

TIME CLOCK USAGE EMPLOYEE ACKNOWLEDGMENT

MAYCO INTERNATIONAL

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I acknowledge that I have received a copy of the Mayco International Time Clock Usage Chart. I understand it is my responsibility to punch at the designated clock. I further understand that if I do not punch at the designated clock a numbered discipline will be issued.

The contents were reviewed with me and questions were answered by a Human Resource Representative. I understand the policy and know that I will be held accountable for abiding the policy. I understand that Mayco reserves the right to eliminate or modify any Company Policy without prior notice.

INSTRUCTIONS

- Each employee must wear hearing protection while working in the required manufacturing areas.
- The employee must only wear hearing protection that has been provided by Mayco International or that has been approved by a Human Resource Representative.
- The employee is responsible for bringing their hearing protection to work with them.
- Each employee is responsible for keeping their earplugs clean by washing them daily with soap and water. Failure to do so can result in the ear sore or inflamed.
- When hearing protection becomes worn, report it to the Human Resources Department
- Each employee will be given a hearing test annually to determine any loss of hearing.

INSTRUCTIONS FOR INSERTING EAR PLUGS:

Instructions for inserting ear plugs in the right ear (vice versa for the left ear):

1. Place earplug in the right hand.
2. Take left hand, reach over the head and gently pull the top of right ear to straighten out the ear canal.
3. Place earplug in the right ear until it fits snugly.
4. If air becomes trapped behind the earplug reinsert.

The earplugs should feel different, but not uncomfortable.

INTRODUCTION

INCLUDES:

1. Mayco International Quality and Environmental Policy
2. Mayco International Business Objectives
3. Mayco International Employee Responsibilities
4. Mission Statement

INSTRUCTIONS:

- 1. Review material*
- 2. Sign form and return to HR*

Mayco International's Quality/Environmental Policies and Procedures are stated in the Mayco International Quality & Environmental Manual and Operating Procedures. The employee copy is available on the ADP Homepage.

INTRODUCTION:

The purpose of this orientation is to inform our employees of Mayco International's commitment to QUALITY. This commitment will be met through our Quality System which is based on the Quality System Requirements of IATF 16949:2016. The goal is the development of fundamental quality systems that provide for continuous improvement, emphasizing defect prevention and the reduction of variation and waste from suppliers to our customers.

As an employee of Mayco International, you are a vital part of meeting that commitment. IATF 16949:2016 requires that all employees be informed of the company's Quality & Environmental Policy and understand their responsibilities in regards to Quality.

QUALITY POLICY

RESPONSIBILITIES:

1. Understand the Quality Policy and the Mayco International's management commitment to the Quality & Environmental Policy and the objectives that support it.
2. To contribute to the quality objectives of Mayco International, remember it is your responsibility to:
 - Be involved in your job.
 - Follow Standard Operating Procedures.
 - Ask questions, do not assume anything.
 - Understand what you are doing.
 - Think of the product's end use to the Customer.
 - Understand and follow instructions, both written and verbal.
 - Complete paperwork accurately.
 - Report all problems, part defects or quality issues immediately to your supervisor.
3. Mayco International is dedicated to providing an environment that promotes innovation and creativity. If you have ideas that may improve Mayco International and its products, make suggestions in writing to the Human Resource Department or your Supervisor.

QUALITY POLICY STATEMENT:

Mayco International's Quality Policy is displayed openly as a sign of our pride and commitment. The policy is also presented to all new employees in our quality awareness orientation training, and is reinforced by management to ensure understanding and commitment at all levels in the company.

Implementation of this policy will ensure Mayco International's excellent reputation and continued success in providing superior products.

ENVIRONMENTAL POLICY

Mayco International will conduct all aspects of its business in a responsible manner. This will be achieved in the following statements: Mayco International will...

- Comply with all applicable laws, regulations standards and other requirements.
- Adopt a culture of continual improvement to meet to exceed customer requirements and expectations with goals set to confirm achievements.
- Evaluate our activities and measure our performance against established goals through audits and management review.
- Advocate the adoption of prudent quality and environmental principles to our vendors, suppliers and customers.
- Make all efforts, through pollution prevention efforts during research, process design, and plant operations to:

Reduce and eliminate the generation of waste and emissions at the source

Recycle when practical

Reuse containers and products

- Pledge ourselves to the prudent and sustainable use of the earths resources and the protection of the natural environment while we strive to fulfill our corporate mission of contributing to enhance prosperity for all.
- Communicate our quality and environmental oriented actives to employees, vendors, suppliers, customers, local community, environmental agencies and the general public.

Under observance of the aforementioned, customer satisfaction is the company's main priority. We want to be our customers' preferred supplier.

"Meeting the needs of our customer and our planet" - Nick DeMiro

MISSION STATEMENT

“We pledge to honor our commitment to customers throughout the life of their programs and will strive to build a better working relationship for our mutual benefit.”

Mayco International is committed to a never ending program to produce and deliver superior quality products and services. With over two decades of service to the automotive industry, we are pursuing our aggressive program of continuous improvement. We are focused on our ultimate objective of ZERO DEFECTS in product quality, on time delivery, response time and overall customer service.

Our quest for customer satisfaction starts at the inception of the program with input into part design, processes, material evaluation and tool construction. Product quality plays a vital role in our decision making process at each of these steps.

With our extensive statistical process control system in place, we are able to monitor our processes and drive the continuous improvement process with the analytical data it generates. We follow up with a product review meeting with our customer, to ensure that we have met or surpassed all objectives.

Our facility lends itself to the production of a “world class, first time, on time” product with the capability to alter our processes to improve that product.

Our Corporate Quality Philosophy Is Simply Stated:

QUALITY IS: “Any product or service that meets or exceeds customer expectations.”

A DEFECT IS: “Any mistake that results in customer dissatisfaction.”

EMPLOYEE ACKNOWLEDGMENT

(Please read and sign this acknowledgment and return it to the human resource department)

All employees will be required, when asked, to know and state Mayco International's Quality & Environmental Statement:

"Meeting the needs of our customers and our planet"

Further, each employee is required to know what the Quality & Environmental Policy means to them in achieving the Quality & Environmental Statement.

All employees are expected to follow their assigned responsibilities to the best of their ability and with the understanding that whatever the job or assignment they are given is to provide 100% Customer Satisfaction.

EMPLOYEE ACKNOWLEDGMENT:

"I have received and read the QUALITY POLICY ORIENTATION material. I understand the Quality Policy of Mayco International and the commitment of Mayco International's Management and Employees. I understand that I am responsible for following all procedures and instructions, both verbal and written, as assigned by the Management and/or Supervisors.

I also understand that it is my responsibility to report any known problems or part defects to my immediate supervisor and that I am to ask questions if I am uncertain about any aspect, including consequences to the customer if quality requirements are not met, of the job I am performing. I have the opportunity to suggest ideas for Continual Improvement of the products and processes at Mayco International."

HARASSMENT & EQUAL OPPORTUNITY EMPLOYMENT

MAYCO INTERNATIONAL

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We want to re-emphasize that it is the long-standing policy of the Company to treat all employees with respect and courtesy. During your employment with us, it is expected and required that you will treat all the people with whom you work with respect and courtesy. The Company will not condone or tolerate conditions of a discriminatory nature. Employees may not engage in conduct toward any other employee which tends to degrade or harass them. Your good judgment in this regard is expected at all times.

You should be aware that guidelines have been issued and published by the Equal Employment Opportunity Commission setting forth its interpretation that racial, national origin, age, or sexual harassment in the workplace constitutes discrimination in violation of **Title VII of the Civil Rights Act of 1964**. In keeping with our policy, it is expected and required that you will not engage in any conduct toward any other employee, which may be viewed, as unlawful harassment. Failure to adhere to the Company's long-standing corporate policy against discrimination, including harassment, may be grounds for immediate termination.

All complaints regarding discrimination, including harassment, should be directed to the Director of Human Resources.

The continued success and growth of Mayco International is dependent upon the effectiveness of our employees. This effectiveness, in turn, is directly related to our ability to communicate with one another in such a manner as to ensure the professional cooperation and support of all employees, the free expression and exchange of the individual's ideas and concerns, and the fair and timely resolution of conflict should it arise.

It is our belief that the continued growth of our employees and Mayco International can best be achieved through courteous communication and the maintenance of a professional demeanor. This is not only our policy but also our practice.

We encourage you to freely express issues and concerns on an individual basis with your supervisor, or members of management. You can be sure that your questions, comments and concerns will be given full consideration and timely response. Any request to maintain such communications in confidence will be observed to the fullest extent possible.

I acknowledge that I have received a copy of Mayco International, LLC. Harassment Policy. The contents were reviewed with me and a Human Resources Representative answered questions.

We recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco. It shall be the policy of Mayco International to provide a designated tobacco-use zone for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors of Mayco International.

DEFINITION

- **No use of tobacco products or electronic cigarettes will be allowed within the facilities of Mayco International at any time.**

The designated smoking area will be located at least 20 feet from the entrances.

All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors and employees will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

- **Employees are to only use the designated smoking area on their scheduled breaks.**
- **Smoking will not be permitted near any employee entrances.**
- **Vaping is strictly prohibited within all indoor areas of the facility.**

PROCEDURE

1. Employees will be informed of this policy through communication boards, shift huddle, e-mail, and/or orientation and training provided by their supervisors and Human Resources.
2. Visitors will be informed of this policy by their hosts.
3. Any violations of this policy will be handled through the standard disciplinary procedure.

PURPOSE

Mayco values its employees and recognizes their need for a safe and healthy work environment. Furthermore, employees abusing drugs (including marijuana) and alcohol are less productive and are often a risk to the safety and productivity of our Company. The establishment of a Drug-Free Workplace Policy is consistent with Mayco's desire to promote a safe and accident-free workplace.

PRE-EMPLOYMENT SCREENING

Offers of employment with Mayco may be conditioned on proper cooperation with and participation in a drug and controlled substance screening test. Following a conditional employment offer, applicants will be asked to sign a form consenting to a screening test as part of the application process. Failure to sign the consent form will be considered a withdrawal of the application. Applicants who test positive without a legitimate medical reason will be denied employment.

TESTING EMPLOYEES

Mayco may, in its sole discretion and at any time, require an employee to undergo tests to determine the presence and/or amount of alcohol and/or drugs in his/her system.

Mayco may request current employees to submit to an alcohol/marijuana/drug/controlled substance test in certain circumstances, including but not limited to:

- A. When an employee's conduct, actions or behavior reasonably leads management to suspect that the employee may be using or under the influence of drugs or alcohol on Company premises or while performing duties for Mayco while away from Company premises and/or during working hours
- B. When an employee has a prohibited substance in his or her possession (actual or constructive) while on Company premises or while performing work duties for Mayco
- C. When an employee has experienced an on-the-job injury or accident

****Failure to comply will be grounds for termination.***

Mayco prohibits the use, being under the influence of, possession, purchase, sale or distribution of alcohol, marijuana, any illegal/controlled substances and drug-related paraphernalia on Company premises or while performing duties for Mayco away from Company premises.

For purposes of this policy, the term “Company premises” or “Company property” includes all property owned, leased, used or under the control of Mayco and its affiliates including but not limited to Mayco plant, offices, facilities, parking areas, land, buildings, structures, all work locations, vehicles, and equipment.

- The substances prohibited by this policy include, but are not limited to, such items as: any illegal or unlawfully obtained drugs or controlled substances, “designer” or synthetic drugs, “over the counter” or prescribed medications not being used for purposes or in the manner intended, mood or mind-altering substances, marijuana, inhalants, and alcoholic or intoxicating beverages.

- Compliance with this policy will be required by Mayco as a condition of employment for qualified applicants or for continued employment of current employees. The presence of a detectable amount of any prohibited substance in an employee while working and/or during working hours may be deemed a violation of this policy, regardless of when or where the substance entered the employee’s system.

- Even though applicable law may permit the use of marijuana or if an employee is registered under applicable law to use medical marijuana, the employee is still prohibited under company policy from being under the influence of marijuana while at work (whether used at work, home or elsewhere).

PROHIBITED:


- Alcohol
- Marijuana
- Illegal / controlled substances
- Drug-related paraphernalia
- Illegally obtained drugs
- Designer / synthetic drugs
- Over-the-counter medications being misused
- Mood altering substances
- Mind altering substances
- Inhalants
- Alcoholic beverages

Violations of this policy will result in discipline up to and including termination of employment.

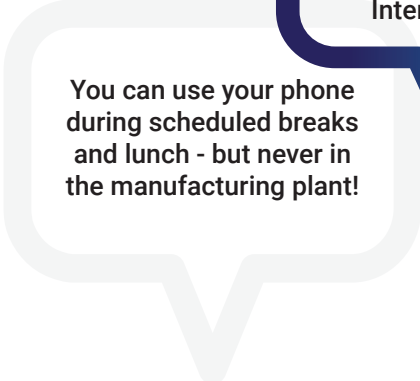
The purpose of this policy is to address the use of all electronic devices in the workplace. The primary objective is to promote safety, productivity, quality, privacy and limit company liability. Management reserves the right to change this policy if deemed necessary.

“ELECTRONIC DEVICE” DEFINED:

Any personal electronic device with the ability to receive and/or transmit voice, text, data message, or access the internet, including but not limited to cellular phones, digital wireless phones, videos, cameras, I-Pods, I-Pads, and tablets, games, any type of hands-free device, headphones and ear buds, cameras and recording devices for voice or video.



When can I use my cellphone during my work day at Mayco International?



You can use your phone during scheduled breaks and lunch - but never in the manufacturing plant!

POLICY IN THE PLANT

- Electronic devices cannot be left out in the open or visible anywhere in the manufacturing plant
- Electronic devices must be kept in lockers, purses, pockets, cars, backpacks, etc.
- Employees are free to use electronic devices during scheduled breaks and lunch times only
- Absolutely no use of Videos or Cameras without Company authorization

POLICY FOR PERSONAL PHONE CALLS

- Production employees may not accept personal phone calls during scheduled work hours
- Family and friends should be informed to leave non-emergency messages on your personal cell phone for you to return during breaks
- Emergency calls should be directed to the Human Resource Department or Receptionist

EXCEPTIONS TO POLICY

- Communication devices supplied by and authorized by the company for business purposes are exempt from this policy
- Managers and supervisors are authorized for cell phone usage, only when necessary, for company business communication during times of production
- Absolutely no walking, talking and texting

The purpose of this policy is to define the work rules that Mayco International LLC (Mayco) has in place to ensure the wellbeing and safety of its employees and the organization.

All employees are expected to adhere to the work rules and refrain from policy violations and misconduct during their employment. Committing any violation of the following Mayco rules or misconduct will result in disciplinary action up to and including termination of employment. Misconduct refers to behavior deemed detrimental to Mayco, Mayco property, or employees.

SAFETY RULES

The following rules have been written for your own safety and are to be adhered to at all times. Those individuals not adhering to these rules will receive a written violation up to and including discharge.

DRESS CODE

1. Shorts must cover the leg to the knee.
2. No loose-fitting clothing, neck wear or jewelry, which could get caught on machinery.
3. No rings (other than wedding bands), bracelets or any other jewelry, which could get caught on machinery.
4. No sandals, flip-flops or canvas shoes are permitted. Athletic type shoes are permitted, if they consist of only leather, no canvas or nylon. Shoes or boots must have hard leather or crepe soles and have leather sides, backs and tops.
5. Hair below the shoulders must always be restrained from entanglement to prevent contact with one's shoulders while on the plant floor.

Entering and exiting the building:

- Employees are required to enter and exit the building through the designated employee entrance.

Eye protection must be worn at all times in designated areas.

Hearing protection must be worn in required areas:

- Protection devices must be Mayco issued unless prescription safety glasses are obtained by the employee, and OSHA certification is confirmed by a Human Resources Representative.
- PPE must be worn at all times and can be obtained from your supervisor, PPE Vending, or Human Resource Office.

Only trained and licensed employees are to use Power Industrial Trucks (PIT) and use cranes.

Power lockout procedures must be followed by all employees.

All safety procedures must be followed.

Review standard operating procedures prior to performing a job.

All injuries must be reported to your supervisor.

PAYROLL BADGE PROCEDURES

- Employees are required to scan their Payroll Badge when they arrive and leave. If employees are authorized to leave the premises during breaks, they are required to scan out and back in anytime they leave during their shift.
- If you did not swipe your card during your shift, or left your card at home, it is your responsibility to have your Supervisor fill out and sign an Exception Report.
- Failure to notify your Supervisor that you failed to swipe in or out could result in not being paid for time worked and a disciplinary action being issued. A manual check will not be issued, and you will receive payment on the next scheduled payroll.
- Employees who do not get a paid lunch period are allowed to leave the plant during their lunch break, provided they have notified their Supervisor when they leave and when they return. Failure to do anything but the above will constitute a written violation.
- Your Supervisor must approve any overtime worked. It is your responsibility to notify your Supervisor to fill out an Exception Report.

The following list of offenses is not all inclusive but intended to be viewed as examples of unacceptable behavior and in violation of Mayco's operating standards. Any corrective action taken or termination will depend on the severity of the misconduct, the circumstances surrounding the misconduct, and the employee's record while employed at Mayco.

PENALTY: VIOLATION

1. Failure to accurately complete or fill out any and all required reports, applications or any other Mayco records, whether intentional or unintentional.
2. Leaving your job or workstation without permission from your supervisor.
3. Using abusive/intimidating or profane language, coercing or interfering with any employee.
4. Returning late from lunch or break periods.
5. Posting, removing or defacing Mayco bulletin board postings or any other Mayco property without permission.
6. Parking in unauthorized parking areas or improperly parking in any area (authorized or not).
7. Engaging in any type of "Horseplay" such as running, jumping, throwing items, climbing on any machine or equipment. This includes any immoral, indecent or illegal act on Mayco premises.
8. Sleeping, wasting time, loitering in rest rooms, breakrooms, locker rooms or any other area on the property by an employee during working hours.
9. Entering or leaving through any other door other than the designated employee entrance and/or failing to follow designated route to the time clocks or lunchroom area.

PENALTY: VIOLATION

10. Violation of any posted or normally accepted rules governing safety and conduct. This also includes posting/hanging any signs on Mayco equipment or property inside or out.
11. Creating or contributing to disorderly or unsanitary conditions by throwing refuse on the floors or in the parking lot of the employer. This also includes improperly disposing of liquid waste down drains or on the outside of the building.
12. Smoking, vaping, or carrying of any lighted materials in any area other than designated smoking areas.
13. Requesting or collecting funds, donations, or the selling of any items unless authorized by the Human Resource Department in writing.
14. Failure to report to work with all necessary tools and safety equipment.
15. Taking food, puzzles, books, magazines or any other reading materials or beverages without spill proof lids or any other distraction for consumption or use to the work station.
16. Adjusting, changing or altering of any machine by the operator.
17. Repeated failure to scan your payroll badge.
18. Failure to follow the instructed procedures, patterns or routines at workstations without receiving prior approval from a supervisor.
19. Entering Mayco property at any time other than an employee's scheduled shift.
20. Allowing access of the plant to unauthorized individuals.
21. Excessive absenteeism: Repeatedly having poor attendance whether excused or unexcused. This includes coming in late or leaving early. Any exceptions will be determined by the Human Resource office only.
22. Failure to report an absence one (1) hour prior to the start of your shift.
23. The making or publishing of false, vicious or malicious statements concerning any employee, supervisor, or Mayco and its products.
24. Failure to take a required disciplinary suspension.
25. Use of cell phone or any other electronic device anywhere other than in designated break areas.
26. Wearing of attire that contains words or pictures of anything graphic, crude, vulgar, profane or sexual.
27. Failure to meet production or quality standards.

Penalties continued on next page

PENALTY: DISCHARGE

The following list of serious misconduct is not all inclusive but intended to be viewed as examples of terminable offenses and in violation of Mayco's operating standards. Any corrective action taken or termination will depend on the severity of the misconduct, the circumstances surrounding the misconduct, and the employee's record while employed at Mayco.

28. **Theft:** Stealing or removing any items from the premises or an individual to include removal or misuse of Mayco records, documentation, blue prints or any other confidential information.

29. **Firearms & Explosives:** Possession of any type of firearm or explosive on Mayco property.

30. **Fighting:** Physical attack or threat to an individual or the use of any weapon or object intended to cause harm to an individual or property.

31. **Controlled Substance Abuse:** Selling, possession, or under the influence of a controlled substance or alcohol while on Mayco property.

32. **Sabotage:** The damaging of Mayco property, equipment and/or products either intentional, premeditated or due to gross negligence or carelessness to include tampering with and/or disengaging or bypassing any error proofing equipment.

33. **Insubordination:** Refusal or failure to follow instruction from a supervisor or any other subordinate act.

34. **Gambling:** Wagering or betting on company premises.

35. **Unlawful Activity:** Any act defined as criminal under the laws of the State of Michigan or the United States committed on Mayco premises.

36. Tampering with time card or time clocks.

37. Swiping or tampering with another employee's time-card.

38. Entering Mayco facility utilizing someone else's badge.

39. **Damage or misuse on or of Mayco Property:** unauthorized use, careless use, misuse or abuse of any tools, vehicles, equipment or materials owned by the Mayco, customers, vendors or coworkers.

40. **Electronic Devices:** unauthorized use of a Mayco phone without permission from your supervisor. Possession or use of cameras, video cameras or any device which can record or reproduce anything in or on Mayco premises.

41. **Willful Negligence:** Carelessness or negligence in the performance of a job assignment causing scrap, rework, personal injury or the damaging of any tooling or equipment.

42. **Insurance Fraud:** The misuse, abuse or misrepresentation of any employee's insurance plan(s).

43. **Failure to Report Injuries/Accidents:** All injuries or accidents regardless of type or severity must be reported immediately to management.

44. **Harassment:** Persistent and unwelcome conduct. Unwelcome sexual advances, verbal or physical sexual conduct or any behavior of a sexual nature that creates an intimidating, hostile or offensive work environment.

45. **Job abandonment:** Leaving the premises prior to the completion of the shift without notifying the supervisor. This will be considered a voluntary quit.

Failure of Mayco to detect or enforce any of the **penalties** shall not be precedent setting nor **prejudice** the right of Mayco to enforce such **penalties** at a later date.

Social media can be used to share your life and your opinions with family, friends and co-workers around the world.

Social media can also present certain risks and carry certain responsibilities related to your employment. Mayco has established guidelines for the appropriate use of social media.

Social media includes all means of communicating or posting information or content on the internet or company intranet.

SOCIAL MEDIA INCLUDES:

Websites

Digital Communication

Social Networking Sites

Bulletin Board Or Chat Room

Blogs

Classified Advertising Sites

Review Websites

General Information Sites

To balance the rights of Mayco International LLC (Mayco) and its employees related to social media usage.

YOU ARE RESPONSIBLE

You are solely responsible for what you post online. Consider the risks and rewards before posting content.

Consider how your posting might affect:

- Your job performance
- The performance of fellow employees
- The reputation of Mayco, its customers, suppliers or employees
- The unintentional release of proprietary information of Mayco, its customers, suppliers or employees

NO RETALIATION

Mayco International prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee will be subject to disciplinary action, up to and including termination.

Keep in mind that any of your online conduct that adversely affects this company, its employees or its legitimate business interests may result in disciplinary action up to and including termination.

If you have questions or need further guidance on this policy, please contact your hr representative.

BE HONEST AND ACCURATE

Make sure you are always honest and accurate when posting information. If you make a mistake, correct it quickly. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Mayco, fellow employees, customers, suppliers, or people working on behalf of Mayco or Mayco's competitors.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

Do not post confidential information. If you are unsure whether a picture, video, audio or comment is of a confidential nature - ASK before posting. **Do not post internal confidential communications.**

Do not create a link from your blog, website or other social networking site to Mayco's website without identifying yourself as an employee of the Company. Respect financial disclosure laws. It is illegal to communicate or give a tip on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate Insider Trading laws. This not only applies to Mayco, but also to our customers and suppliers.

EXPRESS ONLY YOUR PERSONAL THOUGHTS OR OPINIONS

Never represent yourself as a spokesperson for Mayco, be clear and open about your exact relationship with the company. Make it clear that your views do not represent those of Mayco, fellow employees, customers, suppliers or people working on behalf of Mayco. Employees should not speak to the media on Mayco's behalf without contacting the Human Resources Director.

USING SOCIAL MEDIA WHILE AT WORK

Refrain from using social media while on work time or on equipment we provide, unless it is work-related and authorized by your manager. Do not use your Mayco email addresses to register on social networks, blogs or other online tools utilized for personal use.

Postings that include discriminatory remarks, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated. Examples of such conduct include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

This policy applies to all Mayco International LLC employees and its subsidiary companies in the United States.

PREVENTING WORKPLACE VIOLENCE POLICY

MAYCO INTERNATIONAL

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PURPOSE:

Mayco International is committed to providing you with a workplace that is free from acts and threats of violence. In keeping with this commitment, Mayco has established a policy, which provides zero tolerance for actual or threatened violence against co-workers, visitors, or any other persons who are either on our premises or have contact with employees in the course of their duties.

PROHIBITED CONDUCT:

The Company does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. For instance, all the following behaviors are strictly prohibited; however, keep in mind that this list is not all inclusive and provides standard examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging Company property or property of another employee.
- Possession of a weapon while on Company property or while on company business. A license to carry a weapon does not supersede this company policy.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

REPORTING PROCEDURES:

Any potentially dangerous or threatening situations must be reported immediately to a supervisor or the Human Resources Department. All reported incidents will be investigated.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. In situations where an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should immediately contact law enforcement authorities by dialing 911.

Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.



Any employee in violation of this policy will be subject to disciplinary action.