees who work in the manufacturing area are eligible for a shift premium in addition to their regular base pay. Employees on 12-hour day shifts receive a \$0.60 per hour shift premium. Employees on 12-hour night shifts receive a \$1.20 per hour shift premium. Employees on eight-hour afternoon shifts receive a \$0.40 per hour shift premium. Employees on eight-hour night shifts receive \$0.80 per hour shift premium.

## **Overtime**

Some positions involve occasional or periodic overtime work. In such circumstances, employees will be required to work overtime as required by their supervisors. As much notice as practical will be given when these situations occur. When a department or the plant is fully scheduled on an overtime basis, employees will be expected to work the overtime hours as scheduled unless there is a circumstance justifying an absence. In fairness to all we will do our best to provide a fair distribution of overtime, consistent with operational needs.

APNA employees are classified as non-exempt or exempt for overtime purposes, based upon legal standards set by the Fair Labor Standards Act (FLSA).

For all non-exempt employees, overtime is paid at 1-1/2 times the employee's regular rate of pay for all hours worked over 40 through 58 hours in a work week, and two times the employee's regular rate of pay for hours worked beyond 58 in one work week or on a scheduled holiday. The payment of overtime hours worked will in all instances comply with the Fair Labor Standards Act.

For non-exempt office and eight-hour shift employees, the hours worked towards the calculation of overtime shall include: hours worked, holiday hours worked, earned vacation and scheduled holidays. PTO, STD, Jury Duty, and Bereavement do not count as hours worked for overtime calculations.

For 12-hour, non-exempt shift employees, the hours worked towards overtime calculation shall include: hours worked, holidays worked and earned vacation. PTO, STD, jury duty, bereavement and holiday pay do not count as hours worked for overtime calculations.

Exempt employees are not eligible for overtime under the FLSA, but may, at the Company's

election, sometimes be provided additional compensation for work performed outside of their normal schedule.

To be eligible for additional compensation, such overtime must have executive level approval.

If there are any questions regarding your status or a subordinate employee's status under the FLSA, or eligibility for overtime compensation, please see Human Resources.

## **Pay Day**

Employees on APNA payroll are paid every other Friday.

## **Holiday Pay**

All APNA regular full time employees receive 8 hours' pay on those holidays designated by the Company. Regular-part time employees will receive pay only on those designated holidays which fall on their regularly scheduled work-day. Regular part-time employees will receive holiday pay up to the amount of hours that are part of their regular scheduled work day.

## **Employee Referral Program**

Asahi Kasei Plastics North America takes great pride in its recruitment and selection process—a process which resulted in you joining our organization. Research indicates that one of the best sources for candidates can be from employee referrals. Thus, as part of our recruitment and selection process, we have implemented a new employee referral program. A full description of the Company's employee referral program can be reviewed in the Human Resources Department.

## **Safe Harbor**

It is APNA's policy to comply with the Fair Labor Standards Act (FLSA) when making deductions from employees' wages. An employee who believes a deduction from his/her wages is improper, an error or otherwise not in compliance with the FLSA, should contact his/her supervisor immediately. Reports of improper deductions will be promptly investigated. If it is determined that improper deduction has been made, the amount of the improper deduction will be reimbursed to the employee.

# **Benefits**

## **Medical Benefits**

The Company provides a comprehensive health & welfare benefits package to all Employees and their family members. Employees who are regularly scheduled to work thirty (30) hours or more per week are eligible to participate. Company-provided health & welfare benefits include life, AD&D, and disability insurance coverages which begin on the date of hire. In addition, medical, dental, vision, as well as any optional coverages begin on the first of the month following thirty (30) calendar days of employment. Health insurance benefits are paid in part by the Company. The remainder of the cost is each enrolled Employee's responsibility and is paid pre-tax through a Section 125 (Cafeteria) Plan. For more detailed information on the benefits provided by the Company, as well as details on additional benefits available for purchase as an Employee, please refer to the Summary Plan Description and/or Annual Benefits Highlights Book.

### **Disability Benefits**

Should you become disabled, please contact the HR department to determine your eligibility for disability benefits and to begin the proper leave process.

### **Retirement Program**

APNA provides a 401(K) (pre-tax) and a 401(K) Roth (after-tax) program for all employees that is designed to help you attain a comfortable retirement. The waiting period to be eligible to contribute to the 401(K) Retirement Plan is the first of the month following 30 days of employment.

The plan offers some important advantages:

- Employer match of 100% of first 5% of employee contributions
- Annual 3% company contribution
- Passive Enrollment after meeting eligibility requirements
- Automatic payroll deductions
- Tax deferred investment options
- Flexibility to make changes to contribution amounts

For more detailed information on APNA's Retirement Program, please refer to the Summary Plan Description provided in your new hire paperwork.

### **Tuition Assistance**

APNA will assist employees who have been employed at least 6 months for completing post-secondary education courses that are mutually beneficial to both the employee and APNA. Coursework must apply to current and/or future roles at APNA and is subject to management, executive, and HR approval.

APNA will assist employees with the cost of education up to the following amounts to those who have been approved:

- Undergraduate – up to \$4,500 annually
- Graduate – up to \$9,000 annually

Forms must be completed and returned to HR. Please see the Human Resources Department for more information.

### **Employee Assistance Program**

APNA has established an Employee Assistance Program (EAP) by contracting with an outside vendor to provide personal counseling to employees and dependents. Such counseling is at no cost and is entirely confidential. This program covers a wide range of issues, including family and financial concerns, counseling, depression, drug abuse, alcohol abuse and marital concerns.

Additional information regarding the EAP program is available in the Human Resources Department.

## **Employee Wellness Program**

APNA's Wellness Program is a voluntary wellness program available to all regular full-time employees. The program is administered per federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease. Employees who choose to participate in the wellness program will receive a reduction in the cost of their health insurance premiums and wellness reimbursement money that can be used for wellness related items so long as they meet the requirements of the program. For additional questions please contact Human Resources or the Wellness Coordinator.

## **Worker's Compensation**

If you are injured on the job or if you contract an illness as a result of your work, the Workers' Compensation law may protect you. Based upon eligibility, Workers' Compensation benefits provide a portion of your base salary, as determined by the respective state, if you are absent for more than a specified number of workdays. If you have an accident or become ill on the job, report it to your Supervisor at once. Your Supervisor will arrange for your prompt medical treatment and see to it that the necessary forms are completed for you to receive these benefits.

## ***Time Away from Work***

### **Jury Duty**

The Company recognizes the civic responsibility of employees to serve as jurors. To encourage such participation, the Company will pay the employee the difference between what he/she receives for serving on jury duty and his/her regular base pay for a period of up to 30 days. Typically, this is done by continuing the employee's regular pay while on jury duty and asking the employee to turn over the payment he or she receives from the Court.

Employees are expected to give their Supervisor advance notice that they have been summoned for jury duty, as well as furnish satisfactory evidence that they reported for and performed jury duty. If an employee is dismissed from jury duty with more than four hours remaining in his/her scheduled work day, the employee is expected to return to work.

### **Voting Leave**

Asahi Kasei Plastics North America Inc. encourages employees to vote in both primary and general elections federal, state or local elections. Employees who do not have two (2) consecutive hours available during polling hours outside of their normal work schedule may request to take 2 hours off, without pay, to vote in a forthcoming election. Such requests must be submitted in writing or via e-mail at least five business days in advance. The request for leave must clearly state that the employee needs leave to vote.

### **Holidays**

APNA observes various days within the year as holidays. The specific holiday schedule will be announced in December for the following calendar year.

A schedule of holidays can be found on the Human Resources Homepage in SharePoint. A full description of eligibility requirements for paid holidays and pay practices can be reviewed in the Human Resources Department.

## Vacation

Employees of APNA may be eligible for a paid vacation depending upon their length of service with APNA (or its affiliates) or otherwise provided in their offer letter at time of hire. The vacation earned by regular full-time employees is as follows:

Years of Service	Vacation Days	Hours of Paid Vacation
1	10	80
5	15	120
6	16	128
7	17	136
8	18	144
9	19	152
10	20	160
20	25	200

The vacation year runs from January 1<sup>st</sup> through December 31<sup>st</sup> of the same year. During their first year of employment, employees receive prorated paid vacation days based on their hire date. Vacation time can be scheduled in two hour blocks.

The vacation allotted to co-ops and full and part-time temporary employees is prorated based upon the percentage relation between their normal hours of work and the normal hours of work assigned to regular full-time employees.

Vacation time must be requested in the electronic time system (ADP) at least 25 hours in advance in order to be approved by your manager or supervisor. Employees voluntarily leaving the organization must provide a 2-week notice and maintain satisfactory work performance to receive vacation payout.

## Personal Time Off (PTO)

Regular full-time non-exempt employees will be awarded 40 hours of PTO time at the beginning of each year. Regular non-exempt part-time employees will be awarded pro-rated PTO time based upon the percentage relation between their normal hours of work and the normal hours of work of a regular full-time non-exempt employee. This time is to be used for absences as a result of sickness and other short notice situations that occur within the year. This time must be taken in 2 hour blocks of time. PTO time is different from vacation time as vacation must be scheduled in the electronic time system (ADP) at least 25 hours in advance in order to be approved.

PTO Time does not count as hours worked for overtime calculation.

In the event that an employee has exhausted all of his or her PTO time before the end of the year, any additional time off will be covered by vacation. If both time off balances have been exhausted, unpaid PTO must be used. Unpaid PTO will be used on an exception basis and will be reported for second level approval.

Any non-exempt employee who separates from APNA prior to December 31 of any year shall forfeit all unused PTO time. At the end of each year, PTO balances will be calculated and any



remaining balances will be paid out to employees in the following January. PTO time will not be carried over year to year.

## **Bereavement**

APNA will provide bereavement leave for a specified period of time depending on the family member's relationship to you.

If a death occurs in an employee's immediate family (spouse, child, parent (in-law or step), employees will be allowed five consecutive calendar days off, one of which is the day of the funeral. For other family members (grandparent, grandchild, brother, sister (in-law or step)), employees will be allowed up to three consecutive calendar days off, one of which is the day of the funeral. Employees will be paid for each day off that would normally be considered a scheduled work day. Leave must be approved by an employee's supervisor.

If an Employee is on vacation at the time of a death of a family member, he/she will be permitted to cancel his/her vacation time and take bereavement time. Bereavement pay will not be paid in addition to holiday pay, nor will additional time off be granted.

For employees working a 12-hour shift, if a bereavement day is taken on a scheduled worked holiday the employee will receive bereavement pay for each hour of work scheduled as well as eight hours of holiday pay for each holiday missed due to bereavement. Bereavement time will be paid at straight time and will not count towards overtime.

Any circumstances or relationships not covered above will be considered by the Human Resources Department on an individual basis.

# **Leaves of Absences (LOA)**

## **Family and Medical Leave Act**

All regular full-time and part-time employees who have been employed by APNA for at least 12 consecutive months, and have worked a minimum of 1,250 hours during the immediately preceding 12 months are eligible for a family medical leave of absence in accordance with the provisions of the Family and Medical Leave Act of 1993 (FMLA). As provided under the Act, APNA will grant eligible employees up to 12 weeks of unpaid leave, if qualified, during any twelve-month period, for the following reasons:

- To care for the employee's child within one year of birth, adoption, or the initiation of foster care;
- To care for a child, spouse, or parent with a serious health condition;
- Because the employee's own serious health conditions makes the employee unable to perform his/her job; or
- When a family member is called up to or on active military service.

The Family and Medical Leave Act (FMLA) also provides 26 weeks of unpaid leave in a concurrent 12-month period for an employee caring for a family member recovering from an illness or injury suffered while on active military duty.

For more detailed information on your FMLA benefit entitlements, please contact Human Resources.

### **Maternity Leave:**

APNA provides paid leave for a disability related to child birth running concurrent with FMLA leave time. Please contact the HR department for details.

### **Accommodation for Lactating Mothers:**

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. APNA has designated the room located behind the receptionist desk for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting the receptionist. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work offsite or in other locations will be accommodated with a private area as necessary. For non-exempt employees breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## **Personal Leave**

Under certain circumstances, APNA may grant employees an unpaid personal leave of absence. If it is determined that the leave qualifies under the FMLA, it will be administered within those guidelines. The time off must be approved by both the employee's Supervisor and the Human Resource Department. Reasonable advance notice is required.

*Leaves of Absences (LOA)*

## **Military Leave**

If an employee is a member of the Armed Forces' guardsmen or reservists and is required to perform annual training duty, he/she will be paid the difference between the pay that is received from the federal or state government for such duty and his/her regular base rate of pay for up to two weeks per calendar year. The comparison will be on a "week's military earnings" to a "week's APNA earnings" using 40 hours of regular pay as the basis for weekly comparison. The pay differential does not apply to weekend training.

When an employee enters active service in the United States Armed Forces he/she will be granted a leave of absence in accordance with the laws governing military leaves. If it is determined that the leave qualifies under the FMLA, it will be administered within those guidelines.

# **APNA Workplace Policies**

## **Equal Employment Opportunity**

APNA is an equal opportunity employer. We are proud of our long-standing policy to recruit, train, promote, compensate and apply other benefits or conditions of employment without regard to race, color, sex, religion, creed, national origin, age, familial status, marital status, veteran's status, disability, height, weight, sexual orientation or any other characteristic prohibited by federal, state or local law.

APNA will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on the operation of our business.

## **Conflicts of Interest**

Employees should be careful to avoid any conflicts of interest between themselves and APNA or its clients, suppliers, etc. Conflicts of interest may include the following:

- You or a relative or someone closely associated with you is a decision maker at, or has a substantial financial interest in, a firm that does or is seeking to do business with APNA
- You engage in outside business or employment that interferes with your duties at APNA
- You represent APNA in any endeavor where any of the other parties is represented by a relative of yours or someone closely associated with you
- You or members of your family or persons closely associated with you accept gifts of more than token value from clients, contractors, or business acquaintances of APNA
- You or a relative or someone closely associated with you is in a position in the same line of authority in which that employee can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

If you find yourself in a situation that may result in a conflict of interest or that may give the appearance of a conflict of interest, notify your Direct Supervisor right away. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

## ***Workplace Expectations***

### **Time Reporting and Attendance**

All employees are required to account for their time. If an employee recognizes discrepancies with their time reporting, it is their responsibility to notify their supervisor. For any absence not pre-approved, employees must contact their Supervisor as soon as practical.

### **Attendance and Occurrences**

It is the expectation of APNA that employees make every effort to come to work every day, however, APNA also realizes that short notice situations and illness can occur. Therefore, regular full-time non-exempt employees on a 12-hour shift will be awarded 48 hours of PTO time at the beginning of each year. Employees should refer to the Attendance Policy – 12 Hour Shift located on SharePoint for additional details.

### **No Call No Show Policy**

APNA expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as it is known.

If the employee is unable to contact the Company for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact the Company due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the Company within three days), the employee or his or her representative must contact the Company as soon as practicable to explain the situation.

Employees who fail to report to work for three consecutive business days without notifying the Company of the absence will be considered as having voluntarily resigned as a result of job abandonment, but in appropriate cases, the Company will consider the employee's explanation and its timing in considering if a voluntary resignation is appropriate in the circumstances.

### **Bulletin Board**

APNA uses the bulletin board to keep employees informed on changes that occur within the building, visitor notices, community activities, etc. The bulletin board is controlled by the Human Resources Department. Any postings must be pre-approved by HR.

### **Visitors**

All visitors must enter at the Security Station before entering the facility. All visitors must sign in at Security where they will be issued a temporary badge. While on APNA premises, visitors must comply with all safety and company policies and procedures. When entering the plant area, all visitors must be wearing suitable shoes for the manufacturing area and not go outside the designated pedestrian path.

### **Open Door**

Employees who have a complaint that concerns them, should follow the proper chain of command to file their complaint. This begins with their direct supervisor or team leader. In the event an employee is not comfortable talking with their direct supervisor, he or she must first contact the next leader in the chain of command. If an employee has not reached a satisfactory conclusion after following the proper chain of command, the employee should contact the Human Resources Department.

## Dress Code

At APNA the appearance of all employees should reflect the highest standards of professionalism. Employees should always be well groomed, and their attire should be appropriate to their job position. Let common sense and good taste be a guide, remembering that each employee contributes personally to our customer's confidence in the Company through the image of professionalism which is projected.

Clothing should never be worn that is stained, wrinkled, frayed, ripped, or revealing. Manufacturing employees are issued uniforms to wear during their shift. Damaged uniforms should be tagged and turned in for tailoring or replacement. While out in the manufacturing area all employees must wear the appropriate personal protective equipment (PPE) for the designated area. Any employee who enters the plant is required to wear steel toed boots or proper foot covers provided at reception.

Fitness wear that reveals too much of one's back, chest, stomach or underwear is not appropriate for the fitness center and could be subject to a dress code violation.

All other employees are expected to observe the guidelines for appropriate attire. On Monday through Thursday, business casual attire is acceptable unless specified otherwise. Fridays are designated as casual days, when (except as otherwise noted) employees are also permitted to wear jeans and tennis shoes. Regardless of the day, employees are required to wear business attire when meeting clients, or as needed or requested.

### THE FOLLOWING ARE GUIDELINES FOR BUSINESS CASUAL AND CASUAL ATTIRE:

Appropriate		Inappropriate	
Casual Slacks	Capri Pants	Graphic T-Shirts	Leggings
Casual Skirts	Dress Sandals	Halter Tops	Shorts (any length)
Collared Shirts	Sweaters	Tube Tops	Sweatpants
Polo Shirts	Khakis	Sweatshirts	Jeans*
Blouses	Dresses	Backless or sheer tops or dresses	Tennis Shoes*
Blazers or sports coats	Sleeveless blouses ( <i>must be 3 fingers in width</i> )	Spaghetti straps	Flip-flops
		Spandex	Exercise wear

*\*Items are appropriate for Casual Friday only*

## Cell Phone Use

The use of cell phones is strictly prohibited while driving on the premises of APNA. If an employee is driving a company vehicle or on company business, cell phone use is also strictly prohibited unless a hands free device is used.

## Environmental Commitment

APNA is committed to the continual improvement of its environmental system with the goal of pollution prevention. All employees are expected to comply with APNA's Responsible Care Policy and conduct their work in a manner which prevents spills and protects the environment.



## **Quality Philosophy**

All employees are responsible for producing the highest quality output for their position. This is achieved through adherence to APNA's quality system, training, and continual improvement programs.

## **Social Responsibility**

As a global company, APNA believes in being a responsible corporate citizen. This means that we are committed to having a positive impact on the life and living for the people around us. This is achieved by: supporting the community, customer satisfaction, environmental protection, fair business dealings, employee fulfillment and being active in the local economy.

## **Solicitation and Distribution**

In the interest of maintaining production, order, and discipline in our facilities, except as otherwise provided herein, it is the Company's policy to prohibit the solicitation of financial contributions, the selling of merchandise, and the conducting of any other solicitation during an employee's work time or during the work time of the employee or employees at whom such activity is directed. Work time means all times during the workday when an employee is performing his/her job duties. Work time does not include lunch breaks, rest breaks, or other times during the workday when an employee is not required to perform job duties.

Distribution of literature or printed matter of any kind in any work area, is prohibited. In addition, posting notices, signs, or writing in any form anywhere on Company property inside or outside of Company facilities is prohibited. Non-employees are prohibited from soliciting employees or distributing literature on the Company's premises at any time.

The sole exception to the above policy is the Company's sponsored United Way Fund Drive.

## **Workplace Safety and Security**

### **Safety**

APNA strives to provide everyone with a safe place to work. Each employee must comply with all safety related policies and procedures and report any injury, unsafe practice or condition to his/her supervisor with an incident report. Safety on the job is everyone's responsibility and all employees are expected to practice good housekeeping and actively participate in APNA Safety Programs.

### **No Weapons**

APNA prohibits all persons who enter Company property from carrying a handgun, firearm, or prohibited weapon of any kind, regardless of whether the person is licensed to carry a handgun or not. The only exceptions to this policy are police officers, security guards or other persons who have been given written consent by APNA to carry a weapon on the property.

Except as noted above, all APNA employees are also prohibited from carrying a weapon while in the course of performing their job for the Company, whether or not they are on Company property at the time and whether or not they are licensed to carry it. This policy also prohibits weapons at any Company sponsored function such as parties or picnics, regardless of location.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation including all firearms, illegal knives or other weapons covered by the law. Legal chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy.

For questions about whether an item is covered by this policy, please call the Human Resource Department. Employees will be held responsible for making sure that any potentially covered item in their possession is not prohibited by this policy.

## **Substance Abuse**

APNA has a zero tolerance drug and alcohol policy. Employees are subject to testing at random or for cause. The illegal possession, use and distribution of drugs, or testing positive for illegal or unauthorized use of drugs and/or alcohol while on duty, whether on or off premises and/or in company vehicles, is subject to disciplinary action, up to and including termination of employment.

It is each employee's responsibility to discuss with his/her physician whether or not the medication he/she is taking inhibits the safe performance of any or all of the employee's job duties.

All employees are required to notify HR if they are taking any type of medication that may impair their ability to perform their job safely. Failure to do so may result in disciplinary action up to and including termination.

## **Tobacco-Free Property**

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e cigs, or other tobacco products) is prohibited at all times:

- In all interior space
- On all outside property or grounds, including parking areas and in cars
- Within 20 feet of site entrances and exits

### ***Tobacco Use Cessation Programs***

APNA is committed to providing support to all employees who wish to stop using tobacco products. Please see the Wellness Coordinator for more details on smoking cessation options.

### ***Responsibilities of all employees, contractors, visitors, and others with regard to compliance with the tobacco-free policy at APNA***

- Adherence to the policy cited above is the responsibility of all APNA employees.
- Contractors and visitors must also comply with this policy while on APNA property.
- Employees who do not conform to this policy will be subject to disciplinary action. Contractors in violation of this policy will be reported to their supervisor at the contracting organization.

### ***Responsibilities of supervisors with regard to compliance with the tobacco-free policy at APNA***

- This policy will be enforced through administrative action by supervisors and managers.

- In general, supervisors are responsible for ensuring that employees under their direction are aware of the policy and comply with it and for taking appropriate action to correct noncompliance.
- Supervisors are responsible for ensuring that all employees are notified of the new policy and receive a copy of the policy.
- Any person who observes violations of the policy may report these violations to the supervisor of the employee in question. Once the employee's supervisor has been notified of a violation, or if the supervisor directly observes a violation by an employee under their direction, the supervisor is responsible for discussing the violation with the employee and taking appropriate disciplinary action. The same disciplinary approach should be applied that is used in addressing violations of other APNA policies.

## **Violence in the Workplace**

We must all strive to provide a safe, professional work environment that is free of violence. Preventing conflicts is everybody's responsibility.

Workplace violence in any form is unacceptable. APNA does not allow violent or threatening conduct of any kind that may affect an employee's safety at work, whether it is conducted by or directed against a co-worker, supervisor, manager, or any other person on Company property or during Company business. Prohibited conduct includes, but is not limited to the following acts:

- Striking, punching, slapping or assaulting another person
- Challenging another person to a fight or fighting
- Intimidating physical conduct, including touching or blocking another person's movement
- Engaging in dangerous, threatening or unwelcome horseplay
- Possession of a firearm, explosives, knife, or other weapon of any kind on APNA property, including parking lots and other exterior premises, or while conducting Company business (see also; No Weapons policy)
- Threats of violence or harm by words, gestures, symbols or written materials, including e-mail
- Intentionally damaging the property of APNA or of another person.

Violation of the *Violence in the Workplace Policy* will lead to corrective action, up to and including termination.

## **Anti-Harassment**

APNA is firmly committed to maintaining a work environment free of harassment and intimidation based upon race, color, national origin, citizenship, religion, sex, age, disability, marital status, veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local civil rights laws. In addition, APNA also prohibits harassment by non-employees who have contact with our employees in the performance of their work.

Workplace harassment is characterized by any derogatory, abusive, threatening, or intimidating behaviors, and/or reference to attributes of race, color, national origin, citizenship, religion, sex, age, disability, marital status, veteran status, sexual orientation, or any other protected characteristic. Examples of prohibited harassment include, but are not limited to:

- Intentionally making performance of the employee's job more difficult because of the

employee's race, color, national origin, citizenship, religion, sex, age, disability, marital status, veteran status, sexual orientation, or any other protected characteristic;

- Ethnic slurs or insults, or other verbally abusive, threatening, or intimidating behavior; or
- Physically abusive, threatening, or intimidating behavior based on one of the aforementioned attributes.

Sexual harassment and other verbal or physical conduct of a sexual or discriminatory nature are illegal. Sexual harassment can take subtle forms and may vary from situation to situation. Under APNA's policy, sexual harassment is an unwelcome sexual advance, request for sexual favor, or any harassment of a sexual nature. Such unwelcome conduct is considered illegal if:

- Submission to the conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of the conduct by the individual is used or threatened to be used as the basis for employment decisions such as hiring, promotion, pay, or termination; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of strictly prohibited sexually harassing conduct include, but are not limited to:

- Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct;
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employees job more difficult because of that employee's sex;
- Repeated offensive sexual flirtation, advances, propositions, or requests for dates or for one-to-one meetings after hours;
- Continued or repeated verbal abuse of a sexual nature;
- physical conduct of a sexual nature;
- Making graphic verbal commentaries about an individual's body;
- Using sexually degrading words to describe an individual;
- Displaying sexually suggestive objects or pictures in the workplace; or
- Telling inappropriate jokes or engaging in other forms of sexually suggestive or offensive humor.

Violations of this policy must be promptly reported in accordance with the Company's Sexual Harassment Policy. APNA considers harassment a major offense that can result in disciplinary action of the offender, up to and including termination of employment.

## **Inclement Weather**

APNA recognizes the fact that inclement weather and other emergencies can affect the Company's ability to be open for business and the employees' ability to get to work. The safety of our employees is paramount in any emergency. No policy can cover every potential emergency situation, so this policy covers the most common. Fortunately, emergencies and inclement weather days are infrequent, but these are the guidelines for when they occur.

### **Company Closure**

When an emergency such as these examples occurs, the company may close the facility.

- Electricity is out for an extended period
- Weather affects transportation of our raw or finished materials
- The governor declares a weather emergency and asks people to stay off the roads

We will keep the company closed for the briefest period of time possible. During the time when the company is closed, exempt employees will receive their full salary for their normal hours worked for up to one work week; consistent with the requirements of the Fair Labor Standards Act. Non-exempt employees will receive their base pay for their scheduled straight time hours for up to seven calendar days.

### **The Company Is Open and the Employee Cannot Get to Work**

Individual employee circumstances may affect an employee's ability to come to work. Key to assessing the situation on a case-by-case basis is the communication between the employee and his or her manager. The company recognizes that in a severe national or regional disaster, all methods of communication may be unavailable, but employees should persist, by any method possible, to reach their manager to discuss individual circumstances. All pay, leave, and attendance policies will apply, regardless of the circumstances of the absence.

## ***Employment Completion***

### **Exit Procedures**

Should the time come for your tenure with APNA to come to an end, we would like to make your outward transition as smooth as possible. The policies below are meant to facilitate your departure.

### **Return of Company Property**

At completion of employment, you must return any property APNA issued to you during your employment, including, but not limited to, uniforms, office equipment, credit cards, keys, building passes, and business information and material.

### **Continuation of Benefits**

Upon termination, you may continue at your own expense some benefits, including health insurance, subject to the application of federal, state and local regulations, if you so choose. You will be notified of the benefits that you may continue and the terms, conditions, and limitations of such continuance.

### **Vacation Payout**

Any remaining vacation balance will be paid out upon voluntary termination if the following conditions are met:

- A 2-week notice is provided to employer prior to voluntary termination following procedures described below
- Maintain satisfactory job performance until last day

### **Exit Interview**

When practical, the Company will schedule an exit interview at the time of employment termination. The exit interview will provide an opportunity to discuss such issues as Employee benefits, repayment of outstanding debts to APNA, and/or the return of Company property. You

can also let us know about any suggestions, concerns, and questions that you may have at that time.

## **Non-Disciplinary Termination**

Among the reasons for which APNA may terminate an employee are reasons related to operational circumstances. Below is a list of some of these circumstances, but the list is not exhaustive:

- Reduction in workforce
- Discontinuance of job positions
- Displacement because of technological reasons
- The closing of an office
- The structural reorganization or consolidation, or the sale or transfer of all or any part of Company's assets or operations
- The combining of two or more jobs, or the change in content of a job in the Company

## **Resignation Notice**

If you choose to resign, we request that you give your Supervisor at least two (2) weeks' written notice, and assistance in providing for the orderly transition of your responsibilities to others. Also, please notify APNA promptly if you change your address after separation to ensure that you receive your year- end tax documents.

# Acknowledgement of Receipt

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## APNA Employee Handbook Sign off Sheet

I have received a copy of the APNA Employee Handbook, revised August 2017. I understand that this handbook and **ALL** Company policies, programs and benefits, whether stated herein or elsewhere, may be changed, modified or deleted at any time, with or without notice. I further understand that Company policies contained in the Handbook or elsewhere are not intended to and will not be applied by the Company to restrict employees from engaging in conduct protected by the National Labor Relations Act. Finally, I understand that neither this nor any documents referenced herein nor any other communications by management are intended, in any way, to create a contract of continuing employment. No representative of Asahi Kasei Plastics North America, Inc. has the authority to enter into any arrangement with me concerning my employment, which could constitute a contract of employment unless it is in writing and specific words directed to me personally, and signed by the President. Just as I may choose to resign at any time under at-will employment, APNA may terminate my employment or take any other corrective action whenever it believes such action is in the best interest of the Company.

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Name – Print

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Name – Signature

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Date