
**MARK/TRECE, INC.
EMPLOYEE HANDBOOK**

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W E L C O M E

Mark/Trece, Inc. / Mark/Trece Steel Rule Dies, LLC (collectively hereinafter “Mark/Trece” or the “Company”) plays an important role in the lives of all of us and in the structure of American industry. Whether you are a seasoned employee or a new member of our team, we want you to share our pride in the organization and in the progress we are making.

The advancement of our mutual interests requires cooperation among the Company administrators, supervisors, sales personnel, design artists, production craftspersons and others. Smooth operation calls for fair and effective rules applied on a consistent basis. Care and safety are essential to furnish fine products to our customers in a manner that protects the health and welfare of everyone in our plants, offices and vehicles.

Each of you has a responsibility, just as Management is charged with a duty to provide safe conditions in the workplace and safe procedures for everyone to follow. Each manager administers the plant safety program. Each supervisor monitors the effort to meet the requirements of laws and common sense. Employee training, accident prevention, consultation with our insurance carriers and suggestion input from employees are all parts of the total Company operations. Let’s keep Mark/Trece safe for all of us.

We hope your decision to join us will be most rewarding and mutually beneficial. We trust that you will find being a member of our team will provide you with every opportunity to apply your skills and experience in an industrious, pleasant atmosphere.

While each of us contributes to the success of our Company, we do so in a spirit of cooperation through the joint efforts of all employees. In a very real sense, all of us represent Mark/Trece. No job can be done poorly, carelessly, or inefficiently without something being lost. In short, there are no unimportant jobs.

We welcome you to our corporate family, and urge your help in preserving a safe, friendly place for you to enjoy a long and rewarding career.

Richard A. Godfrey
Donald G. McCaughey

Management

I. THE BIG PICTURE

Our Company name signifies the model of excellence, which is the goal of our work. It represents the third level of achievement in the “good,” “better,” and “best” efforts of American industrial experience. We reach and retain that goal with the realization of perfection in design, production, administration and marketing synthesis.

We began in 1962 with the idea of filling a niche in the complex American business scene. Our relative success is exemplified by our impressive list of clients and customers – and we are growing steadily every year.

While graphic communication for the business world is central to our operations, we strive to add to our services and products by application of new ideas and technology. Everyone associated with us is invited to join in our goal of excellence and innovation.

Headquartered in Maryland, our facilities are located in many states in order to be near our customers in terms of service, cooperation and deliveries. Economy for Mark/Trece means economy for our customers; retention of relationships is a measure of growth.

In painting this big picture the threefold nature of our name is emphasized again; the Company, its people, its customers. In this booklet, you will find the guidelines we follow to meld the efforts of two elements in the picture – the Company and you.

II. ABOUT THIS HANDBOOK

This Employee Handbook (“Handbook”), which supersedes all prior handbooks, represents Mark/Trece’s philosophy and contains the most current summary of our policies and practices, along with information regarding your pay, holidays, vacations and other employment benefits. This Handbook will be helpful in answering any questions you may have. Please read it carefully and keep it in a suitable place for future reference.

We have attempted to include all pertinent information in the Handbook. However, it is impossible in this publication to answer every question or cover every situation. Accordingly, this Handbook should not be considered the final authority on all questions that you may have or that may arise in the future. Additionally, each of the benefit plans described in the Handbook has a legal document that is controlling and may be referred to whenever a question concerning coverage arises. If you are in doubt about any aspects of the policies, practices, procedures or benefits stated herein and how you are affected by them, please feel free to speak with your supervisor/manager or Human Resources.

As Mark/Trece continues to grow and change, the policies, procedures, practices and benefits described in this Handbook may be changed, deleted or added at any time by Mark/Trece in its sole and absolute discretion, without prior notice or approval by its employees. When changes are made, employees will receive a copy of the revised policy.

This Handbook is presented as a matter of information only, and is not intended to create a contract, express or implied, of any kind whatsoever, between Mark/Trece and its employees, and should not be construed to create any contractual obligation. Mark/Trece retains the right to unilaterally change any employment

policies, practices, rules, procedures and benefits periodically without prior notice to or consent of its employees.

Mark/Trece's employees are employed on an "AT WILL" basis. This means that you have the right, at any time, to terminate your employment, and Mark/Trece reserves a similar right to terminate your employment, at any time, with or without cause or prior notice.

At Mark/Trece, it is our intention to foster a working environment that promotes individual self-discipline as well as group discipline within every work team. Rules and regulations are essential to the efficient operation of Mark/Trece. The rules found in this Handbook are designed for the convenience and protection of all of us. They are the basis for an efficient and successful operation.

III. EQUAL EMPLOYMENT OPPORTUNITY

The Company has a policy of non-discrimination and is fully committed to the principles of equality in employment and opportunity for all employees. We believe that our objectives can best be attained by utilizing our personnel to the fullest extent possible, without discrimination based upon characteristics unrelated to performance. The Company also expects all employees to adhere to these principles.

All personnel actions, including but not limited to recruitment and hiring, working conditions, benefits and compensation, training, performance appraisals, promotion, transfer, discipline and termination, are administered without regard to race, color, religion, sex, national origin, age, physical or mental disability, marital, domestic partnership, or veteran status, pregnancy, sexual orientation, citizenship or any other characteristic protected by federal, state or local law. Decisions in these and other areas are job related and are based on individual merit, skill, ability to perform the job, length of service, satisfactory attendance, conduct, attitude, productivity, and quality of work.

Mark/Trece also insists that all of its employees be allowed to do their jobs in a workplace free from harassment and discrimination. To ensure that this Policy is observed, employees are to immediately notify their supervisor or manager if they feel that they have experienced or witnessed any unlawful discrimination or harassment. An investigation of any such complaint will be conducted as expeditiously and confidentially as is practical. The Company forbids retaliation against anyone who reports unlawful discrimination or harassment, or who participates in an investigation of a discrimination complaint. If a violation of this Policy is found, effective remedial action, including disciplinary action, up to and including termination, will be taken.

Unlawful Harassment

As noted above, the Company is committed to maintaining a work environment that is free from unlawful harassment. In keeping with this commitment, the Company **will not tolerate** harassment of its employees by anyone, including any manager, supervisor, co-worker, vendor, client, or customer.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's sex, sexual preference, color, race, ancestry, religion, national

origin, age, veteran status, citizenship, physical or mental disability, or any other characteristic protected by federal, state or local law. The Company will not tolerate harassment that affects tangible job benefits or terms and conditions of employment, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.

Every employee is expected to assure that unlawful harassment does not occur at the Company. If any employee feels that he or she has experienced or witnessed any unlawful harassment by any Mark/Trece employee, manager, supervisor, vendor, client, or customer, the employee is to notify his or her supervisor, the General Manager, or any other managerial level employee immediately. The Company forbids retaliation against anyone who reports unlawful harassment.

The Company will investigate all complaints as expeditiously as possible. To the fullest extent practicable, the Company will keep complaints and the terms of their resolution confidential. Any employee found to have unlawfully harassed another employee will be disciplined, up to and including immediate discharge.

IV. EMPLOYMENT STATUS, HOURS AND PAY

Introductory Period

Everyone begins employment with Mark/Trece by completing a sixty (60) day introductory period. During this period, employees will be able to see if they like being a part of our team, and they can show us that they are able to perform their assigned duties. Employees having any difficulty during this period should ask their supervisor for help.

An employee's performance during this 60 day introductory period will be monitored by his or her supervisor. If the employee's performance has been satisfactory at the end of 60 days, the employee will be considered to have finished his or her introductory period. However, if the employee's performance has been marginal, his or her introductory period may be extended or terminated at the discretion of his or her supervisor.

Employees are generally not eligible for the benefits described in this Handbook during their introductory period. Upon the completion of the introductory period, an employee's supervisor will review his or her performance and discuss his or her eligibility for benefits.

Successful completion of the introductory period does not alter the at will employment relationship. Because all Mark/Trece employees are employed “at will,” the employment relationship may be terminated by either party at any time, with or without notice, including during the introductory period.

Employee Status

Full-Time Employee. A full-time employee is one who is regularly scheduled to work forty (40) hours per week. An employee in this category is generally eligible for the Company benefits later described in this Handbook.

Part-Time Employee. A part-time employee is one who is regularly scheduled to work less than forty (40) hours per week. Part-time employees who are regularly scheduled to work not less than thirty (30) hours per week are generally eligible for the Company benefits later described in this Handbook.

Introductory Employees. An introductory employee is one who has not yet successfully completed the applicable introductory period for his or her position. Introductory employees are not eligible for benefits.

Job Classifications

Exempt Employees. Managerial, professional, and certain administrative employees are exempt from the overtime provisions of the federal wage and hour law. Exempt employees are paid on a salary basis, rather than the number of hours they work, and are not paid overtime.

Non-Exempt Employees. Non-exempt employees are paid based on the actual number of hours they work in each given week. All work performed up to forty (40) hours in a single week will be paid at the employee’s straight time hourly rate. Any hours worked in excess of 40 hours are paid at 1.5 times the straight-time hourly rate. Time not actually worked (such as lunch and vacation) is not counted as work time in determining whether an employee is entitled to overtime in a given week.

Recording Work Time

Employees must clock into and out of Global Shop Timeclock when they start or stop work. Employees may not clock in earlier than seven minutes before the time they are scheduled to start work, and they may not clock out later than seven minutes after the time they are scheduled to stop work, unless they are asked to work extra time by their supervisor.

Employees are responsible for their own time only and may not clock other employees into or out of Global Shop Timeclock. Anyone found doing so may be dismissed. Anyone found cheating on his or her time may be subject to immediate dismissal. Any employee who forgets to clock in or out should do so as soon as possible and notify his/her supervisor so they can make any necessary adjustments to their time.

Anyone who violates this Policy by working unauthorized overtime, failing to properly record his or her work time, or clocking in or out for another employee is subject

to disciplinary action, up to and including immediate termination.

Overtime

Overtime occurs after a non-exempt employee has worked for more than 40 hours in a work week. Overtime is only paid to non-exempt employees for extra hours actually worked. Hours actually worked include break periods and time “on call,” but excludes meal periods, sick leave, unscheduled vacation or time spent on a leave of absence. During a work week in which an employee receives holiday pay or takes a scheduled vacation in accordance with the Vacations Policy in this Handbook, the number of holiday hours and/or scheduled vacation time for which the employee is paid will not be considered as hours “actually worked” in determining eligibility for an overtime payment for such work week. Non-exempt employees will receive one and one-half times their regular rate of pay for working overtime.

Due to the nature of our industry, employees may be required to work overtime. We will try to give as much advance notice as possible when overtime is required. Employee cooperation in helping us meet our deadlines is both expected and appreciated. **A manager must approve all overtime in advance. Non-exempt employees will be paid for any overtime hours worked, but may be subject to discipline if they did not first receive the necessary approval.**

Overtime pay will be calculated on the basis of the employee’s regular rate of pay inclusive of shift premiums, on call premiums, etc. Shift premiums will be paid for overtime hours worked in accordance with policies governing shift premiums.

Direct Deposit

Mark/Trece offers employees the ability to receive their pay via direct deposit. Employees may have their direct deposit split into a maximum of three separate accounts (e.g., Checking, Savings, IRA, Money Market, etc...). Employees may also elect specific amounts to be deposited and receive a paycheck for any remaining balance. Payment made via direct deposit will be received within forty-eight hours from the date Corporate receives payroll.

Employees that receive pay via direct deposit will receive a voucher in the form of an invalid check showing the details of their deposit. If an employee elects to deposit only a portion of his or her pay, the employee will receive his or her regular check for the balance not deposited, and the check stub will itemize the chosen deposit designation and amounts.

Employees should contact their immediate supervisor, manager or the Corporate office for the necessary forms to institute direct deposit.

V. EMPLOYEE BENEFITS

Hospital and Medical Benefits

All full-time employees and part-time employees who work not less than thirty (30) hours per week, are entitled to benefits under the Mark/Trece, Inc. Health and Welfare

Benefits Trust Plan. Family coverage is available to those employees who qualify for the coverage. New employees joining the Company will be eligible to enroll in the Plan following the completion of their introductory period. Details describing the medical coverage of the Plan can be found in the Group Medical Booklet. The booklet and the cost of the Plan may be obtained from a supervisor or the Corporate office.

401(k) Retirement Plan

The Mark/Trece, Inc. 401(k) Plan has been adopted to provide employees with a tax-assisted retirement savings vehicle. Employees who are 21 years of age or older, have completed at least six (6) months of service with the Company and work 20 hours or more per week are eligible to participate. Detailed information regarding the 401(k) Plan may be obtained by contacting the Corporate Office.

Life Insurance

All full-time regular employees and part time employees who work thirty (30) hours or more per week and who have satisfactorily completed their introductory periods will be eligible for benefits under a Group Life Insurance Program. The program includes Life Insurance and Accidental Death and Dismemberment benefits, the details of which may be found in the Group Insurance Booklet.

Workers' Compensation

The Company insures employees against work-related accidental injuries under the Workers' Compensation Act. Employers are subject to legal and insurance requirements concerning injuries. Therefore, regardless of the nature or severity, all injuries incurred while on the job must be reported **immediately** to the Plant Manager and/or General Manager. Any employee who fails to report an injury during the shift in which the injury has incurred will be subject to disciplinary action.

Training and Education

Job-related self-improvement in an employees' spare time is encouraged and may be reimbursed by the Company. All full-time employees who have completed at least two years of service to the Company are eligible. Employees may be reimbursed for a job-related course if they receive approval from their General Manager and earn at least a "B" in the course. Employees receiving education reimbursement are required to sign an agreement with the Company stating that they will not voluntarily terminate their employment with the Company for at least two years after the completion of the course. If an employee's General Manager requires him or her to take a course for job-related improvement, the employee will not be responsible for the above prerequisites. Employees should see their General Manager for participating guidelines and related information.

VI. EMPLOYEE LEAVE

Holidays

It is the policy of Mark/Trece to afford qualifying employees eight paid holidays

each year as follows:

NEW YEAR'S DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY

THANKSGIVING DAY
FRIDAY AFTER THANKSGIVING
CHRISTMAS EVE
CHRISTMAS DAY

A designated holiday falling on Saturday is observed the preceding Friday, and a designated holiday falling on Sunday is observed the following Monday.

An employee who is scheduled to work on a holiday, or is on a scheduled day off when a holiday is observed, will be granted equivalent time off with pay, either before or after the holiday. Such qualifying employees will receive holiday pay for their regularly scheduled shift. For example, if an employee was regularly scheduled to work 6 hours on a holiday, the employee will receive six hours of holiday pay. If staffing requirements do not permit the granting of equivalent time off within one month following the holiday, the employee will be paid in lieu of the holiday time off.

Non-exempt full-time employees and non-exempt part-time employees regularly scheduled to work at least thirty (30) hours per week are eligible to receive holiday pay. Non-exempt introductory employees are not eligible for holiday pay. An employee will receive up to eight hours of holiday pay per day depending on his or her individual work schedule.

If an employee requests time off to observe a holiday not listed above, such time off may be granted without pay, subject to the staffing needs of the department.

An employee scheduled to perform work on a designated holiday who does not report and is not excused, will forfeit the holiday. Further, a non-exempt employee with an unexcused absence from the employee's scheduled shift immediately prior to or after a designated holiday, or equivalent day, will not be paid for the holiday. **Employees scheduled to work on a holiday or the day before/after a holiday must receive approval from their immediate supervisor, the Plant Manager and General Manager to be excused from work.**

Floating Holiday

Each office will be granted one "floating holiday." The General Manager of each office will determine what day is practical for his or her location to shut down. Notification of the day is to be made to the employees and the Corporate office no later than January 31st each year.

Vacation

The Company provides paid vacation time as recognition of employee service. The purpose of this benefit is to help maintain employee health and morale, and to provide time off when employees need to attend to personal matters. Vacation benefits are based on an employee's anniversary date and are accrued during the course of the anniversary year. The amount of vacation that an employee accrues depends on the amount of service the employee has with the Company. Accrual of vacation time begins on an employee's date of employment. However, no vacation time may be scheduled or taken until an employee

has completed at least 6 calendar months of continuous service. Company employees accrue vacation time as follows:

1. **During the First year of Service** with the Company, employees are eligible to accrue up to 5 days of vacation. No vacation time may be scheduled or taken until the completion of 6 calendar months of continuous service.
2. **Employees with Two to Five Years of Service** with the Company are eligible to accrue up to 10 days of vacation per year to be taken any time during the calendar year after their first anniversary with the Company.
3. **Employees with Six to Ten Years of Service** with the Company are eligible to accrue up to 15 days of vacation per year to be taken anytime during the calendar year after their fifth anniversary with the Company.
4. **Employees with Eleven to Fifteen Years of Service** with the Company are eligible to accrue up to 20 days of vacation per year to be taken anytime during the calendar year after their tenth anniversary with the Company.
5. **Employees with Sixteen or More Years of Service** with the Company are eligible to accrue up to 25 days of vacation per year and every year thereafter, to be taken anytime during the calendar year after their fifteenth anniversary with the Company.

Vacation must be requested at least 2 weeks in advance and must be approved before taken. Generally, employees will be given their preference for vacation according to seniority, and then on a first-come, first-served basis. Every effort will be made to schedule vacations at the requested time. However, the business needs of the Company must prevail. The Company will make the final decision on vacation scheduling.

Vacation pay shall be paid to non-exempt employees up to 8 hours per day, at the individual's hourly rate then in effect at the time the leave is taken, exclusive of any shift premiums. Exempt employees shall receive pay at the salary level in effect during the time period the vacation leave is taken.

Vacation days may not be carried over from one calendar year to the next. Any vacation days not taken in the year they are earned shall be forfeited. After fifteen years of service, non-exempt employees may request to receive wages for one of the five weeks earned in lieu of taking the week off. This request must be approved and submitted to the Corporate office at least two pay periods before the requested check date.

General Managers are responsible for reporting vacation hours for both exempt and non-exempt employees through their respective Administrative Assistant, who in turn reports all vacation hours to the Corporate Office for processing.

Employees who request to take unpaid leave and approved for an unpaid leave by the Company must exhaust all accrued vacation time, followed by all accrued sick time during their unpaid leave of absence. Employees will not accrue vacation and/or sick time during an unpaid leave of absence.

Upon termination of employment, employees shall receive pay for all accrued but unused vacation. Employees will be required to reimburse the Company for any vacation used but had not yet accrued as of the date of termination. This amount will be deducted from the employee's final paycheck.

Sick Leave

All full-time employees who have completed the sixty (60) day introductory period are eligible to earn up to three (3) days of Sick Leave per year. All accrued but unused Sick Leave will be carried over to the following year up to a maximum of thirty (30) days of Sick Leave. Upon termination of employment all *earned but unused* sick leave will be paid to the employee and all *used but unearned* sick time may be deducted from the employees final paycheck in accordance with state law. Again, all eligible sick and vacation time must be taken prior to granting any time off without pay.

Employees who become ill during working hours should request permission to be excused from their normal work shift. If this illness extends beyond the first day of being excused, employees should follow the Attendance, Absenteeism and Punctuality section of the Handbook.

Bereavement Leave

It is the policy of Mark/Trece to grant employees up to three (3) days of bereavement time off without loss of pay when a death occurs in the immediate family of an employee or the immediate family of an employee's spouse. Immediate family means spouse, child, sibling, parent, or grandparent.

Paid bereavement time off benefits under this Policy apply to full-time employees and part-time employees normally scheduled to work thirty (30) or more hours per week following completion of the sixty (60) day introductory period.

An employee will not be eligible to receive paid bereavement time off benefits while scheduled off or absent from work because of vacation or a designated or floating holiday.

Jury Duty Leave

A leave of absence for jury duty will be granted to full-time and part-time employees. Upon presentation of proof of such duty, the Company will pay employees on jury duty leave the difference between the amount they receive for jury duty and their regular straight time wage or salary.

Non-exempt employees on jury duty will be expected to work as much of their regularly scheduled shift as their jury duty schedule permits, to the extent that combined time on jury duty and at work does not exceed eight hours on a given day.

An employee who receives notice of jury duty must notify his or her supervisor as soon as possible in order that arrangements may be made to cover his position. If an employee holds a position essential to the operation of the Company, the supervisor may

request for Human Resources to ask the Court to excuse him or her from serving.

All employees serving on jury duty will present the official court check or other documentation of remuneration to Human Resources for verification. Human Resources will arrange for the payment of the difference between regular wages/salary and jury duty compensation. In no event will the amount paid to employees on jury duty exceed forty (40) hours or one week of salary unless the supervisor or manager directs.

Family and Medical Leave Act

The Family and Medical Leave Act of 1993 (“FMLA”), as amended, entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons and up to 26 weeks of protected leave to care for an injured service member.

Employee Eligibility

To be eligible for FMLA benefits, an employee must have:

1. Worked for the Company for a total of 12 months; and
2. Worked at least 1,250 hours in the 12 month period immediately preceding the date on which the leave commences.

Leave Entitlement

An eligible employee is entitled to up to a total of 12 weeks of unpaid leave (during a 12-month period) for one or more of the following reasons:

1. For the birth and care of the newborn child of the employee;
2. For the placement with the employee of a son or daughter for adoption or foster care;
3. To care for an immediate family member (spouse, child, or parent) with a serious health condition;
4. To take medical leave when the employee is unable to work because of a serious health condition; or
5. Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter or parent is a covered military member on “covered active duty.”

An eligible employee is entitled to up to a total of 26 weeks of unpaid leave in a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

Intermittent or Reduced Leave

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means that an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a

reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the Company's approval.

Employees that request intermittent or reduced leave status may be temporarily transferred to another position of equivalent pay and benefits in order to better accommodate the employee's leave.

Use of Paid Time-Off Benefits

Employees must apply all of their accrued paid time off to run concurrently with any unpaid leave taken as follows: 1) vacation; 2) sick time. Employees do not accrue vacation or sick leave while out on FMLA leave.

Leave Provisions for Spouses Both Working for the Company

The following policy applies to spouses who both work for the Company seeking to take FMLA leave. If leave is taken for the adoption or birth of a healthy child, or to care for a sick parent, the maximum combined leave for both spouses is 12 weeks. If leave is taken to care for an ill child or spouse, each spouse is entitled to 12 total weeks of leave.

Job Restoration and Employee Benefits

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

The Company will continue to provide group health insurance coverage during FMLA leave. Both the Company and the employee will continue to pay their respective customary portions of the monthly premium. The Human Resources Department will advise employees taking FMLA leave of the payment due date.

If an employee chooses not to return from leave, under certain circumstances, the employee may be required to repay the Company's portion of the premium payment.

Notification

Employees must provide the Company with 30 days written notice of their need for leave or, if emergency conditions prevent such notice, they must notify the Company as soon as it is practical. The Company may similarly require employees to provide periodic reports during their FMLA leave regarding their status and intent to return to work.

Certification

Employees must provide the Company with a certification supporting the need for FMLA leave. The requisite certification forms are available from Human Resources and must be returned to Human Resources within fifteen (15) calendar days of the Company's request for certification.

Medical Certification. Employees are required to submit medical certification

from a health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. The certification must be completely filled out and include the date the condition began, the probable duration, medical facts, and statement that the employee is needed to care for a family member and an estimate of time required to provide the care; or that the employee is unable to perform the functions of his or her position. If intermittent leave or reduced work schedule is requested, the certification must speak to the date and duration of the need. In certain situations, additional information may be requested or the Company may contact the employee's healthcare provider directly.

It is an employee's responsibility to obtain a complete medical certification from his or her health care provider and provide the same to the Company. If an employee never provides the requested information or returns an incomplete or insufficient medical certification and fails to cure any deficiencies within seven (7) calendar days, the leave may not be deemed as FMLA leave, and may be treated as an unexcused absence in accordance with the Company's Attendance, Absenteeism and Punctuality Policy.

Qualifying Exigency or Service Member Leave Certification. In connection with a request for leave because of a "qualifying exigency" or to care for a covered service member, the employee is required to provide the Company with a certification form.

Dispute Resolution

If there is a dispute about the medical opinion provided by an employee's health care provider, the Company may require a second opinion by a health care provider of its choice, at its expense. This health care provider may not be employed on a regular basis by the Company. If the opinions of the employee's and the employer's designated health care providers differ, the Company may require the employee to obtain certification from a third health care provider, also at the Company's expense. The third health care provider must be approved jointly by the employer and the employee. The opinion of the third health care provider shall be binding.

Release to Return to Work

The Company will require medical certification of an employee's ability to return to work following an extended leave necessitated by the employee's serious health condition.

Problem Resolution

It is the policy of the Company not to discharge or discriminate against any employee exercising his or her rights under the FMLA. Employees should contact the Human Resources Department with any questions or concerns. If for any reason the problem cannot be resolved at this level, please contact the Company's CEO. The decision of the CEO will be final and binding.

New Jersey Employees

Eligible New Jersey employees may additionally be entitled to unpaid leave pursuant to the New Jersey Family Leave Act ("NJFLA"), N.J. STAT. ANN. § 42:21, *et*

seq., in connection with the birth or adoption of a child or the serious illness of a parent, child or spouse. To be eligible for family leave under the NJFLA, an employee must be employed in New Jersey, have been employed for at least twelve (12) months for the Company, and have worked 1,000 base hours in the preceding twelve (12) months. The NJFLA provides for up to twelve weeks of unpaid leave in a 24-month period. When a New Jersey employee takes a leave for a purpose covered by both the FMLA and the NJFLA, the leave simultaneously counts against the employee's entitlement under both laws.

For More Information

For more information about family and medical leave of absence, please contact the employee benefits coordinator in the Human Resources Department.

VII. ATTENDANCE, ABSENTEEISM AND PUNCTUALITY

Attendance Policy

The Company depends on all of its associates to perform their duties responsibly. That is the only way we can have a smooth and successful operation. Accordingly, we have adopted the following policy.

It is essential for the success of the Company and for the security of everyone's job that the Company meets its production schedules on time. In order to accomplish this objective, regular and prompt attendance at work is required of all employees. If it becomes necessary for an employee to be absent, it is the employee's responsibility to notify his or her supervisor at once.

Excused Absences

An absence may be recorded as an excused absence for reasons of personal or family illness, jury service, or for several other reasons which would require an employee to miss a part or all of a scheduled workday and which can be substantiated by the employee, if the Company so requires. Such absence will be recorded as an excused absence if the employee has requested the supervisor to grant the necessary time off in advance of its occurrence, or if the employee calls in to report his/her absence within the first ninety (90) minutes of his or her shift.

An employee's failure to request an excuse, or to report an absence in the manner described above, will result in the absence being recorded as an unexcused absence.

An employee who does not report for work and fails to call in for three successive days in order to request that the absence be recorded as excused, shall be deemed to have voluntarily terminated employment with the Company.

If an employee's attendance record indicates frequent absences, the employee shall be required to document the reasons for absence, at the request of Management, in order for the absence to be recorded as an excused absence.

Punctuality

Employees are expected to be on time. Continued lateness will not be tolerated and may result in the employee's dismissal. If an employee knows that he or she is going to be unavoidably late, he or she should notify the Company as soon as possible to explain why he or she is going to be late.

Unexcused Absences

If an employee is going to be late or absent for any reason, he or she must telephone his or her immediate supervisor as far in advance of the employee's starting time as possible. The employee should explain why he or she is going to be absent and when he or she anticipates returning to work. Please note that it is the employee's responsibility to ensure that proper notification is given. Asking another employee, friend or relative to give this notification is not considered proper, except under emergency conditions.

Any employee who fails to give such notification will be charged with an unexcused absence. If notice is given and the Company does not think it justifies the absence, the Company will consider the absence unexcused. The following outlines the discipline that can be administered to unexcused absences:

1st Unexcused Absence	Written Warning
2nd Unexcused Absence	Suspension for up to three (3) days
3rd Unexcused Absence	Discharge

Repeated lateness will also subject an employee to discipline, including suspension and discharge.

Inclement Weather

Extreme weather conditions sometimes may make it difficult for employees to be on time, but employees should make every effort to be as prompt as possible. Except in the very rare situations when the office is closed due to severe weather, employees are expected to come to work. Employees should phone the Company for information regarding whether the Company is closed. In the event that a non-exempt employee is unable to come into the office or the office is closed due to weather, the employee may elect to charge the time against any accrued vacation and/or sick leave. If a non-exempt employee does not have any accrued vacation or sick leave time, he or she will not be paid for that day.

In the event extreme weather begins or continues during the day after employees have reported to work, the Company will make a decision as to whether to allow employees to leave, taking into consideration the safety of travel conditions. Non-exempt employees allowed to leave before the end of their normal work day due to weather conditions will be paid for actual hours worked. Non-exempt employees may elect to use vacation or sick leave time to receive pay for the hours that the office was closed, provided that they have available accrued vacation or sick leave time.

VIII. WORKPLACE POLICIES

Dress & Personal Appearance

Our employees' appearance on the job must reflect our high standards of service and professionalism. Employees must maintain an appropriate appearance and personal hygiene while performing their duties, regardless of whether they are required to wear a uniform or appropriate business attire. Employees who report for duty and are not in compliance with our uniform/appearance guidelines may be withheld from their job assignments, will be sent home and will be subject to corrective action.

Smoking in the Workplace

The Company recognizes the importance of a smoke-free environment. Mark/Trece adheres to all State and local laws governing smoking in the workplace.

Visitors and Vendors

No visitors or vendors are allowed on the Company's premises without permission from Management. This applies to former employees as well as to strangers. It is the responsibility of each supervisor to refer unauthorized visitors or vendors to the office. Visits by personal friends of employees are discouraged. Visitors to the Company who are there on business must identify themselves and state their business. No visitor is allowed to wander about the premises unescorted. No visitor is allowed to break Company rules affecting safety, and any employee seeing this happen should inform his or her supervisor.

Solicitations

No employee may solicit another employee while either person is on working time, or is in a working area. Department Heads may permit charitable campaign notices on the bulletin board, but all other soliciting will be limited to non-working areas during an employee's non-working time. The distribution of handbills or any other literature during working time or in working areas is forbidden.

Persons who are not employed by the Company are prohibited from soliciting any employee or distributing literature on Company jobsites, premises, or at employee work locations at any time.

Housekeeping

A clean work area makes for a more pleasant, as well as a safer place to work. Employees in all departments are asked to help keep the surroundings as neat and orderly as possible. Trash receptacles that are easily accessible are located throughout the building. Please place all litter from lunches, scrap materials, etc. in these receptacles. Be health, safety and fire-prevention conscious.

Company Property

An employee is expected to exercise due care in the use of Company property and to utilize such property only for authorized purposes. Negligence in the care and use of

Company property may be considered cause for suspension or its conversion to personal use will be considered cause for suspension, dismissal or other disciplinary action.

Company property or property of Customers which is issued to any employee must be returned to the Company at the time the employee terminates employment or when it is requested by the employee's department head or designated representative.

Personal Telephone Calls

Because of the large volume of Company business transacted by telephone, the use of Company telephones for personal matters is generally not permitted. That being said, Mark/Trece does recognize that in some circumstances employees may need to make or receive personal telephone calls during work hours. The making and receiving of personal phone calls and/or texts by employees while at work is a benefit and not a right. Where an employee needs to make or receive a personal phone call or text during work time, the following procedures apply:

- Personal phone usage should be kept as short as possible in the interests of minimizing disruption to work;
- Personal phone calls should be made where possible in an employee's designated break time;
- If an employee is on a personal phone call and a client or customer is waiting, the personal call should be terminated immediately and can be resumed, if urgent, at a later time;
- Employees must limit their personal phone usage to matters which, as a matter of urgency, must be dealt with during working hours and defer other calls to time outside work hours or to break times.

Please keep in mind the potentially disruptive impact of personal phone usage at work and keep the number and duration of personal calls to a minimum.

E-mail and Voice Mail Policy

The Company maintains voice mail and electronic mail (e-mail) systems to assist in the conduct of its business. These systems, including the equipment and the data stored in the system, are and remain at all times the property of the Company. As such, all messages created, sent, received or stored in the system are and remain the property of the Company.

Messages should be limited to conduct the business of the Company. Voice mail and e-mail may not be used to conduct personal business. Messages must not contain content that may be considered offensive or disruptive to any employee, customer or prospective customer, office visitor or to the conduct of the Company's business. Offensive content would include, but is not limited to, sexual comments or images, racial, religious or ethnic slurs, gender-specific comments, or any other comment that would offend someone on the basis of his/her age, race, sex, religion, national origin, citizenship,

marital status, sexual orientation, physical or mental disability, or any other characteristic protected by federal, state or local law.

Employees who have access to the voice mail and/or e-mail of the Company's customers are to observe the requirements of this Policy when accessing the customer's systems.

The Company reserves the right to retrieve and review any message composed, sent or received on the voice mail and e-mail systems. All passwords must be made known to the Company upon request.

While voice mail and e-mail may accommodate the use of passwords for security, confidentiality cannot be guaranteed. Please note that even when a message is deleted or erased, it is still possible to retrieve the message. Messages may be reviewed by someone other than the intended recipient. Therefore, ultimate privacy of messages cannot be ensured, and employees should have no expectation of privacy with respect to any messages composed, sent or received on the voice mail or e-mail systems.

If an employee learns of any misuse of the voice mail or e-mail system or violations of this Policy, he or she must notify Management immediately. Violations of this Policy may result in the imposition of disciplinary action, which may include termination.

Internet Policy

Mark/Trece provides Internet capabilities to its employees, at Company expense, for their use in connection with the Company's business. The Company expects all employees to use the Internet responsibly. Serious misconduct, which comes to the Company's attention, may result in disciplinary action, up to and including termination. Without attempting to be exhaustive, this includes such misbehavior as downloading or circulating obscene or discriminatory material or pirated software.

Internet use also involves the potential receipt of computer viruses or other malicious programs through the download of infected files or applets. Although the Company maintains virus-protection software and other network security features, hackers are continually evolving new weapons circumvent systems defenses. Employees should use caution in downloading material, particularly executable files, and should virus-check any downloaded files before opening them.

The Company reserves the right to monitor Internet browsing or transactions, and to access and disclose the contents of usage, cache, history, bookmark, cookie, and other files in accordance with applicable law. Among other things, the Company is likely to inspect the contents of Internet-related files in the course of inquiries into possible misconduct, or as may be necessary to locate substantive information that is not more readily available by other means. No employee should have any expectation of privacy with respect to his/her Internet use. The Company will not tolerate electronic snooping by any employee.

Please remember that "relevant" electronic material stored on Company computers may be discoverable by outside parties in legal proceedings where the Company or any of

its personnel are parties or witnesses. There is no guarantee that deleting any electronic file will render it either immediately or irretrievably unavailable.

If an employee learns of any misuse of the Internet or violations of this Policy, the employee must notify Management immediately. Violations of this Policy may result in the imposition of disciplinary action, which may include termination.

Social Media Policy

The following guidelines apply to employee use of personal websites and blogging, including, but not limited to, social networking media such as Facebook, MySpace, Twitter, LinkedIn, E-Harmony or YouTube, during working hours. Use of social networking media while at work and accessing social networking websites, if at all, is only permitted during work breaks.

- Employees are expected to comply with the Terms of Service of each site they use.
- All Company policies (e.g., harassment, discrimination and other employee conduct policies) apply to employee use of web-based communication and social networking media.
- All confidentiality and proprietary information policies and agreements are in effect and enforceable.
- Employees do not have the authority to speak on behalf of the Company when blogging or on social networking sites. If questionable, provide a clear statement as part of the post or on the website that the views expressed do not represent the views of the Company.
- Employees have no expectation of privacy when posting information on the public internet. The Company reserves the right to monitor public internet use by employees.
- Personal web activities must not interfere with employee job performance.

Nothing in this Policy is intended to interfere with any rights that employees may have that are protected by federal, state or local law. Communications or conduct that is protected if it occurs in an employee break room may also be protected when using technologies such as social networking or other electronic media. Employees are cautioned, however, that when they use social networking technologies that can reach a broad segment of the public that may affect whether their communication is protected. Mark/Trece is aware that this is an evolving area of the law, and will interpret this Policy in accordance with the law. Employees with questions about appropriate activities should ask their supervisor or manager.

Searches

The Company has the right to search the person, possessions, and work or personal

spaces or vehicles of any employee before or after the employee enters or leaves the Company's premises or at any time the employee is on the Company's premises. Desks, closets, cabinets, lockers, or other property will not be construed to be an employee's private domain regardless of whether these areas are lockable or not, or who possesses the key. Such types of furniture or property are subject to access by the Company, and employees should have no expectation of privacy.

Personnel Records/Files

Personnel records and files are confidential and access to them is limited to the Human Resources staff as well as supervisors, departmental managers and, where applicable State law prevails, to employees. Outside sources may not, except with specified authorization, have access to the files. Generally, such access would be granted only upon advice of counsel (e.g. in response to a subpoena, summons, or request for information from a federal administrative or law enforcement agency). If the employee lives in a state where the law authorizes access to personnel files, the employee will be granted access in accordance with state law.

Employee personnel records, as required by law and deemed essential for efficient operations, will be maintained by the Company. Employees are requested to report promptly changes in status as listed below to their department head, supervisor or Human Resources.

Change of:

- Name
- Address
- Telephone Number
- Marital Status
- Name, birth date, relationship and total number of dependents
- Formal education, courses completed and other training or skills acquired
- Person(s) to notify in case of emergency
- Physical or other limitations
- Beneficiary
- Group Medical Coverage

Department heads and supervisors are responsible for forwarding any of the above information received by them to Human Resources.

Performance Review

At the end of an employee's first year of employment with the Company and periodically thereafter, the employee will be given a performance review by his or her immediate supervisor and/or General Manager. The review will be in writing and will be signed by the employee, the supervisor and General Manager. This is designed to provide communication on an employee's performance in relation to the expected conduct and to aid the supervisor in discussing the employee's job performance. This rating also serves as an objective basis for salary adjustment recommendations, if justified. Employees should feel free to ask questions regarding their progress and/or compensation.

Employees will be given a copy of their performance reviews and a copy will be maintained in the Company personnel file.

Promotions and Transfers

If it is determined to be in the best interest of Mark/Trece, new and vacant positions will be filled from within the Company by promoting qualified employees, in accordance with the following:

1. Employees of a department in which a vacancy occurs will be given priority over employees from another department for promotion in that department.
2. Promotions shall be made on the basis of qualifications and merit as determined by a department head.
3. Length of continuous service shall be considered in promotions when it is the only significant difference among employees with equal or nearly equal qualifications.

This promotion Policy is not applicable in the following situations:

-Filling a temporary opening. A temporary opening is a position that is established for a prescribed time period or for the time it takes to complete a project or a series of assignments.

-Reassignment of personnel which is not a promotion but is actually a reorganization of a department or several departments within the Company.

-Reassignment of an employee may be made at the discretion of Executive Management. Situations when this could occur include, but are not necessarily limited to, the need to correct a faulty placement or eliminate personal disagreements. Such reassignments are not considered promotions but are transfers meant to improve Company organization and relationships between people working together.

Courtesy to Us and to Each Other

Employees should not work in a manner that willfully obstructs or hinders another employee from completing his or her assigned duties. Employees should operate in a manner both safe to themselves and their fellow workers. Personal problems between employees should not be pursued at work.

When leaving the plant or office area other than for lunch, all employees should have the permission of their supervisor who will know why, where, and for how long they will be gone. Employees who work in the office area will also tell the receptionist where they are going and when they expect to return. Upon returning employees should check in with the Administrative Assistant and/or their supervisor. Should supervisors be leaving the work area for any extended period of time, they should tell their subordinates and the receptionist whom to contact in case of emergency.

Suggestions

The Company maintains an open mind in regards to the improvement of its operating procedures, and encourages its employees to make suggestions. Suggestions are welcomed on such subjects as safety, ways to save labor, money, energy, time and materials. All suggestions should be submitted in writing. Management will be happy to discuss any suggestions employees may have. A reward, at the discretion of the Suggestion Committee, may be given to the initial author of adopted suggestions, policies and/or procedures.

IX. SAFETY IN THE WORKPLACE

Safety Precautions Policy

Mark/Trece is committed to providing its employees with a safe and healthful workplace that is free from threats and intimidation of any kind. The purpose of this Safety Precautions Policy is to establish policies and procedures to protect Company employees from physical and emotional injury.

The Company will not tolerate workplace violence, verbal and non-verbal threats and related actions which would cause an employee to fear for his or her safety. Any threats, harassment or intimidation of a fellow employee, even if intended as a joke, will be considered a violation of this Policy. Any employee who violates this Policy is subject to discipline, up to and including immediate discharge.

The following are general safety policies that should be followed at all times when on Company premises:

- Do not leave keys lying around.
- Notify a supervisor or manager if you notice suspicious persons or vehicles, especially after regular business hours. If necessary, contact the Police Department by calling 911.
- Be extra careful in stairwells and isolated areas. Always walk with someone to your car after dark. If there is no one in your immediate area, then use the intercom and ask someone to escort you.
- Know your co-workers and look out for each other.
- Do not let strangers into the building after normal business hours.
- Make certain that all doors and windows are locked after normal business hours.
- Know the exit routes from the building so that you are able to exit the building as quickly as possible if necessary.
- Weapons on the Company's premises, including the parking lot, are strictly prohibited.

- Employee workspaces, lockers, desks, or other property brought onto and taken off Company property (including personal vehicles) are subject to search at any time, without prior notice. Employees should have no expectation of privacy with respect to such workspaces and property.

Management is committed to providing a safe place for its employees to work. However, to be most effective, the Company needs cooperation and assistance from each and every employee. Employees must be the eyes and ears of the Company when it comes to safety by doing the following:

- Promptly report all incidents of violence or any threat once they occur by notifying any supervisor or manager.
- Promptly report any other dangerous situations. Do not wait for something bad to happen.
- Suggest ways to eliminate or reduce safety hazards or risks in the workplace.

Once advised, the Company will take action to investigate the situation and, if necessary, contact the appropriate law enforcement authorities. Efforts will be made to keep the identity of the employee reporting the situation confidential, although this may not always be possible. The Company will not tolerate retaliation against any employee who reports workplace violence, harassment or threats.

If you have any questions regarding this Safety Precautions Policy, contact your supervisor and/or manager.

Careful and Safe Work Conduct

We expect all of our employees to be safety-conscious and to assist us in finding conditions in our facilities that might cause an accident. Report any unsafe conditions or injuries received while at work, however minor, to the supervisor or General Manager.

Horseplay and practical joking can result in serious injuries or death. Therefore, anyone engaging in horseplay or practical joking will be subject to discipline up to and including immediate discharge.

Employee safety is a matter of major concern to the Company. The Company expects its employees to familiarize themselves with the following general safety rules, and to observe them as closely as they observe Company regulations. New employees will partake in a safety orientation program. The Company Policy will be discussed at that time. On-the-job training will consist of safety and operational procedures, hazards of their operations and surrounding operations. Care and maintenance of equipment will be demonstrated.

One of the first requirements of a safe worker is that he or she be properly dressed. Loose or ragged sleeves, dangling neckties or jewelry, and long coats are all dangerous around moving machinery. Employees with long hair – both male and female – who regularly work on or near moving machinery must keep their hair entirely covered to prevent severe injuries.

Personal Protective Equipment

The Company will supply employees, where necessary, with the following protective equipment:

- Safety Glasses, Goggles or Face Shields
- Gloves
- Aprons

Personal protective equipment must be worn at all times, when required, in the shop area. The failure to adhere to this Policy may result in discipline up to and including immediate discharge.

Plant Medical Services

It will be Management's responsibility to provide a First Aid Supply Kit, recognizing the various hazards of the plant's operation. If outside medical attention is needed, Management will provide transportation for the employee.

Machine Guarding

All machines will be equipped with point of operation and power transmission guarding. Guards must remain in place during all operations, and tampering with equipment will result in discipline, up to and including immediate discharge. Operation of unguarded equipment will not be tolerated. Appropriate disciplinary action will be taken by Management and continued disregard for safety procedures may result in termination.

Operators will be responsible for the inspection and maintenance of guards. Defective or broken guards must be reported immediately and replaced.

Fire and Explosion Prevention

Specific operating procedures have been established for areas where flammables and combustibles are used. The following procedures should be strictly followed for everyone's protection:

1. All soiled rags must be placed in proper receptacles.
2. All solvents must be contained in the proper safety cans.
3. Bulk solvents must have grounding wires and be placed on drum dollies for proper dispensing.
4. All lids and caps should be replaced on empty drums.
5. Gloves and aprons must be worn when dispensing acids or handling solvents.
6. All solvents must be kept in storage area with proper security.

7. No smoking signs and lighted exit signs have been posted throughout the building.
8. Portable fire extinguishers shall be visually checked by the Plant Manager and recharged annually by a contractor. These fire extinguishers will be in a visible area in each department.

Occupational Health

Care has been taken in the selection of chemicals, adhesives and materials being used. Hazardous material data sheets are on hand for those materials now in use and will be obtained and reviewed by Management prior to the use of additional materials. Right To Know training is provided to all employees within the first week of employment and at regular intervals thereafter in accordance with applicable regulations.

Disposal of Waste Chemicals

Any solvents or chemicals requiring disposal will be referred to the Plant Manager.

Hazardous Waste Stickers

The E.P.A. will be contacted for a shipping control number. Proper manifest will be employed for use by the transporter and disposal facility.

Drug and Alcohol Free Workplace Policy

No employee shall use (unless prescribed to that employee by a licensed medical practitioner), possess, distribute or transport any Controlled Substance or illegal drug and no employee shall ingest alcohol on the Company's premises, or during the workday, including travel time, while engaged in the performance of work for the Company, or while operating any equipment or vehicles. No employee shall report for, commence or continue to work under the influence of any illegal drug, alcohol, or any Controlled Substance (including lawfully prescribed medication that causes or contributes to unacceptable job performance or affects the ability to perform the duties of the job). The Company will not tolerate any violation of this Policy. Violation of this Policy is considered by the Company to be serious misconduct and may result in discipline, up to and including termination of employment, at the sole discretion of Management.

"Controlled Substance" means any illegal drug and specifically includes opiates, including heroin, hallucinogens, including marijuana, mescaline, and peyote, PCP and prescription drugs, including amphetamines and barbiturates which are not obtained and used under a prescription lawfully issued to the employees possessing them, and any other substances included in the Federal Controlled Substances Act or its Regulations or unlawful under any other applicable law, and alcohol.

Drug Testing and Screening

In accordance with applicable state law, the Company has the right to require any employee to take a drug test whenever the Company reasonably believes from the facts and circumstances that the employee has violated any aspect of this Policy, or the employee is involved in an accident or a near accident that involves or could have involved physical

injury to any other person, or, in the opinion of the Company, serious damage to the property of the Company or any guest or the general public. Employees returning to work following rehabilitation for a positive drug test will also be tested. Employees who work in safety-sensitive positions may also be subject to testing on a random basis.

Procedure for Notification of Positive Results

When an employee receives a confirmed positive test result, the Company will generally provide the employee with:

- A copy of the test report indicating the test results;
- A copy of this Policy;
- Where applicable, notice of the Company's intent to take disciplinary action or change the condition of the employee's employment;
- Notice to the employee that s/he has a right to have the same sample tested by another certified laboratory.
- Any other documentation or procedures required by applicable state law.

Violations

Any employee who tests positive for Controlled Substances or alcohol or who violates any aspect of this Policy may be subject to discipline, as determined in the discretion of the Company, up to and including reassignment, suspension, discharge, or any other discipline. The Company reserves the right to determine whether to allow the employee an opportunity to seek and obtain rehabilitation before imposing discipline in accordance with applicable state law.

Any employee who refuses to be tested when so required will be subject to disciplinary action, including termination of employment. Any attempt to alter or substitute the specimen provided will be deemed to be a refusal to take the drug test, and will subject the employee to disciplinary action including termination of employment.

Weapons and Prohibited Items

The Company wants to conduct its business affairs in a safe, legal, and professional manner. Items or substances that are considered unsafe, illegal, or unprofessional may not be possessed, maintained, transported, used or consumed on Company property or in Company vehicles or equipment at any time. These items and substances include, but are not necessarily limited to:

- (a) Deadly weapons such as firearms, knives, bows and arrows, etc.
- (b) Illegal drugs
- (c) Controlled Substances (unless prescribed by a licensed medical practitioner)
- (d) Alcoholic beverages
- (e) Explosive materials such as firecrackers and any other highly volatile materials

Gambling

The Company believes that gambling among its employees can lead to bad morale, hard feelings and financial hardships. Therefore, gambling is prohibited on Company premises and parking areas. Violation of this Policy will be cause for discipline. Gambling includes card playing, dice, lotteries, horse racing or any other kind of wagering. Any employee who is guilty of selling or attempting to sell football cards or running betting pools will be subject to discipline. Any employee found guilty of acting as a bookmaker will similarly be subject to discharge.

Automobiles, Tools and Equipment

As a general rule, before operating any Company vehicle for any reason, employees must submit a copy of their driving record from the Motor Vehicle Administration and update it annually. Approval may be granted for the use of the Company's vehicles after a review of the employee's driving record. If an employee is authorized to drive a Company vehicle, the employee must inform the Company of all accidents in which he or she is involved and all driving citations he or she receives, together with any court disposition, regardless of whether the accident and/or citation occurred while operating a Company or personal vehicle or on work or non-work time. The Company may revoke an employee's authorization to drive a Company vehicle at any time in its sole and absolute discretion.

Care and discretion should be exercised in the use of Company vehicles, equipment, tools and supplies. All vehicles, equipment, tools and supplies are considered Company property and are for Company use only. Employees are personally responsible for the tools and equipment loaned to them for the carrying out of their daily activities. Employees will be expected to reimburse the Company for any unaccounted tools and equipment.

The Company provides free parking facilities, where available. Employees may select their own parking spaces on a first-come-first-served basis.

The Company is not responsible for fire, theft or personal liability for employee's vehicles or their contents, because we cannot provide guards or secured areas.

X. EMPLOYEE CONDUCT AND DISCIPLINE

Disclosure of Confidential Information

During employment and thereafter, employees shall keep secret and retain in strictest confidence, and shall not directly or indirectly disclose, reveal or use for themselves or others, or aid others in obtaining, any Confidential Information of the Company, other than as may be required in the performance of their duties for and as authorized by the Company. Confidential Information means all information of the Company, including, but not limited to information relating to: customer identities, lists and the names, job titles and telephone numbers of the principal contact(s) for each customer; customer documents, books, files, cards, purchases and accounts; pricing, margins, sales allowances, discounts and pricing policies, invoices, sales and delivery schedules, credit terms, policies and information, including payment records, promotional programs, financial information of the Company or its customers, the terms and formats of

the Company's contracts and agreements with customers, information pertaining to the Company's methods of operation, processes, techniques, and trade secrets. The definition of "Confidential Information" is intended to have the broadest meaning as permitted by law and extends beyond the definition of "trade secrets" as set forth in the Uniform Trade Secrets Act and any applicable state laws.

Nothing in this Policy shall be interpreted to prohibit employees from discussing the terms and conditions of their employment, or infringing upon any other right guaranteed by the National Labor Relations Act.

Conflict of Interest

It is the Policy of Mark/Trece that employees devote their loyalties to the interest of the Company and keep themselves free of influence that might conflict with their ability or desire to represent the Company to the best of their ability and with the Company's business interest. Employees may not engage in any activity that could reasonably be expected to conflict with business interest at Mark/Trece.

This statement of Policy does not constitute any departure from existing standards, but is merely a written formalization of the standards and procedures designed to guide employees in avoiding conflicts of interest while employed at Mark/Trece.

Reporting Policy Violations

It is the responsibility of each individual employee to operate within the laws and to uphold the reputation of the Company. It is the Policy of the Company to protect the confidentiality of those employees who report suspected violations to the management of the Company and to prevent reprisals from others for bringing problems to the attention of the Company.

Failure to notify Management of suspected law or policy violations is grounds for discipline up to and including discharge.

Mark/Trece, Inc. Quality Policy

Mark/Trece is dedicated to the advancement of the Flexographic Industry by providing the highest quality products and services with continual improvement based upon the ISO-9002 model requirements of the International Standards Organization. The employees of Mark/Trece, Inc. are dedicated to the belief that our customers deserve nothing less than complete satisfaction.

Mark/Trece, Inc. Quality Program

All employees are required to participate in and to adhere to the rules of the Mark/Trece, Inc. Quality Program. Refusing to participate may result in disciplinary action or, in extreme cases, dismissal.

Each new employee will be given a copy of the Mark/Trece, Inc. Operations and Standards Manual and of the local Site Specific Operations and Standards Manual at the beginning of their employment. These manuals will be used for job training and

procedures. Upon completion of the sixty (60) day introductory period, the documented training records will be reviewed with the employee. Also, at this time, the employee will be given a copy of the Mark/Trece, Inc. Quality Manual. These manuals are to be kept available at the employees' work area and must be returned to the Company upon termination of employment.

The Mark/Trece, Inc. Quality Program, a Total Quality Management system which is implemented through the use of Statistical Process Control, is based upon the ISO-9002 Standards. All Mark/Trece, Inc. plants not currently certified to the ISO-9002 Standard are working towards certification. All employees are required to participate in Quality Teams and to work in accordance with the Mark/Trece, Inc. Quality Policy.

XI. DISCIPLINE AND TERMINATION

Disciplinary Action

Whenever a group of people work together, each of them must abide by certain rules. This is necessary to protect the interest of all employees who work at the Company. Employees are expected to observe basic rules of conduct, behavior and work performance, and to convey a proper attitude and image. Self-discipline is the ultimate goal. However, when this fails, disciplinary action will be taken.

The decision to discipline or terminate an employee for any conduct deemed unacceptable shall be at the discretion of the Company. As previously noted, employees may be terminated with or without cause at any time whatsoever at the Company's sole and absolute discretion.

The following is a list of examples of behavior that the Company deems serious enough to warrant termination after the first offense. The list is by way of example only, and is not to be considered a complete or total list of reasons for termination.

- Theft and other acts of dishonesty.
- Harassing another employee.
- Reporting to work or working under the influence of alcohol or drugs.
- Using or possessing alcohol or drugs during working hours.
- Using or possessing illegal substances on or off Company property.
- Possessing, using, or removing, without authorization, property belonging to the Company or another employee.
- Failing to follow an order or request by any member of management.
- Possessing a weapon on Company property.
- Leaving the job without permission.
- Sleeping on the job, excessive loitering or loafing.
- Unsatisfactory work performance – whether or not deliberate.
- Neglect or mishandling of Company vehicles, equipment, tools or supplies.
- Releasing Company information without authorization.
- Making statements which could result in a loss of Company goodwill.
- Wrongfully or negligently destructing or damaging Company property.
- Falsifying an employment application or any other Company record.
- Violating safety rules.
- Unsatisfactory attendance.

- Fighting, horseplay or scuffling.
- Threatening, intimidating, cursing or otherwise interfering with another employee.
- Punching or completing another employee's time card or sheet.
- Gambling on Company property.
- Being convicted of a crime bearing on your suitability as an employee or which may bring the Company into disrepute.
- Failing to abide by any Company policy.

Leniency granted in a particular case involving a violation of existing policies does not imply the cancellation or waiver of these policies, but is to be interpreted as an unusual circumstance.

Termination

If an employee decides to voluntarily resign from employment with the Company, we request that the employee provide notice equal to his or her annual vacation allowance. By providing the requisite notice, the employee may be eligible for reemployment at some future date provided his or her performance was satisfactory.

Upon termination of employment for whatever reason (i.e., whether voluntary or involuntary), the employee's final paycheck will include payment for all accrued but unused sick and vacation time. All property of the Company, including (but not limited to) laptop computers, car phones, safety equipment, rental uniforms, keys, Quality Program Manuals and any other Mark/Trece property and equipment must be returned on or before the last day of work. Employees leaving the Company will receive their final paycheck at the same time the employees receive their paychecks for the time worked during that period. Any overdrawn sick and vacation time may be deducted from the employee's final paycheck in accordance with applicable state law. If the final paycheck does not cover the full amount due, the employee may be required to pay the Company any remaining balance.

XII. A FEW CLOSING WORDS

All of us work together to assure that Mark/Trece can maximize its revenue and earn a profit to keep modern equipment and pay all of us for our work. We cannot increase employee pay if we cannot operate profitably. The responsibility for performance and customer service is part of everyone's job.

We have tried to cover the benefits and the rules for your job in this Handbook. Should you have any questions, please address them with your supervisor first, and if that is not satisfactory, then see your Plant Manager, General Manager or contact the Corporate office.

We live in a changing world, and from time to time, these rules may change or new ones may be issued. In every case, we will try to do what is best for you and the Company.

MARK/TRECE, INC.

COMPANY HANDBOOK

ACKNOWLEDGMENT

This is to acknowledge that I have received my copy of the Mark/Trece, Inc. (“Mark/Trace” or the “Company”) Employee Handbook. I recognize that this Handbook supersedes any prior handbooks, policy statements, and manuals previously issued by the Company. I understand that it is my responsibility to review and become familiar with the contents and policies contained in this Handbook. I agree to abide by all of the rules and policies in the Handbook, and any additional rules or policies of the Company. If something is unclear to me or if I have any questions, I will ask my supervisor or manager for clarification.

I also hereby acknowledge my receipt of Mark/Trece, Inc.’s Drug and Alcohol Free Workplace Policy contained in this Handbook. I acknowledge that I may be required to submit to, and that I agree to submit to, drug and/or alcohol testing as set forth in the Handbook in accordance with applicable state law. I understand that this information will be kept confidential. I also understand that my failure to comply with the Policy, and my failure to pass or refusal to submit to drug and/or alcohol testing may result in disciplinary action up to and including termination.

I understand that this Handbook does not create a contract or otherwise modify the at-will nature of my employment with the Company. I further understand that I am not being employed for any definite period of time. I understand that I am free to terminate my employment at any time with or without notice to the Company, and that the Company retains a similar right to terminate my employment at any time, with or without cause.

Signature of Employee

Date

Name (printed)

Note: This copy is to be dated, executed and returned to Mark/Trece, Inc., Corporate Office, for retention in your personnel file.