



Employee Handbook



HANBOOK DISCLAIMER

This handbook, effective August 18, 2025, was created to answer many questions that employees may have regarding Aircraft Structures International Corporation (ASIC). It provides general guidelines about ASIC's policies, procedures and benefits for employees. This handbook supersedes any and all prior handbooks or guidelines, written or verbal. If the handbook does not answer an employee's question, they should contact their supervisor or Human Resources for assistance. We expect each employee to read this handbook carefully, as it is a valuable reference for understanding your job and this organization. Take the time to read and understand it.

This handbook is not an employment contract. It does not promise or guarantee any particular benefit or specific action. As explained in this handbook, all employment with ASIC is "at will," which means that ASIC, or the employee, may terminate the employment relationship at any time, with or without cause and with or without notice. In addition, employees may be demoted, job duties may be changed or benefits altered at any time, with or without cause or notice. ASIC reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. ASIC will make every effort to notify employees of any policy changes, additions and/or deletions. If you have questions or need assistance reviewing this document, please contact Human Resources at HR@asic.aero.

Office hours are: Monday through Thursday: 6:00 a.m. to 4:30 p.m.

Our main phone number is: 580-242-5907

Our address is: 1026 S 66th St, Hangar 33, Enid, OK 73701

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SECTION 1 – INTRODUCTION

1-1. Our Mission, Goals and Values

The mission of Aircraft Structures International Corporation (ASIC) is to offer quality products and services to our aviation customers by meeting their requirements. Our goal is to produce a product delivered to the customer with zero defects along with a dutiful regard for our employees' welfare. We accomplish these objectives through managing our resources and assets to foster a profitable environment for ASIC stakeholders.

ASIC's employees' welfare and concerns are very important to the success of the company. Understanding and accepting this fundamental principle is essential to building long-lasting business relationships. It is the intention of the company to encourage a working environment based on mutual trust and confidence. This will provide opportunities for individual effort and reward. Every employee is considered a member of our company's team. Our success as a company is built on the recognition of the skills and efforts made by each employee, and our policy is to work with all members of this team in a fair and friendly manner and treat each team member with dignity and respect. Management, as part of this team, will continuously work together with all employees for the benefit of our present and prospective customers and suppliers to improve the company's competitive position, which will enable the company to accomplish the following two goals:

1. To provide superior jobs for all ASIC team members.
2. To guarantee customer satisfaction through the provision of high quality products and services.

General conditions such as safety, cleanliness and employee accommodations will be evaluated periodically for improvement, and will always compare favorably with good industry practice. Management will meet with any team member to discuss suggested improvements in working conditions. The company will honor and abide by the provisions of this employee handbook. Overall, ASIC will expect everyone to devote their best efforts to conduct an expanding business within which an atmosphere of harmony and opportunity for all will prevail. With this in mind, we adhere to the following values:

1. Safety - Safety is the only thing more important than the customer.
2. Commitment - Pursue the best, good is not enough.
3. Balance - Establish a unity of purpose and direction for the organization.
4. Persistent - Continuous improvement of the organization's overall performance.
5. Empowerment - The essence of a company lies in the involvement of its employees at all levels.
6. Innovation - Creating the best STCs for the Cessna Caravan.

SECTION 2 – GOVERNING PRINCIPLES OF EMPLOYMENT

2-1. Ethics Statement

It is the policy of ASIC to promote teamwork, cooperation and a productive work environment among employees. In support of this policy, we ask that all employees treat co-workers, supervisors, subordinates, customers and visitors with respect, honesty and cooperation.

2-2. Equal Employment Opportunity

ASIC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religion, or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Any employee with questions or concerns about equal employment opportunities in the workplace is encouraged to bring these issues to the attention of Human Resources.

2-3. Americans with Disabilities Act and Reasonable Accommodation

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

ASIC is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify your supervisor of the need for accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

It is our policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

We will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the company. Contact Human Resources with any questions or accommodation requests.

The ADA does not require ASIC to make the best possible accommodations, to reallocate essential job functions or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

2-4. Immigration Law Compliance

ASIC is committed to employing individuals who are authorized to work in the United States and to complying with the Immigration Reform and Control Act of 1986. As a condition of employment, new employees must properly complete, sign and date the first section of the United States Citizenship and Immigration Services Form (I-9), no later than the date of hire, which is the time when employment begins. In order to complete this form, all newly hired employees will be required to bring documentation that supports their eligibility to work in the United States, as well as proof of identification. Each individual employed by ASIC will be required to produce this documentation within three (3) days after the first day of employment. The information provided by the employee must be valid and authentic. If at any time during an employee's employment, it is discovered that any document used was invalid or not authentic, the employee will be terminated.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by ASIC.

2-5. Anti-Harassment

ASIC affirms its commitment to providing a work environment free from intimidation and harassment. Abuse of anyone's dignity through ethnic, racist or sexist slurs and/or other derogatory or objectionable conduct is offensive employee behavior.

1. Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is defined by the federal EEOC as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
2. Submission to or rejection of such conduct is used as the basis of employment decisions.
3. Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

If an employee feels that he or she is being subjected to sexual harassment, he or she may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or to Human Resources. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report all concerns of sexual harassment or inappropriate sexual conduct to Human Resources or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

2-6. Anti-Bullying

ASIC defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior is unacceptable and will not be tolerated.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that ASIC will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when administering discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. ASIC considers the following types of behavior as examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the bait for jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Exclusion: Socially or physically excluding or disregarding a person from work-related activities.

Employees that violate this policy may be subject to disciplinary action, up to and including termination of employment.

2-7. Complaint Procedure

ASIC subscribes to an open-door policy. You may bring a complaint to your supervisor for resolution. When matters cannot be handled on an informal basis, ASIC has established a formal procedure for a fair review of any work-related dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

Step 1 - The complaint must be submitted in writing to Human Resources within two (2) working days of the incident. A written request for a meeting must be submitted simultaneously to the same person. Generally, a meeting will be held within three (3) working days of the employee's request, depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting, Human Resources will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2 - If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 resolution to an Officer of ASIC. Such a request must be made within three (3) working days following receipt of the Step 1 resolution. An Officer will review the complaint and proposed resolution and may call a further meeting to explore the problem. The Officer will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing.

SECTION 3 – CONFLICTS OF INTEREST AND CONFIDENTIALITY

3-1. Conflicts of Interest

ASIC's policy is to avoid conflicts between employees' personal interests and those of ASIC. The purpose of this policy is to ensure that ASIC's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests that actually or potentially conflict with ASIC's best interests.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do business with ASIC, by any employee who is in a position to directly or indirectly influence either ASIC's decision to do business, or the terms upon which business would be done with such organization;
- Holding any interest in an organization that competes with ASIC;
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with ASIC or which competes with ASIC; and/or
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with ASIC.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities. This includes, for example, occasional business-related meals or promotional items of nominal or minor value.

3-2. Inventions and Confidentiality

This policy summarizes ASIC employees' responsibilities as they relate to confidentiality and inventions. The objective of the policy is to further the interests of ASIC and to permit ASIC to comply with its obligations. This includes obligations to its licensors, its actual and prospective customers, as well as others with whom ASIC may have similar obligations regarding confidentiality and inventions.

Ownership of Employee Inventions

By accepting employment, an employee agrees that ASIC will own any and all inventions that, in its opinion, are made on ASIC time or with ASIC assets, that relate to ASIC's business, or that are required to meet its obligations, and that the employee will assist ASIC in perfecting and protecting its title to these inventions.

Protection of Confidential ASIC Information

During the course of their employment at ASIC, employees may have access to ASIC's confidential, secret and proprietary information. Employees should maintain such information in confidence and use it only in the interest of ASIC.

The employee may use or disclose information learned or acquired through his or her association with ASIC only in the performance of his or her job or as otherwise permitted by law. Particular care must be taken to keep confidential any information that is:

- Value to competitors;
- Potentially damaging to customers and their competitors; and/or
- Information received under an expressed or implied secrecy obligation.

Confidential ASIC information is solely for ASIC's use and not intended for distribution outside ASIC. Distribution of such information requires both a need to know and a right to know the information requested.

For purposes of this policy, "confidential information" includes ASIC's proprietary and/or trade secret information, as well as the proprietary and/or trade secret information disclosed or entrusted to ASIC by its licensees, suppliers, customers or other persons with whom ASIC has a business relationship. In addition, "confidential information" includes non-public information relating to:

- ASIC designs for products, advertising and promotional materials and store environments; ASIC business and marketing analyses, plans, strategies and methods;
- ASIC financial, sales and pricing information; and/or
- ASIC product and services information, know-how, formulas, processes, systems and technologies.

Information acquired by an employee in the course of his or her employment with ASIC must not be used for the employee's own benefit. Access to ASIC's confidential information does not carry with it a personal benefit or advantage for ASIC employees. Instead, it imposes an obligation on every employee to keep such information confidential and use it solely in the interest of ASIC.

Nothing in this policy, however, is intended to or shall be deemed to interfere with or restrict the right of employees to discuss their terms and conditions of employment with others or to exercise any other right protected by the National Labor Relations Act or other applicable law.

When in doubt, the employee should treat information acquired in the course of employment at ASIC in the strictest confidence and consult Human Resources for clarification.

SECTION 4 – OPERATIONAL POLICIES

4-1. Open Door Policy

At ASIC, we have an Open Door Policy that gives all employees the freedom to discuss work-related topics with their supervisors, and if necessary, higher management. Whenever you have a problem, it can usually be resolved by following these steps:

1. Any concerns should first be discussed with your immediate supervisor.
2. If you are not satisfied after talking with your supervisor, contact Human Resources.
3. If you still feel the need to talk to other members of management after speaking with your supervisor and Human Resources, we encourage you to speak with an Officer.
4. In the event you have a concern and for personal reasons you cannot follow these steps in this procedure, you may go directly to an Officer.

When you inform us of a concern or a problem, we will attempt to address it as soon as possible under the circumstances. It is important to ASIC that every situation be resolved equitably and with confidence.

4-2. Employee Privacy

ASIC maintains a personnel file on each employee. These records belong to ASIC. The personnel file contains information such as the employee's name, social security number, date of birth, and address. The file also contains a job application, resume, records of training and certifications, and other work-related documentation. Along with the personnel file, ASIC maintains benefit records including insurance enrollments, medical leave information, and employee's dependents' information like their dates of birth and in most cases their social security numbers, and other employment records.

ASIC is also required to maintain other employment records such as records related to the employee's national origin and immigration status. These records are kept by Human Resources and are under lock and key with limited access.

In addition to these records, ASIC submits electronic data to its payroll or benefit providers. This data also contains confidential information. Both the payroll provider and insurance companies have confidentiality policies to protect employees' records.

ASIC will notify all employees, within thirty (30) days, in the case that management discovers a breach or suspects a breach of such personal information.

All requests coming from outside ASIC for information about past or present employment should be referred to Human Resources. The following information will be verified:

- Dates of employment
- Job Title(s)
- Eligible for re-hire

Other information may be released, but only after obtaining the written consent of the employee or former employee involved. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Employees should keep their personnel file up to date by informing Human Resources and/or the employee's supervisor of any changes. Employees also should inform Human Resources and/or the employee's supervisor of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes in address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

4-3. Employment Classification

We use employment classifications to explain your relationship with ASIC and your eligibility for benefits. State and/or federal law defines some of these classifications, such as exempt employee, and non-exempt employee. The classifications include:

Full-Time Employees - Employees who regularly work at least 32+ hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 32+ hours per week who were not hired on a short-term basis.

Seasonal Employees - Employees who were hired for a specific short-term project or on a short-term freelance, per diem or temporary basis. Seasonal employees generally are not eligible for benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Exempt employees will receive compensatory time. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications. Non-exempt employees are paid overtime pay when they work more than 40 hours per week.

4-4. Introductory Period

The first ninety (90) days of employment will be considered an introductory period. This is an opportunity for ASIC to evaluate your performance and for you to decide whether you are happy being employed by ASIC. ASIC may extend the introductory period if it desires. ASIC reserves the right to terminate your employment at any time during this period. Please be advised that you do not become a regular employee until you have successfully completed your introductory period. This is to ensure your performance meets ASIC's expectations and that you have a clear understanding of what your role(s) are within your department. Successful completion of the introductory period does not affect your "at-will" relationship with ASIC, as described below.

There will be an introductory period each time you are promoted or experience a role change to another role. The date of any promotion or change of role will, at the discretion of Management, be substituted as your new date when performance evaluations are conducted.

Take the initiative to review and understand policies and instructions. You are required to deliver quality services to our customers and team members. Most importantly, conduct yourself in a professional manner that exemplifies the values of ASIC.

If you leave ASIC employment before your 90 day introductory period is completed, the costs for your pre-employment drug, alcohol, physical and background check will be subtracted from your last paycheck.

4-5. Working Hours and Schedule

Time worked is all the time actually spent performing assigned duties. ASIC's standard full-time work week is defined as forty (40) hours, four (4) day work week which begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. Standard work weeks are Monday to Thursday from 6:00 a.m. to 4:30 p.m.

4-6. Meals and Breaks

Morning Break	8:30 a.m. to 8:45 a.m.
Lunch Break	11:30 a.m. to 12:00 p.m.
Afternoon Break	2:00 p.m. to 2:15 p.m.

All full-time employees have two (2) paid fifteen (15) minute breaks and a lunch break of thirty (30) minutes unpaid for each workday. Employees will be relieved of all active responsibilities and are highly encouraged to take their scheduled breaks. The unpaid lunch break will be automatically deducted daily from their time sheet; however, employees are required to notify Human Resources of any exception to the automatic deduction such as when you did not take a lunch break or the length of the meal break was less or more than the allotted 30 minutes. Employees are free to leave the premises during lunch. If you leave the premises, you must clock out via the record keeping system. Rest and meal periods do not accumulate nor do any rights accrue for overtime if rest and meal periods are not taken.

4-7. Attendance and Call-In Procedures

Employees were hired to perform an important service, and timely and regular attendance is expected. This is of importance because each employee plays a crucial role in providing quality customer service. Unexcused absences and tardiness place an unfair burden on fellow co-workers and negatively affects the quality of service provided to our patrons; therefore, ASIC has established the following reasonable and necessary attendance and punctuality guidelines to meet our business needs:

- If an employee is expecting to be late or miss work, the employee is expected to call the office (**580-242-5907**) before they are scheduled to start work. If the call is made prior to 6:00 a.m., the employee can leave a voicemail stating the reason they won't be in and the expected length of their absence.
- Failure to report to work on time will result in disciplinary action up to and including termination. An employee who is more than ten (10) minutes late for his/her scheduled workday may receive verbal disciplinary action.
- Employees who are more than ten (10) minutes late on three (3) or more occasions during any twelve (12) month period may be subject to disciplinary action, including suspension and possible termination.
- Personal issues requiring time away from work, such as doctor's appointments or other matters should be scheduled during non-work hours, if possible.
- When absences are due to illness, ASIC reserves the right to require medical documentation.

- Failure to call-in and report to work as scheduled for three (3) consecutive workdays may be considered job abandonment and voluntary resignation from employment.
- ASIC recognizes that there may be times when absences and tardiness cannot be avoided. However, if absent or late due to an emergency, employees are still expected to personally notify the office by telephone as early as possible.

In addressing attendance and punctuality matters under this policy, consideration will be given to the employees overall work record, as well as the requirements of federal, state and local laws regarding disability and family and medical leave and other leave laws.

4-8. Timekeeping Procedures

Accurately recording time worked is every employee's responsibility. Federal and state laws require ASIC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent performing assigned duties. Non-exempt employees must accurately record when they start and end their work and should never work without registering their time. Altering, falsifying or tampering with time records is prohibited. An employee, manager, supervisor or designee who knowingly misrepresents or falsifies documentation about the time worked will be subject to disciplinary action up to and including termination from employment.

Exempt employees are not required to record their daily work attendance since they are not paid an hourly wage.

4-9. Time Adjustments

Employees who miss a punch should notify Human Resources immediately of the edits that need to be made to the timesheet. Employees need to fill out a Missed Punch form and have their supervisor sign it and then give it to Human Resources to process. The supervisor's signature must be on the form in order to be processed.

4-10. Overtime

Like most successful companies, ASIC experiences periods of extremely high activity. During these busy periods, additional work is required of us all. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

All overtime work by a non-exempt employee must be authorized in advance by the employee's supervisor. Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

Although the FLSA (Fair Labor Standards Act) requires that Hourly and Non-exempt employees be paid for all hours worked whether preapproved or not, failure of an employee to obtain preapproval of overtime is considered a violation of policy and will be addressed through the disciplinary process.

Hourly and non-exempt employees are not expected to check and respond to work related email or engage in any other work outside of the employee's usual Work Schedule, unless such work is of an incidental nature. Incidental work is any minor or trivial task that typically takes no more than a

few minutes time. If a non-exempt or hourly employee receives a work-related email outside of the employee's Work Schedule, he or she should typically wait to respond until the beginning of his or her next regularly scheduled workday.

4-11. FLSA Safe Harbor Policy / Deductions

It is ASIC's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary intended to compensate them for all hours they may work for ASIC. The salary will be established at the time of hire or classification as a non-exempt or exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Federal and state laws subject salary to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons;
- Full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- Full-day disciplinary suspensions for infractions of our written policies and procedures; Family and Medical Leave Act absences (either full- or partial-day absences);
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- The first or last week of employment if the employee works less than a full week; and/or
- Any full work week in which the employee does not perform work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance.

If employees believe they have been subjected to improper deductions, they should immediately report the matter to Human Resources.

4-12. Your Paycheck

Employees will be paid bi-weekly for all time worked during the past pay period.

Payroll stubs itemize deductions from gross earnings. By law, ASIC is required to deduct Social Security, federal income tax and any other appropriate taxes. These required deductions may also include court-ordered garnishments. Payroll stubs also differentiate between regular and overtime pay received.

It is ASIC's policy to comply with the salary basis requirements of the FLSA and applicable state laws. Therefore, all ASIC managers are prohibited from making improper deductions from exempt employees' salaries. Any deductions that violate the FLSA or applicable state laws are also prohibited.

If there is an error in any employee's pay, the employee should bring the matter to Human Resources immediately so ASIC can resolve the matter quickly.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

4-13. Direct Deposit

Employees are encouraged to participate in the direct deposit program and have their earnings deposited directly into their checking and/or savings account. Please contact Human Resources for additional information.

4-14. Salary Advances

ASIC does not permit advances on paychecks or advances on accrued paid time off (vacation or sick leave).

4-15. Separation from Employment

Separation of employment within ASIC can occur for several reasons.

Resignation: Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign from employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. If an employee verbally resigns, the employee will receive an acceptance of resignation letter confirming the resignation. This is the same letter they would receive when submitting a written resignation. The advance notice period starts from the moment an employee submits an official notice, whether verbal or written. If an employee provides less notice than requested, the employer may deem the individual ineligible for rehire. This is depending on the circumstances regarding the notice given.

Job abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. Employees separated due to job abandonment are ineligible to receive accrued benefits and for rehire.

Termination: Employees of ASIC are employed on an at-will basis, and ASIC retains the right to terminate an employee at any time. Some acceptable reasons for termination include, but are not limited to:

- Incompetence, including lack of productivity or poor quality of work.
- Insubordination and related issues such as dishonesty and breaking ASIC rules.
- Attendance issues, such as frequent absences or chronic tardiness.
- Theft or other criminal behavior including revealing trade secrets.
- Sexual harassment and other discriminatory behavior in the workplace.
- Physical violence or threats against other employees.

SECTION 5 – WORKPLACE SAFETY

5-1. Safety Policy

ASIC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to ASIC's property and/or personal property.

Safety practices that you are expected to follow includes, but are not limited to the following:

- In case of sickness or injury, no matter how slight, report it at once to any supervisor or Human Resources.
- In no instance should an employee treat his own or another employee's injuries, nor remove foreign particles from the eye or any body part.
- Report any unsafe conditions to a supervisor at once. Do not wait for someone else to do it. Safety suggestions are always welcome. Give them to a supervisor in writing.
- It is unsafe to perform a job where there exists a physical or mental problem, incapacity or stress. If any employee believes himself/herself or another to be suffering from such a condition, the supervisor must be informed immediately so that no unsafe condition may result.
- Horseplay, throwing things, scuffling, and fooling around are very dangerous and will not be tolerated.
- Follow the Substance Abuse and Alcohol-Free Workplace Policy.
- Do not attempt to lift or push objects that may be too heavy for you - ask for HELP when you need it. Learn to lift the RIGHT way to avoid strains; bend your knees; keep your body straight.

5-2. Drug and Alcohol Policy

To help ensure a safe, healthy and productive work environment for our employees, customers, vendors, and to protect ASIC property, as well as to ensure efficient operations, ASIC has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and individuals who perform work for ASIC.

ASIC follows the Federal Aviation Administration (FAA) Drug Program. FAA requires all safety sensitive employees follow all regulatory requirements regarding substance testing. All potential new employees will be subject to drug testing to be eligible for employment. Employment with ASIC is contingent upon the successful completion of a drug screen and background check.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances including marijuana, drug paraphernalia or alcohol by an individual anywhere on ASIC premises, while on ASIC business (whether or not on ASIC premises) or while representing ASIC is strictly prohibited. Employees and other individuals who work for ASIC also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any substances, which may impact the employee's ability to perform their job or pose a safety concern, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

ASIC maintains a policy of non-discrimination and will strive to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any employee, including themselves.

5-3. Smoke Free Workplace

ASIC is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees, contractors and visitors of ASIC.

Smoking is prohibited in all hangars and/or work areas at all times. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, also known as vaping. Smoking is only permitted outside during break times and lunch. Employees are expected to dispose of any smoking debris safely and properly.

5-4. Workplace Violence Prevention

ASIC is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. We also discourage employees from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at ASIC-sponsored functions.

Employees bear responsibility for keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or Human Resources. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against ASIC, its employees, or its property will be prosecuted to the fullest extent of the law. All acts will be investigated, and appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

5-5. Accident Response and Reporting

In the event an employee becomes injured or witnesses an injury during working hours, the employee should report it immediately to the nearest available management personnel and Human Resources. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Employees are to render any assistance requested by management. Any questions asked by law enforcement or fire officials making an investigative report should be answered by giving only factual information and avoiding speculation. Employees should never admit liability for personal injury or property damage in

answering investigatory questions asked by law enforcement or fire officials. In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, ASIC has an independent interest in making its facilities a safe and healthy place to work. ASIC recognizes that employees may be in a position to notice dangerous conditions and practices. Therefore, it encourages employees to report such conditions, as well as non-functioning or hazardous equipment to a Manager and Human Resources immediately. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated against or discriminated against for the reporting of accidents, injuries, or illnesses, filing safety-related complaints, or requesting to see injury and illness logs.

When an ASIC employee causes or contributes to accidents that seriously damage ASIC vehicles, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention, they will be subject to substance testing. Any circumstance that constitutes probable cause is when an employee is found responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will result in immediate termination of employment by ASIC.

5-6. Adverse Weather Conditions

It is ASIC's policy to remain open during most periods of inclement weather. However, where extraordinary circumstances warrant, the company reserves the right to close the facility.

ASIC will evaluate the weather situation and if/when a decision is made to close the facility, all employees will be notified with a mass text message informing them of the closure.

Regardless of whether the facility is open or closed, it is each employee's decision as to whether it is safe to report to work during such weather. Employees must call the office as soon as possible if they are unable to report to work or leave work early due to inclement weather.

SECTION 6 – WORKPLACE GUIDELINES

6-1. General Standards of Conduct

ASIC's goal is to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge. Note that all employees are employed at-will, and ASIC reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. ASIC will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, ASIC will utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

6-2. Performance Evaluation

It is important to evaluate your performance throughout the course of your employment. Depending on an employee's position and classification, ASIC aims to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions are determined by and at the discretion of management.

In addition to these formal performance evaluations, ASIC encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

The employee performance evaluation is a method by which a supervisor informs employees of expected work standards and accountabilities for important job tasks. It provides the employee with feedback on their job performance in relation to established standards for the various tasks. The evaluation encompasses behaviors that include: Customer Service, Teamwork, Problem-Solving Initiative, Leadership and Observing Work Hours/Using Leave. The evaluation becomes part of the employee's permanent personnel records.

Performance evaluations may be used in making employment decisions such as promotions, demotions, performance pay increases, and discharges and also serve as a counseling device. The evaluation is to be objective and within the assigned duties of the job. It is to provide for the identification of strengths, weaknesses and any corrective actions and allow the employee to submit written comments regarding the rating.

Probationary employees may be evaluated 30 days prior to the end of the probationary period. This rating will reflect the supervisor's recommendation whether to dismiss or retain the employee.

Permanent employees may be evaluated at least once annually. ASIC's current schedule is to have all permanent employees evaluated annually for the period of January 1 through December 31, or the anniversary of their hire date.

Supervisors may evaluate employees more often than is required if they prefer or if employee work performance or employee behavior determines a need for more frequent evaluations. Since performance evaluations should have no end-of-year surprises, periodic coaching

sessions may be conducted throughout the year. Coaching sessions may consist of formal meetings, discussions, and/or written reports.

6-3. Outside Employment

We hope that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify your supervisor or Human Resources in writing. Outside employment must not conflict with your responsibilities within ASIC. You may not work for competitors nor may you take an ownership position with a competitor. Employees may not conduct outside work or use ASIC property, equipment, or facilities in connection with outside work while on ASIC time. Failure to comply with this policy or disclose applications for outside employment may result in discipline up to and including immediate termination.

6-4. Employee Dress and Personal Appearance

During business hours or when representing ASIC, employees are expected to present a clean, neat and tasteful appearance. An employee should dress and groom himself/herself according to the requirements of his or her position, particularly when the job involves personally interacting with customers or visitors. Here are some examples of inappropriate business attire:

- Loose-fitting tank tops
- Sagging pants or shirts, including sweatpants and jogging attire
- Clothing or jewelry with sharp or raised metal stones or settings
- Dangling jewelry, including nose rings, earrings or necklaces
- Clothing which has been torn or has holes
- Clothing that communicates a threat of violence
- Clothing that does not completely cover the torso or undergarments
- Tattoos are acceptable in the workplace as long as they are not offensive
- Articles of clothing that may damage or deface ASIC property such as shoes or boots that scratch or mark the floor or airplane part surfaces, or pants or shirts with metal rivets that scratch airplane parts or furniture

Shoe Guidelines: All ASIC employees shall wear shoes with a closed toe, wear footwear that completely encloses the foot – with a sole of sufficient thickness (at least 0.39 in) to resist penetration of metal chips, scrap, or material, and uppers made of leather or other materials that resist cuts or abrasions.

Short pants guidelines: Shorts are acceptable as long as they are no more than 3" above the kneecap. Skirts and dresses are unacceptable in our business environment.

Additional guidelines: Long hair must be appropriately tied back or otherwise restrained when using equipment with rotating or moving parts.

An employee who does not meet these dress standards may be asked to correct his or her appearance. In addition, he or she may be subject to disciplinary action up to and including termination. ASIC believes that its existing personal appearance standards are sufficiently flexible to accommodate reasonable dress or grooming requirements arising out of a bona fide religious belief, gender identity or expression, or medical necessity. Nevertheless, any employee who believes that they have a bona fide religious, gender identity related, medical or other substantial need for relaxation or exception to this policy should address the matter with Human Resources.

6-5. Personal Cell Phones and Visits

Disruptions at work can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working hours or during lunch or break time.

Personal cellphones are not to be used while you are working.

For safety and security reasons, employees are prohibited from having personal guests visit them anywhere on ASIC property without prior approval from management.

6-6. Cellphone Safety and Driving

Employees who drive on ASIC time must abide by all state or local laws prohibiting or limiting cell phone use while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the cellular device.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their cellular devices while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited under all circumstances.

6-7. Social Media / Acceptable Use

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with ASIC, as well as any other form of electronic communication. The same principles and guidelines found in ASIC's policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of ASIC or ASIC's legitimate business interests, may result in disciplinary action up to and including termination.

Using social media at work

Refrain from using social media while at work or on equipment we provide, unless it is work-related as authorized by your manager. Do not use ASIC's email addresses to register on social networks, blogs or other online tools intended for personal use.

Engaging with ASIC's Authorized Social Media Platforms

ASIC employees may comment, retweet, "like" or otherwise interact with ASIC's authorized social media platforms, so long as the content of their engagement is factual, not misleading and in accordance with this Policy, and so long as the employees' affiliation with ASIC is disclosed on their social media platforms in accordance with this Policy.

6-8. Bulletin Boards

Important notices and items of general interest are regularly posted on ASIC bulletin boards, which are located on the first floor of Hangar 33 in the commons area. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at ASIC. To avoid confusion, employees should not post or remove any material from the bulletin board without prior management approval.

6-9. ASIC Property

Employees are expected to take proper care of all ASIC equipment they are entrusted with. Upon termination of employment or at ASIC's request, employees are required to return all ASIC property including, but not limited to: manuals, office keys, credit cards, ASIC forms, tools, printed materials, computer or laptop, cell phones, software, other hardware, any other ASIC equipment, and passwords. Employees will return all property of ASIC in proper working order. Employees will be held financially responsible for damaged property or any unreturned property. Management considers refusal to return ASIC property to be theft. If the above listed items are not returned, ASIC will deduct the cost from your final pay check and in some instances, ASIC will contact local law enforcement, which may lead to criminal prosecution by ASIC.

6-10. Use of Communications and Computer Systems

ASIC's communication and computer systems are intended primarily for business purposes. However, limited personal usage is permitted if it does not hinder the performance of job duties or violate any other ASIC policy. This includes voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of ASIC systems.

ASIC may access the voice mail, internet usage, e-mail systems and obtain communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when ASIC deems it appropriate to do so. The reasons for which ASIC may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that ASIC operations continue appropriately during the employee's absence.

ASIC may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

ASIC's policies prohibiting harassment, in their entirety, apply to the use of ASIC's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since ASIC's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access or attempt to access another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including termination.

6-11. Camera Phones / Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on ASIC property or while performing work for ASIC.

The use of tape recorders, dictaphones or other types of voice recording devices anywhere on ASIC property, including to record conversations or activities of other employees or management, or while performing work for ASIC, is also strictly prohibited, unless the device was provided to you by ASIC and is used solely for legitimate business purposes.

6-12. Inspections

ASIC reserves the right to require employees while on ASIC property, or on customer property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on ASIC or customer property and work areas. This includes lockers, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to ASIC or to its customers. Employees are expected to cooperate in any search or inspection.

6-13. Publicity / Statements to the Media

All media inquiries regarding the position of ASIC as to any issues must be referred to the Vice President or the owners of ASIC. The owners and the Vice President are authorized to make or approve public statements on behalf of ASIC. No employees, unless specifically designated by the Vice President or owners, are authorized to make those statements on behalf of ASIC. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of ASIC must first obtain approval.

6-14. References

ASIC will respond to reference requests through Human Resources. ASIC will provide general information concerning the employee such as date of hire, date of discharge, and position(s) held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to Human Resources.

6-15. Personal Tools

All employees that will be working on the aircraft will be provided a basic set of tools to borrow during their employment at ASIC. These items must be checked back in at the end of employment. Specialty tools can be checked out daily from the Parts Room and returned to

the Parts Room in proper working condition before the employee leaves for the day. The possibility of a tool being lost or left inside an aircraft is unacceptable. Missing and/or damaged tools will become the financial responsibility of the employee who signed them out. The Parts Room is responsible for the management and control of tools.

Any ASIC employee is encouraged to bring a personal toolbox and any personal tools they prefer over the loaner tools provided by ASIC. ASIC requests that employees return loaner tools to the Parts Room when they no longer need them.

We ask that each employee ensures that their personal tools and toolbox are identified clearly. This helps you identify and keep track of your tools and removes the possibility of disputes about tool ownership. Personally owned toolboxes and tools should be taken with the employee if they decide to leave ASIC employment. Abandoned tools and boxes will be disposed of after 30 days.

6-16. Corrective Action / Progressive Discipline

The purpose of corrective action is to both remedy the situation and avoid repetition. While ASIC's general goal is to resolve employment issues through positive discipline, some circumstances may dictate terminating the employee without any prior counseling or notice. Thus, ASIC retains the right to treat each instance on an individual basis without creating a precedent for other cases that may arise in the future. Corrective action may include any variety of actions, depending on the circumstances and severity of the particular situation. Below are the disciplinary steps which may be followed when a breach of policies and procedures has been disregarded:

Verbal Warning

For minor offenses, counseling will be conducted in private, as soon as the offense has been identified. The employee will be asked to sign the verbal warning acknowledging the discussion and a copy will be placed in the employee's file.

Written Warning

For more serious violations, or when verbal counseling has been previously provided and corrective action has not been followed. Written documentation may contain: the facts surrounding the offense, supporting documentation, a plan of action for correcting the offense, and consequences for failure to comply. A meeting with the employee to go over the issue(s) that requires change will take place, and the employee will be coached and counseled on ways to improve. The employee will be asked to sign the warning acknowledging the discussion and a copy will be placed in the employee file.

Dismissal

Employees are subject to dismissal if they have received prior written warning(s) and the offense(s) is repetitive in nature. Repeated offenses or offences of a significant nature may be grounds for immediate dismissal. If the employee feels that the description of events leading to discipline is inaccurate, he/she may provide a written response which will be placed in his/her personnel file.

Nothing in this policy is intended to alter the employment-at-will relationship between the employee and ASIC.

6-17. Job Postings

ASIC posts available hiring positions allowing current employees to apply for the position. All applicants must meet education and/or experience requirements for consideration. All positions for hire will be posted on social media outlets like Indeed.

6-18. Workplace Video Monitoring

Monitoring of the facilities through video cameras or other devices may be conducted by ASIC, to the extent allowed by law, to ensure employee safety and security, quality and inventory control and customer satisfaction.

Employees can request access to information gathered through workplace video monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because ASIC is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace video monitoring is done in an ethical and respectful manner.

6-19. Corporate Travel Policy

It is the intent of ASIC to allow for adequate accommodations for individuals who are required to travel on business. It is also expected that these individuals will use discretion and good judgment in spending ASIC funds. Each individual traveling for ASIC business is expected to fill out a Travel Expense Form in order to be reimbursed. Receipts are required for all expenses. ASIC credit cards should be used when traveling for business and are to be used for business purposes only. Personal use of the corporate credit card is strictly prohibited and violations are subject to disciplinary action, unless approval has been given by upper management.

Responsibilities and Enforcement

An organized and clear process for submitting expenses is crucial to ensuring that all expenses are reimbursed in a timely manner. The Accounting Department is responsible for ensuring that any expenses reimbursed or paid for by ASIC are in compliance with this Corporate Travel Policy. When submitting a Travel Expense Form, any deviations from the policies detailed within this document must be explained on the expense report. Expenses not in compliance with this policy require the written approval of the CFO.

Travel Arrangements

Air Travel Reservation Procedures:

- It is required that reservations for trips requiring air travel be made through World Travel Service 1-918-743-8856
- If air travel is six (6) hours or more, Business Travel seating is approved
- Employees are required to take the lowest available fare with one-stop unless the difference is less than \$200 Round Trip or the travel times differ by more than two (2) hours
- Employees will purchase non-refundable domestic airline tickets only. The travel agent will advise on international travel
- Preference will be given to American and United Airlines and should only be booked if all the parameters above are met

Lodging Accommodations

- All hotel bookings will be made through the travel agent unless ASIC management approves otherwise
- Employees will not exceed \$150.00 per night unless approved by the CFO
- Lodging will be booked at one of the corporate approved facilities (the Hilton) Exceptions will be allowed if the alternate facility is less expensive and/or is located closer to the employee's destination

Car Rentals

- All car rentals should be made through the travel agent unless ASIC management approves otherwise
- Car rentals will be booked at one of the corporate approved facilities (Hertz or Enterprise)
- All rentals should be intermediate size or smaller, unless 3 or more people are travelling together
- All car rentals need to be approved by management
- If renting a vehicle outside of North America, purchasing insurance is mandatory
- When renting a car, employees are required to refuel prior to returning the car to the rental facility

Other Transportation

Personal Car: Travelers may utilize personal cars for ASIC business travel if it is less expensive than renting a car, taking a taxi, or using alternate transportation. The use of personal cars for business will be reimbursed at the standard rate set by the Internal Revenue Service (IRS) under Standard Mileage Rates.

Personal Car versus Air Travel: If advance approval has been obtained from the CFO, a traveler may use personal car transportation even though air travel is the more appropriate mode of transportation. The total cost of personal car travel must not exceed the cost of airfare, based on the lowest regular coach fare available for the location of travel from a standard commercial air carrier plus, transportation costs to and from the airports and end destination.

Ride Sharing: If two or more individuals are traveling to the same location, it is recommended that the travelers share a ride.

Rail: All rail transportation must be in economy class and by local rail service, unless the upgrade is approved by the CFO.

Taxis and Other Local Transportation: The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. Use of taxis is discouraged when more economical services (i.e., airport shuttles, hotel vans, etc.) are available. Travelers are encouraged to utilize public transportation whenever feasible.

Meals and Entertainment

Personal meal expenses are those incurred by those travelling on ASIC business. Personal meals must be itemized by meal and will be reimbursed up to \$60/day and include breakfast, lunch, dinner and any snacks, drinks, etc. This amount is based on an average of IRS

regulations published under Per Diem. Amounts incurred in excess of the per diem will be the responsibility of the traveler, unless prior approval has been given by an Officer.

Award Point Programs

Individuals traveling for ASIC may retain award points and utilize the rewards for personal purposes. However, participation in these programs may not result in any incremental cost to ASIC related to transportation or lodging. Participation in award points programs may result in additional Internal Revenue Service (IRS) reporting requirements. It is the responsibility of the individual traveler to maintain all required documentation for tax purposes.

Spouse/Guest/Personal Travel Combined with Business

Travel expenses for family members or guests are not reimbursed. However, a guest may share accommodations as long as ASIC does not incur additional costs.

Telecommunications

Air/Rail Telephones: Except in an emergency, or when a critical business issue is involved, air phones, rail phones or car service telephones should be avoided.

Hotel Surcharges: When possible, making calls from hotels should be avoided. If the traveler has a cell phone, it should be used for making calls and charges may be billed to ASIC.

Internet: When an internet connection is required during travel and a free internet connection is not available, charges are reimbursed up to \$20.00 per day.

Other Reimbursable Expenses

The following incidental expenses, when directly related to business travel, are reimbursable:

- Tips: 20% at restaurants; \$1 per bag
- Laundry/Valet: for trips in excess of five days
- Parking: Airport economy lots and hotel self-parking
- Tolls
- Use of an exercise facility (up to \$15/day when free access to the hotel gym is not available)
- Currency conversion for international travel

Receipts are required for all miscellaneous reimbursable expenses except bag tips.

Miscellaneous Travel Expenses

Miscellaneous expenses are reimbursed when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Form must include an explanation of why such expenditures are being claimed. Miscellaneous expenses may include business office expenses, special package delivery fees, etc.

Payment and Documentation

Travelers must submit expense reports no more than five days after completion of travel and the following guidelines must be applied:

- Receipts must be submitted for all expenses
- Meal expenses must be itemized per meal on the expense report

- When being reimbursed for mileage, actual mileage to and from the destination is required

6-20. Housekeeping

Clean as you go. Management or your supervisor should not have to tell you to clean your work area. Consider all safety aspects in the work place. Keep your personal work area and toolbox as clean as possible. We may have visitors, customers and/or the FAA walking through our work areas at any time. Keep the work table tops clean to prevent scratches in sheet metal. When planes are moved, clean the area where they were located. Disconnect and roll up air hoses and extension cords at the end of each day.

In general, if you make a mess, whether in the breakroom, the kitchen, the microwave, the bathroom or anywhere on the premises, it is your responsibility to clean it up.

SECTION 7 – TIME OFF AND LEAVES OF ABSENCE

ASIC recognizes that employees need time off from work and, as such, ASIC has established this Time Off and Leave of Absence policy. Employees are accountable and responsible for managing their own time to allow for adequate reserves if there is a need to cover illness, disability, appointments, emergencies, or other situations that require time off from work.

7-1. Holidays

ASIC will grant paid holiday time off to all eligible full-time employees. Full-time employees will enjoy six (6) paid holidays annually. Part-time and seasonal employees receive prorated holiday pay only if the holiday falls on a regularly scheduled work day. Temporary employees and other limited-term employees are ineligible for such leave and are paid only for the hours actually worked.

The actual holidays schedule is published annually and may be adjusted by the executive staff based on business needs. ASIC provides the following six (6) paid holidays:

Holiday	Date
New Year's Day	January 1st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25 th

When a holiday falls on a non-workday, the holiday will usually be observed on Monday (if the holiday falls on Sunday) or Thursday (if the holiday falls on Friday or Saturday).

If a holiday falls within an eligible employee's approved sick or vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) instead of sick or vacation day.

If a holiday falls within jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) instead of the leave day.

Religious Holidays

In accordance with Equal Employment Opportunity Commission regulations, ASIC will make every reasonable effort to accommodate the religious needs of employees not met by regularly scheduled holidays. These days may be taken as vacation days and time off arrangements should be made with your supervisor and reported to Human Resources.

7-2. Vacation

ASIC believes that its employees are the key to what makes ASIC great. Although work makes up a large portion of an employee's life, we believe that a balance between work and non-work activities is essential to maintaining quality performance and a positive work atmosphere. ASIC expects employees to take the opportunity to be away from work to re-energize, spend time with family or enjoy time off.

Employees will receive their vacation allowance according to their hire date. Eligible employees shall accrue the following amount of vacation yearly on the basis of their anniversary date.

Annual Vacation Days	Years of Employment
10 days (or 100 hrs.) (5 days for PT)	1 to 4
16 days (or 160 hrs.) (8 days for PT)	5 to 9
20 days (or 200 hrs.) (10 days for PT)	10 to 20
1 extra day (or 10 hrs.) per year	21 and up

40 hours of vacation may be rolled over. Vacation may be paid out to an employee with proper approval from the CFO or owner of ASIC. Vacation leave accrues only when an employee is actually working, on authorized leave with pay status, or during the time the employee is using paid vacation or sick leave. Vacation leave may not accrue to any employee on leave without pay. Part-time employees accrue vacation leave in half the amount of full-time employment. Upon separation of employment, your vacation balance will be paid out, if applicable.

All eligible employees are entitled to their accrued vacation leave. However, vacation leave must be requested by the employee 48 hours in advance and approved by his or her supervisor. Should advance notice not be possible, the employee should speak directly to his or her supervisor prior to taking leave.

In approving a request for vacation leave, supervisors are encouraged to consider the wishes of the employee, but must give the needs of ASIC a greater priority. Failure to give proper notification of a vacation leave request and/or non-approval of a vacation leave request may result in unauthorized absence without leave (AWOL). AWOL will result in a reduced paycheck by the number of AWOL hours. Additionally, absence without leave may result in disciplinary action up to and including termination.

Vacation leave may not be taken before it is accrued. Vacation leave shall be taken on a work-day basis. Holidays falling within a period of vacation leave shall not be charged for vacation leave. If an employee depletes their accrued annual leave and is still unable to account for the number of hours required of a full-time employee for the month, the difference in hours will be subtracted from the employee's salary at the corresponding hourly rate.

7-2.a. Service Bridge

Bridging is the act of combining two separate periods of employment at ASIC for the purpose of determining years of service for benefit purposes.

Benefits can be bridged if an employee meets two criteria:

1. Completed at least one year of service in a regular position immediately prior to the last separation; and
2. Must have returned to a regular position in less than one year.

7-3. Sick Leave

Sick leave is a benefit, much like health insurance, provided to protect the employee in the event of serious illness or injury that prevents him/her from performing assigned duties. Sick leave is to be used when the employee cannot work because of sickness, injury, pregnancy, or medical, surgical, dental or optical examination or treatment, or where the employee's presence at work would jeopardize the health of the employee or others.

40 hours of sick leave for Full-time employees and 20 hours for Part-time employees is available after they complete their introductory period. Thereafter, sick leave is earned as a lump sum of 4 days (40 hours) for Full-Time employees, and 2 days (20 hours) for Part-Time employees on the employee's hire date anniversary. Sick leave may not be carried over. All full-time employees and part-time employees are eligible for sick leave. Temporary/seasonal employees and other limited-term employees are ineligible to use or receive sick leave.

A sick leave request will be denied if there are facts to show that the employee is abusing sick leave privileges or the employee fails to supply requested evidence of illness. In all cases, ASIC reserves the right to require a doctor's note.

Sick leave shall be taken on a work-day basis. Holidays falling within the period of sick leave shall not be charged for sick leave.

Advances in Sick Leave

You may not use sick leave until it has been earned. Upon voluntary resignation from employment or termination, employees will not be paid for unused sick leave.

Physician's Statement

In cases where a physician's statement is requested, it must be an original document containing an original signature from a physician or qualified mental health professional verifying that medical or mental health services have been, are, or will be required for an employee or a member of an employee's immediate family. It must include the employee's or family member's name, the dates covered by the statement and the date the physician signed the statement. It may also include other information appropriate to the situation and as requested and/or required by state and/or federal law.

A physician's statement will be considered confidential and kept separate from the employee's personnel file in a secure location and disclosed only on a need-to-know basis. For example, if an employee's medical condition or disability would cause the employee to require assistance leaving the building in response to a fire alarm, the fact that the employee would need such assistance may be shared with building management, the safety officer and the individual assigned to assist the employee in leaving the building. However, details about

the medical condition would not be shared unless these parties needed that information to safely evacuate the affected employee.

The following lists employment situations that may require a physician's statement. It does not include all such situations, just the most common ones.

- to provide reasonable accommodation for a disability covered by the Americans with Disabilities Act (ADA)
- to provide a basis and rationale for any alteration of the work environment or job requirements of an employee due to a medical or mental health condition not covered by the ADA
- to provide documentation for use of sick leave, enforced leave, shared leave or (sick) leave without pay
- to document the qualifying event for a Family Medical Leave Act (FMLA) leave request
- to verify an employee's ability to return to work after medical treatment; and workers' compensation

Depletion of Sick Leave

If an absence because of illness or injury extends beyond sick leave is accumulated, additional absence(s) may be charged to the accumulated vacation leave. If all accrued sick and vacation leave is exhausted and the employee does not return to duty, the employee may be terminated unless the absence is covered by FMLA.

7-4. Floating Holiday

Beginning with each calendar year, employees on payroll as of January 1 shall receive two paid floating holidays that must be taken within the calendar year. Employees who work a part-time hour schedule shall be entitled to 5 hours for each floating holiday and employees who work a 40-hour schedule shall be entitled to 10 hours for each floating holiday. Employees hired on or after January 1 shall receive the following number of floating holidays based on their hire date:

Hire Dates:	# of Floating Holidays for Calendar Year
January 1 – April 30	2 Floating Holidays
May 1 – August 31	1 Floating Holiday
September 1 – December 31	0 Floating Holiday
	*Employees shall automatically be entitled to two floating holidays on January 1st following their hire date.

- Floating holidays must be used in whole day increments
- Employees must submit a request in advance following the same procedures used for other types of leave.
- Employees will not be paid for unused floating holidays when they separate from employment.
- Unused floating holidays will not carry forward from one calendar year to the next. There are no exceptions.
- Floating holidays may not be donated to another employee.
- Floating holidays are paid at straight time.

7-5. Family Medical Leave Act

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunities for men and women.

ASIC will grant family and medical leave in accordance with applicable state and federal laws in effect at the time the leave is granted. Although federal and state laws sometimes have different names, ASIC refers to these types of leave collectively as “FMLA Leave.”

Employee Eligibility

To be eligible for FMLA Leave benefits, you must have:

1. worked for ASIC for a total of at least 12 months;
2. worked at least 1,250 hours over the previous 12 months as of the start of the leave; and
3. worked at a location where at least 50 employees are employed by ASIC within 75 miles, as of the date the leave is requested.

Please contact Human Resources as soon as you become aware of the need for FMLA Leave. Employees are expected to provide prompt notice of any change(s) to an employee's return to work date. Accepting other employment, continuing to work in another job, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment.

Length of Leave

The maximum amount of FMLA leave is twelve (12) working weeks in any 12-month period. A 12-month period begins on the date of your first use of FMLA leave. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

Compensation During Leave

FMLA leave is unpaid. You can use accrued vacation and sick leave to cover some or all of FMLA leave. The use of paid benefits will not extend the length of FMLA leave.

Benefits During Leave

ASIC will continue to make contributions to your group health benefits during your leave on the same terms as if you had returned to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required making for yourself and your dependents. Your length of service as of leave will remain intact. However, accrued benefits such as vacation and sick leave will not accrue while on unpaid FMLA leave. Please contact Human Resources, if you have any questions.

Job Reinstatement

Under most circumstances, you will be reinstated to the same position held at the time of leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had

you not been gone on leave, or if your position was eliminated during the leave, you will not be entitled to reinstatement.

7-6. Military Leave

Employees are required to provide:

- As much advance notice as is reasonable and practicable under the circumstances;
- A copy of the covered military member's active-duty orders when the employee requests leave; and
- A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

7-7. Bereavement

If there is a death in an employee's family, he/she may request paid time off for the funeral and other arrangements. Employees receive three (3) consecutive workdays of paid bereavement leave upon the death of an immediate family member (spouse, domestic partner, child, parent, or sibling).

Other immediate family members' definitions will be considered in accordance with state and local laws.

An employee should speak to Human Resources to discuss the appropriate amount of bereavement time. For other relatives who are not immediate or extended family members, employees may receive one day of paid bereavement leave. ASIC, at its discretion, may grant additional bereavement leave or may request copies of appropriate documentation.

7-8. Jury Duty

ASIC realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court.

Employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for ASIC during such week.

7-9. Personal Leave

If employees are ineligible for any other ASIC leave of absence, ASIC, under certain circumstances, may grant a personal leave of absence without pay. A written request for personal leave should be presented to management at least two (2) weeks before the anticipated start of leave. If leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, a medical certificate must also be submitted. The request will be considered based on staffing requirements and the reason for the requested leave, as well as performance and attendance records. Normally, a leave of absence is granted for a period of up to eight (8) weeks. However, personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During leave, employees will not earn vacation or sick days. ASIC will continue health insurance

coverage during the leave if employees submit their share of the monthly premium payments to ASIC in a timely manner. This is subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, ASIC will attempt to return employees to their original job or a similar position. This is subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by ASIC will be considered a voluntary resignation from employment. Personal leave runs concurrently with any ASIC-provided Short-Term Disability Leave of Absence.

SECTION 8 – EMPLOYEE BENEFITS

8-1. Medical Insurance

ASIC maintains a group health insurance benefit program for eligible full-time employees and their immediate family members. Each year, at the time of renewal, we shop around for the best affordable-priced coverage for our employees. ASIC contributes a percentage of the cost of a full-time employee's coverage leaving the employee to pay the remaining cost of the coverage. The employee pays 100% of dependent coverage. Eligibility for the program is available after completion of the introductory period. If you choose not to take coverage, you will be asked to sign a waiver to decline insurance. The insurance company will offer open enrollment once per year. ASIC will notify employees of this date annually.

The Open Enrollment period allows employees to add to or change their benefits coverage. Applications for medical, dental and vision insurance may be submitted during this period. Changes, additions and other elections made during Open Enrollment will take effect on the effective date following the Open Enrollment period. Once you have made a change, you generally cannot change that selection until the next Open Enrollment period (except in the case of certain life events).

Employee Contributions

ASIC's benefit package is contributory; that is, you are responsible for the premiums for your benefits. Your contributory costs are deducted from your paycheck.

8-2. Dental and Vision Insurance

ASIC offers a dental and vision plan for eligible employees. Please refer to each plan description for an explanation of the plan's benefits and limitations.

8-3. Group Life and Accidental Death Insurance

ASIC maintains life insurance for eligible full-time employees after completion of the introductory period. The policy is for \$25,000 and is fully paid for by the company. ASIC also offers a voluntary supplement to this policy that is guaranteed up to \$100,000 for employees less than 60 years of age. Employees over the age of 60 are eligible based on evidence of insurability at reduced coverage amounts.

8-4. Aflac Insurance

ASIC provides a variety of Aflac insurance policy plans upon request by employee(s). Policy plans through Aflac are 100 percent paid for by the employee(s) and is taken out of their biweekly pay check. For additional information or questions, please contact Human Resources.

8-5. Retirement Plan

Eligible employees can participate in ASIC's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, employees will receive an enrollment packet describing the plan in greater detail. Please refer to the packet for detailed plan information. Of course, feel free to contact Human Resources with any further questions.

8-6. Workers' Compensation

On-the-job injuries are covered by ASIC's Workers' Compensation Insurance Policy, which is provided at no cost to the employee. If employees are injured on the job, no matter how slight, they should report the incident immediately to their supervisor and Human Resources. Failure to follow procedures may affect employees' eligibility to receive Workers' Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence.

8-7. Employee Referral

ASIC is always looking for good people and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost effective recruits.

That's where you come in! If you know someone who would be a good addition to ASIC, you may be awarded a referral bonus of \$200.00 (less taxes) if you refer a candidate, he or she is hired and they complete their introductory period.

Program rules

- All ASIC employees, except those at corporate level, Human Resources personnel and managers with hiring authority over the referred candidates are eligible for the referral bonus.
- The first employee to refer a candidate will be the only referring employee eligible for payment
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- The referring employee must be employed by ASIC during the hired candidate's introductory period to receive payment of the referral bonus.
- All referral bonus payments will be paid within 30 days after the referred employee has successfully completed their introductory period.

8-8. Uniforms

Employees in Production and Machine Shop are required to wear company designated uniforms while working and representing ASIC. Each new employee will receive four (4) uniforms shirts upon completing their introductory period.

Upon issue, company uniforms become the responsibility of the employee for maintenance and care.

ASIC t-shirts are also available for purchase from the office. These shirts may be worn in place of the button up uniform shirts. The decision regarding which shirt (the uniform button up or the ASIC t-shirt) to wear for work will be left to the employee.

SECTION 9 – TERM POLICIES

9-1. Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage at their own expense under ASIC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee

In the event of divorce, legal separation, or a child's loss of dependent status, you must notify the Human Resources Department within thirty (30) days of the event. A notice describing benefits, rights, and obligations will be sent to the eligible employee when a qualifying event occurs. If you have questions about COBRA coverage, contact Human Resources.

9-2. Exit Interview

Employees may be more willing to share their opinions on our processes, practices and culture when they leave ASIC. By collecting those opinions, we can improve our workplaces for our remaining employees.

Human Resources may arrange exit interviews with employees who recently resigned. These interviews are voluntary and refusal to participate won't result in any problems with an employee's access to references. As a general rule, exit interviews should be brief, thorough and designed to improve ASIC.

Handbook Acknowledgment

The undersigned acknowledges receipt of ASIC's Employee Handbook.

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. I agree to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of ASIC.

It is specifically understood and agreed that the Handbook is for informational purposes only. It is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and ASIC. It is further understood that neither the Handbook nor any ASIC policy is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by ASIC or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with ASIC only under certain circumstances or after certain events.

ASIC policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by me and an appropriate officer of ASIC, specifically changing my at-will employment status. I have neither been requested, nor have I signed any such document.

My at-will employment status with ASIC has been fully explained and I have been given the opportunity to ask any questions regarding ASIC policies and my at-will employment status. No representative of ASIC has made any promise or other statements implying employment will be other than what is stated above.

Date

Employee Signature

Employee Printed Name

Receipt of Sexual Harassment Policy

ASIC prohibits harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within ASIC. It is to ensure that all employees of ASIC are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct can also include sexual jokes, vulgar or offensive conversation or jokes, commenting about the employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender that is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels that he or she is being subjected to sexual harassment he or she may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the employee is unable to or is uncomfortable with addressing the alleged harasser directly, he or she should report the incident to his or her own supervisor or to Human Resources. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

It is important to report all concerns of sexual harassment or inappropriate sexual conduct to the Human Resources or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

I acknowledge that I have received, read, and understand the Harassment policy of ASIC. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Date

Employee Signature

Employee Printed Name

Receipt of Anti-Harassment Policy

ASIC prohibits intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. This policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual at work.

Any employee who believes he or she has been subjected to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to report this to Human Resources.

Any suspected retaliation or intimidation should be reported immediately to Human Resources.

All complaints will be investigated promptly and, to the extent possible, with regard to confidentiality. If the investigation confirms conduct contrary to this policy has occurred, ASIC will take immediate, appropriate corrective action, including discipline, up to and including immediate termination.

I have read and understand ASIC's Non-Harassment Policy.

Date

Employee Signature

Employee Printed Name

Receipt of Drug and Alcohol Testing Policy

ASIC's policy applies to all employees. The goal is to provide a safe, quality-oriented and productive work environment free of drugs and alcohol. Alcohol and drug misuse poses a threat to the health and safety of ASIC employees and to the security of ASIC's equipment and facilities.

ASIC follows the FAA Drug Program. The FAA requires all safety-sensitive employees be substance tested as a result of when an employee causes or contributes to accidents that seriously damage ASIC's vehicles, machinery, equipment or property or that results in injury to themselves or another employee requiring offsite medical attention. A circumstance or situation that constitutes probable cause is when in any instance involving a work-related accident or injury in which an employee who was on duty is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will result in immediate termination of employment with ASIC.

I have read and understand ASIC's Drug and Alcohol Testing Policy.

Date

Employee Signature

Employee Printed Name

Confidentiality Agreement

This agreement is made between _____ ("Employee") and Aircraft Structures International Corporation (ASIC) on _____ 20____

Employee will perform services for ASIC that may require ASIC to disclose confidential and proprietary information ("Confidential Information") to Employee. (Confidential Information is information and data of any kind concerning any matters affecting or relating to ASIC, the business or operations of ASIC, and/or the products, drawings, plans, processes, or other data of ASIC not generally known or available outside of the company.)

Accordingly, to protect the Confidential Information that will be disclosed during employment, the Employee agrees as follows:

- A. Employee will hold the Confidential Information received from ASIC in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.
- B. Employee will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by ASIC management.
- C. Employee will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for ASIC.
- D. Employee will, upon request or upon termination of his/her relationship with ASIC, deliver to ASIC any drawings, notes, documents, equipment, and materials received from ASIC or originating from employment with ASIC.
- E. ASIC will have the sole right to determine the treatment of all inventions, writings, ideas and discoveries received from Employee during the period of employment with ASIC, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name, or to follow any other procedure as ASIC may deem appropriate.
- F. ASIC reserves the right to take disciplinary action, up to and including termination, for violations of this agreement in addition to pursuing civil or criminal penalties.
- G. This agreement will be interpreted under and governed by the laws of the state of Oklahoma.
- H. All provisions of this agreement will be applicable only to the extent that they do not violate any applicable law and are intended to be limited to the extent necessary so that they will not render this agreement invalid, illegal or unenforceable. If any provision of this agreement or any application thereof will be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this agreement or of any other application of such provision will in no way be affected thereby.

Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

- 1) Immunity—An individual will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law or (B) is made in

a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

- 2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (A) files any document containing the trade secret under seal and (B) does not disclose the trade secret, except pursuant to court order.

Employee represents and warrants that he or she is not under any pre-existing obligations inconsistent with the provisions of this agreement.

Signing below signifies that the Employee agrees to the terms and conditions of the agreement stated above.

Employee Printed Name

ASIC Representative Name/Title

Employee Signature

ASIC Representative Signature

Date

Date

Computer and Technology Resource Usage Policy

ASIC provides a variety of electronic communications systems for use in carrying out its business. All communication and information transmitted by, received from or stored in these systems are the property of ASIC. As such, it is intended to be used for job-related purposes only.

Employees are required to sign an acknowledgement form before receiving access to the various systems in use at ASIC. The following summary guidelines regarding access to and disclosure of data on any ASIC electronic communication system will help you better determine how to use these systems in light of your own and the company's privacy and security concerns. The following are only summary guidelines; employees should contact Human Resources for more detailed information.

Monitoring: ASIC provides the network, personal computers, electronic mail and other communication devices for your use in company business. ASIC may access and disclose all data or messages stored on its systems or sent over its electronic mail system. ASIC reserves the right to monitor communication and data at any time, with or without notice. This is to ensure that company property is being used only for business purposes. The company also reserves the right to disclose the contents of messages for any purpose at its sole discretion. No monitoring or disclosure will occur without the direction of either human resources, or upper management, unless otherwise stated.

Retrieval: Notwithstanding the company's right to retrieve and read e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them and cannot use a password, access a file, or retrieve any stored information unless authorized to do so.

Passwords: Initial passwords are assigned and should not be given to other staff or persons outside of the organization. Employees should change the provided passwords as soon as possible using the instructions provided. ASIC reserves the right to override any employee-selected passwords and/or codes. Employees are required to provide the company with any such codes or passwords. At no time should an ASIC employee allow a temporary contractor or another employee use of their login. In the case where an employee provides another person access to their account, they will be responsible for the actions of the individual using their account. Passwords should not be stored in computer data files, on the network, or be displayed openly at any workstation.

Message Content: The email system is not to be used to canvas for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations. The system is not to be used to create offensive or disruptive messages. Offending messages include any messages that contain sexual implications, racial slurs, gender specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. The organization's overall employee manual or code of conduct shall be considered the prevailing authority in the event of possible misconduct.

Employees should note that any data and information on the system will not be deemed personal or private. In addition, the e-mail system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.

Legal Proceedings: Information sent by employees via the electronic mail system may be used in legal proceedings. Electronic mail messages are considered written communications and are potentially the subject of a subpoena in litigation. ASIC may inspect the contents of electronic mail messages in the course of an investigation, will respond to the legal process and will fulfill its legal obligation to third parties.

Physical Security: Access to computer rooms will be limited to staff who require access for the normal performance of their jobs. Computers with sensitive information installed on the local disk drive should be secured in a locked room or office during non-business hours. Equipment which is to be removed from ASIC property must be approved in advance and an inventory of this equipment maintained by Management. All equipment manufacturers and serial numbers are to be recorded on a supplied form, and a copy of this form shall be filed in the employee's HR folder. If the employee leaves the organization, he or she must return the equipment to ASIC prior to the last day of employment.

Network Security: Network Security will be monitored regularly. Adequate information concerning network traffic and activity will be logged to ensure that breaches in network security can be detected. Procedures to provide adequate protection against intrusions into ASIC's computer systems from external sources will be maintained. No computer that is connected to the network can have stored, on its disk(s) or in its memory, information that would permit access to other parts of the network. Staff should not store personal, business staff member or other credit card/account information, or passwords within word processing or other data documents.

Personal Computer Security: Only legally licensed software will be installed on ASIC computers. Users are expected to read, understand and conform to the license requirements of any software product(s) they use or install. Software cannot be copied or installed without the permission or involvement of Management. All workstations will be configured with virus protection software, which should not be removed or disabled. Each employee is responsible for protecting their computer against virus attack by following guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation. All data disks and files entering or leaving ASIC should be scanned for viruses. All staff will log out of the network and turn their computers off before leaving the office at night. Staff should log off of the network when they will be away from their desk for an extended period.

Backup Procedures: All network resources are backed up externally. Data stored on the local PC drives is not routinely backed up, and as a result, important data and applications should not be stored on the C: drives of these machines. Staff working on especially crucial information is encouraged to backup these projects to the server. Computer users will be responsible for ensuring that data stored on their local machines is backed up as required by the owner.

Access to ASIC computers: ASIC will provide computer accounts to all ASIC staff. External people who are determined to be strategically important to ASIC, such as temporary staff, volunteers, or contractors, will also be provided with accounts as appropriate on a case-by-case basis. The employee managing the temporary or contract staff assumes responsibility for the identification of access requirements and the use of the account. Accounts will be revoked on request from the user or manager or when the employee terminates employment at ASIC.

Internet Use: The Internet is to be used for business purposes only. Employees with internet access are expressly prohibited from accessing, viewing, downloading, or printing pornographic or other sexually explicit materials. In addition, employees should be mindful that there is no assurance that e-mail texts and attachments sent within the company and on the internet will not be seen, accessed or intercepted by unauthorized parties. Use of ASIC computers or internet access to visit any of the following is expressly prohibited:

- Gaming sites
- Streaming audio/video entertainment sites (such as Pandora or YouTube)
- Social networking sites (such as Facebook or LinkedIn)
- Illegal software sharing sites
- Pornographic or explicit sites

These sites put an unnecessary burden on our network and can open ASIC up to legal consequences.

Software Usage: Employees are expected to use the standard software provided, or identify the applications they need in the course of their work. Staff members are not permitted to download any applications, demos or upgrades without Management's involvement. Employees will use the standard e-mail system provided by ASIC for official e-mail communications, and should not install their own e-mail systems. Additionally, the use of instant messaging programs, such as ICQ, AOL Instant Messenger, Microsoft Messenger, etc., is prohibited unless otherwise approved by management.

Failure to comply with all components of the Computer and Technology Resources Usage Policy may result in disciplinary action up to and including termination of employment. Any employee who does not understand any part of the policy is responsible for obtaining clarification from Management.

I have read and understand the Computer and Technology Resource Usage Policy and agree to be bound by its terms.

Date

Employee Signature

Employee Printed Name

Accident Reporting Standards

1. I understand that I am to report immediately to my supervisor any accident or incident that causes injury.
2. I understand that if I fail to report an accident or incident, that the company will seriously doubt the validity of my claim, because I will have openly denied the company the right to conduct a legitimate accident investigation.
3. I realize that I am not to start any work shift without first reporting any condition (physical or otherwise) that could impair my ability to perform my normal job function.

By my signature below, I agree to abide by the above-mentioned terms.

Date

Employee Signature

Employee Printed Name