



1. ACKNOWLEDGMENT

I have received a copy of the Ascot Employee Handbook and acknowledge my obligation to read its contents. I understand that the handbook is intended to provide an overview of the Company's personnel policies and does not necessarily represent all such policies in force. The Company may at any time add, change, or rescind any policy or practice at its sole discretion, without notice. This manual is not, and should not be, considered an employment contract. I further understand that my employment with Ascot is to be an employment at will, which may be terminated by the Company at any time with or without cause or notice, except as otherwise provided by law. Likewise, I may resign at any time. I further understand and agree that no person other than the President has the authority to enter into any written or oral agreement different from what is stated herein.

Employee Name (Please Print)

Date

Employee Signature

Supervisor Name (Please Print)

Date

Supervisor Signature



2. WELCOME TO ASCOT!

We have always tried to emphasize that outstanding people are the key to our success. Through the efforts of our people, Ascot has become a leader in supplying the Recreational Vehicle and Manufactured Housing industry. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This manual will familiarize you with the various aspects of working at Ascot. This manual is not, and should not be, considered an employment contract. I encourage you to use it as a valuable resource for understanding the company. We feel it will also be a useful reference document for all employees. If you have any questions, please ask them of either your supervisor or any member of the management team. My best wishes to you, and thank you for taking this first step in getting to know your company.

Ken Manning
President



3. COMPANY MISSION STATEMENT

To proactively serve and satisfy our customers by improving the cost effectiveness and quality of our products and services by building a team of people who will develop and maintain a quality and service oriented attitude that lead the industry and create a sustainable competitive advantage for Ascot, while providing a friendly and safe work environment that fosters creativity and personal and professional growth. **FOR THE GOOD OF ALL CONCERNED.**

From the, **Declaration of Independence**:

"We hold these truths to be self-evident, that all ... are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness."



4. INTRODUCTION

Our policies, practices and benefits are continuously reviewed for updating, and we expect to change them from time to time. Therefore, you should always check with your manager or supervisor for the most current ones. Company benefit plans are defined in legal documents such as insurance contracts, official plan texts and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this handbook. Plan documents are available for your inspection in your manager's office if requested and on the company website.

5. ETHICAL STANDARDS/CONFLICT OF INTEREST

Ascot has a favorable reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the company's reputation, please discuss it with your manager or supervisor.

6. OPEN DOOR POLICY

Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their immediate management and, when appropriate, consult with any member of management toward those ends. Managers and supervisors are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems/issues.

7. SUGGESTIONS

If you have any suggestions or ideas that you feel would benefit Ascot, we would encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Company, its employees, and its customers.



8. EQUAL EMPLOYMENT OPPORTUNITY

Ascot maintains a strong policy of equal employment opportunity for all employees and applicants for employment. Ascot will recruit, hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, national origin, sex, age (except where sex or age is a bonafide occupational qualification as defined by law), marital status, disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance of the law), as well as other classifications protected by applicable state or local laws.

Our equal employment opportunity philosophy applies to all aspects of employment with Ascot including recruiting, hiring, training, transfer, promotion, job benefits, and pay.

All employees are expected to comply with our Equal Employment policy. Managers and supervisors who are responsible in meeting our company objectives are expected to cooperate fully in meeting our E.E.O. objectives and their overall performance will be evaluated accordingly.



8.1. VISITORS POLICY

Visitors and vendors are permitted in the workplace only under these circumstances:

- All visitors and vendors must enter the building through the main entrance. They must identify themselves to an employee working in the main office.
- Visitors who intend to visit an employee about personal business may do so only in the reception area in the main office. Employees are asked to discourage visits by family members and friends.
- No visitor is permitted outside the reception area in the main office, unless accompanied by a member of management.
- Vendors are permitted in the workplace only for business purposes. Vendors must leave the workplace promptly after completing their business.
- Violations of this policy may result in disciplinary action, up to and including immediate termination.



9. NOTICE FOR NEW EMPLOYEES

The following paperwork must be turned into the office before your first day of work.

***APPLICATION COMPLETELY FILLED OUT**

***EMPLOYMENT VERIFICATION FORM (I9)**

PERSONNEL MUST SEE TWO OF THE LISTED FORMS OF IDENTIFICATION

***INSURANCE ELIGIBILITY**

AT 60 DAYS YOU ARE ELIGIBLE.

SEE MANAGER FOR RATE INFORMATION

***ELECTION TO PARTICIPATE FORM**

MUST BE FILLED OUT EVEN IF EMPLOYEE HAS ELECTED NOT TO TAKE THE INSURANCE

***W-4 FORM FILLED OUT COMPLETELY AND SIGNED.**

IF YOU LIVE IN ANOTHER STATE OTHER THAN THE ONE YOU ARE

EMPLOYED FILL OUT A FORM FOR THE STATE IN WHICH YOU RESIDED.

EXAMPLE, THOSE WHO WORK IN INDIANA, BUT LIVE IN MICHIGAN WILL FILL OUT A MICHIGAN W-4 NOT AN INDIANA.

YOUR COOPERATION IN THIS MATTER WILL BE GREATLY APPRECIATED, AND WILL ALSO HELP IN ASSURING ALL OF YOUR PAYROLL INFORMATION IS IN ORDER BEFORE YOU ARE TO RECEIVE YOUR FIRST PAYCHECK.

All new employees are employed on an orientation basis until they have completed their first 60 days at the starting hourly wage at the time they are hired. No new employees during this orientation period will be entitled to any benefits offered by Ascot. This 60-day orientation period is designed to determine whether the employee is capable of performing the required job. This trial period is not to be considered a guarantee of employment for the first 60 days and all employees are considered at will employees both during the trial period and thereafter. Upon completion of the 60-day orientation period you may be evaluated and informed of your rating by your supervisor or plant manager, or in the absence of a rating system you will be notified of your status by your supervisor or plant manager. If Ascot retains the new employee upon completion of the 60-day orientation period, the employee will qualify as a regular employee. An unsatisfactory rating at any time during the orientation period may result in the employee's immediate termination of employment.



10. PROGRESSIVE DISCIPLINE & COMPANY RULES

- **Progressive Discipline**

When employees perform at an unsatisfactory level, violate a policy, or behave inappropriately, Ascot will endeavor, when it deems appropriate, to provide employees with reasonable opportunities to correct their deficiencies. However, employment may be terminated at will by the employee or Ascot at any time with or without cause and without following any system of discipline or warning. Nevertheless, Ascot may choose to utilize certain forms of discipline that are less severe than discharge in certain cases. Examples of less severe forms of discipline include oral counseling, written counseling, and performance probation. Additionally, employees may be placed on an investigatory leave to allow Ascot time to review fully the circumstances related to a potential disciplinary matter. Investigatory leave is not disciplinary and will not be reflected in your performance review or in your personnel file.

Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis with the severity and frequency of the conduct being taken into consideration. Although one or more of the steps described above may be taken in connection with a particular employee, no formal order or system is necessary. For example, Ascot may also use forms of discipline for a particular problem in a progressive manner, such as oral counseling, then written counseling, etc. However, it is not required to do so, and each instance of discipline will be addressed on a case-by-case basis. If you know, or should have known, that your behavior violates a rule, policy, or practice, or violates a state or federal law, then you may be subject to immediate discipline up to and including immediate discharge.

Whenever a disciplinary action is documented, you will be asked to acknowledge that you have been given a copy of the document by signing the original. Your signature will not signify your agreement with the contents of the document.

- **Company Rules**

The work rules set forth below are intended to provide you with fair notice of what is expected of you. It is not possible to provide an exhaustive list of all types of impermissible conduct and performance, and these work rules are only examples of behaviors that are specifically unacceptable and, if found to exist, can result in disciplinary action up to and including immediate discharge. You should, therefore, be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests of Ascot, other employees, or others, may also result in disciplinary action up to and including discharge.

1. Theft of company property or the property of fellow employees.
2. Insubordination and/or deliberate defiance of instructions properly issued by your manager pertaining to your work; refusal to help on a special assignment.



3. Abusive and/or threatening language directed at a fellow employee; fighting with another employee while on company property.
4. The unauthorized possession of dangerous or illegal firearms or explosives (i.e., firecrackers) on company property or while at work.
5. Falsifying company records; willful damage of company property; defacing of posted notices.
6. Unsafe or unsanitary acts which are deliberate; failure to wear and/or use proper safety devices.
7. Working under the influence of alcohol or illegal drugs; possession or use of alcoholic beverages or illegal drugs on the premises at any time.
8. Dishonesty or willful falsification or misrepresentation on your application for employment or other work records; misrepresentation about medical or personal leave; alteration of any company documents.
9. Immoral or indecent conduct on company property.
10. Failure to report to work on time at the beginning of the day and after “break” periods.
11. Unsafe practices due to carelessness; poor housekeeping that could result in a safety hazard to fellow employees.
12. Loafing / sleeping during working hours.
13. Failure to report an injury.
14. Leaving you work station and wandering off into other areas.
15. Engaging in behavior designed to create discord and lack of harmony; spreading rumors or malicious gossip; interfering with another employee on the job.
16. Punching another employee’s timecard.
17. Smoking in unauthorized areas.
18. Any type of harassment or discrimination as clearly described in Sections 8 and 11.
19. Leaving the premises without approval of the supervisor during working hours.
20. Unsatisfactory work; failure to meet production or quality standards; mistakes due to carelessness or failure to get necessary instructions.
21. Failing to comply with other expectations for performance and behavior set forth in this Employee Handbook or by management.



11. ATTENDANCE AND TARDY POLICY

Punctual and regular attendance is essential function of each employee's job. Any tardiness or absence causes problems for fellow employees and supervision. When an employee is absent, others must perform his or her work.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized Company business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, an employee must call in advance of his or her regular starting time on any day on which the employee is scheduled to work and will not report to work.

Excessive absenteeism (excused or not) may be grounds for discipline up to and including termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated the employment relationship.

Individual site policies are in place. Check with your supervisor or manager for policy specifics.



12. HOLIDAY PAY

Full-time employees must have worked for at least 60 calendar days to qualify for holiday pay. Employees must work the scheduled hours within the plant the day before the holiday and the day after the event to qualify for it to be paid. Any employee taking vacation over a holiday will be paid for such holiday as long as the required hours are worked prior to the vacation and that the employee returns on the scheduled day.

Ascot honors the following six holidays:

- New Years
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

Holidays that would fall on weekends will be designated by the company to be observed on a specific day to be determined by the company each year.

Any employee who is on layoff status will not be eligible for holiday pay.



13. SEXUAL HARASSMENT

It is Ascot's policy that all employees should be able to enjoy a work environment free from all forms of sexual harassment or gender based discrimination.

Ascot will not tolerate any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment is a form of misconduct that undermines the integrity of the employees' relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct whether it is verbal or physical.

Sexual and sex-based harassment includes, without limitation, the following:

1. Requests for sexual favors;
2. Unwanted physical contact, including touching, pinching, or brushing the body;
3. Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
4. Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
5. Acts of physical aggression, intimidation, hostility, threats or any unequal treatment based on sex or gender (even if not sexual in nature).

Any intentional sexual harassment is considered to be a major violation of company policy and will be dealt with according to the severity of the violation, up to and including termination.

Any employee who believes he or she has been sexually harassed should report the conduct immediately to his or her supervisor/manager, or if that individual is responsible for the harassment, to the corporate office at: Anna Huff (574) 773-6201 HR/Payroll

Ken Manning (574) 773-6212 President



13.1. HARASSMENT COMPLAINT PROCEDURE

At Ascot all managers, supervisors and employees are responsible for creating an atmosphere free of discrimination and harassment, whether of a sexual nature or otherwise. Further, each of us is responsible for respecting the rights of co-workers.

If you experience job-related harassment based on your sex, race, disability or other factor, or you believe you have been treated in an unlawful, discriminatory or harassing manner by a supervisor or co-worker, Ascot asks you to do the following:

Immediately contact your Supervisor, acting Supervisor or a member of management. This person will undertake an immediate fact-finding investigation.

All persons involved in the complaint and the investigation will keep all information related to the complaint and the investigation confidential to the maximum extent possible. This means all persons involved will share such information only with persons who have a need to know.

Should Ascot determine that an employee is responsible for harassing another employee or a member of the public with whom Ascot does business, appropriate action will be taken against the offending employee, up to and including termination of employment.

No one can criticize you, penalize you or treat you differently in any way for fairly using this complaint procedure. If after investigating a complaint or harassment or unlawful discrimination, Ascot determines that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who gave the false information.



14. VACATION TIME:

Employees must work at Ascot at least one year and be a full-time employee (25-32 hours/week part time or 1300 hours over 52 weeks) to qualify for vacation time. Full time employees must work a minimum of 32 hours a week. Employees will be paid for the total earned vacation time on their anniversary date.

Years of Service	Vacation Hours	Years of Service	Vacation Hours
0-1	0.00	10-11	120.00
1-2	40.00	11-12	120.00
2-3	40.00	12-13	120.00
3-4	80.00	13-14	120.00
4-5	80.00	14-15	120.00
5-6	88.00	15-16	120.00
6-7	96.00	16-17	128.00
7-8	104.00	17-18	136.00
8-9	112.00	18-19	144.00
9-10	120.00	19-20	152.00
		20 or more	160.00

Vacation days must be taken as full days.

All vacations subject to approval two weeks in advance with exceptions made if the department's orders are running slow.

Vacation days will be approved and scheduled by the company in accordance with the needs of production.

Any employee taking vacation over a holiday will be paid for such holiday as long as the required hours are worked prior to the vacation and that the employee returns on the scheduled day.

An employee who is laid off or on leave of absence during the year must have more hours worked than hours laid off in order to qualify for vacation pay. If an employee is eligible for vacation pay it will be pro-rated for the amount of time off during the leave or lay off. (If employee A was off for 12 weeks and was eligible for 40 hours of vacation, it would be calculated as $(52-12)/52 \times 40 \text{ hrs.} \times \$5.50/\text{hr.} = \$215.78$; Because 12 weeks is unpaid, the amount of time off is then pro-rated over the entire 52 weeks).

Terminated employees are not entitled to be paid for, unused vacation unless mandated by state law or negotiated in severance package.



15. TIME CARDS/RECORDS

By law, we are obligated to keep accurate records of the time worked by all employees. Your time card is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to punch in and out at lunch and for brief absences such as a doctor's or dentist's appointment. All employees are required to keep the appropriate supervisors and managers advised of their departures from and returns to the premises during the work day.

You are responsible for your time card. If you forget to punch in or make an error on your card, your manager must make the correction and you and your manager must initial the correction. No one may record hours worked on another's card. Tampering with another's time card or punching in or out for another employee is cause for disciplinary action, including possible dismissal, of both employees. (reference Company Rules, section B, rule 16).



16. LEAVE WITHOUT PAY

Family Medical Leave Act (FMLA)

I. Eligibility

Employees who have worked for Ascot Enterprises, Inc. for 12 consecutive months or more are eligible for up to twelve (12) weeks of **unpaid** family medical leave, provided they worked a minimum of one thousand two-hundred and fifty hours (1250) for Ascot Enterprises, Inc. during the twelve months immediately preceding the request for leave. (or compliance rules required by state law). Any employee granted leave under FMLA will not receive holiday pay if the holiday falls during the leave. Family and medical leave may be used for (I) the birth of the employee's child and to care for the newborn child; (II) at the time an adoptive or foster child is placed in the employee's home; (III) to care for a spouse, child or a parent who has a serious health condition; or (IV) because of the employee's own serious health condition which renders the employee unable to perform the essential functions of the job. (V) FMLA qualified events also include leave because of a qualifying exigency and leave to care for a covered service member with a serious injury or illness.

For the purposes of determining whether an eligible employee or his or her spouse, child, or parent has a "serious health condition," such a condition includes an injury, illness, or physical or mental condition that requires in patient care in a medical facility " , i.e., overnight hospitalization," or continuing treatment by healthcare provider. "Continuing treatment," means that the individual visits his or her healthcare provider on at least two occasions concerning the health condition within a 30 day period, and the condition results in more than three (3) days of absence from regular day activities, including work or school, or if not treated, would likely lead to such an absence. Chronic conditions requiring periodic visits for treatment require visits at least twice a year.

Ascot Enterprises also may require, at its own expense, a second and third health care provider opinion if there is a question as to the validity of the certification provided by the employee.



Family Medical Leave Act (FMLA) cont.

(II) EMPLOYEE NOTICE REQUIREMENTS

A request for family and medical leave must be made by the employee as soon as practicable if the leave is not foreseeable. In the case of a foreseeable leave, including a birth, adoption, placement of a foster child or planned medical treatment for a serious health condition, a minimum of thirty (30) days advance notice must be provided to Ascot Enterprises. Employees must make a reasonable effort to have any planned medical treatment scheduled so as not to unduly disrupt the Company's operations.

When an employee leave is not foreseeable, an employee must provide certification within fifteen (15) days after requested by Ascot Enterprises or as soon as reasonably possible under the circumstances. If the employee fails to provide a medical certification within the time frame granted, Ascot Enterprises may deny the employee's continuation of leave.

Employees must provide sufficient information and certification if leave is due to a qualifying exigency, call to active duty, or if leave is to care for a covered service member (26 workweeks).

(III). Health Care Provider's Certification

At the time the employee seeks reinstatement, the employee must submit a written medical certification from his/her health care provider before returning to work stating that the employee is fit for duty and able to return to work. If such fitness-for-duty certification is not provided, Ascot Enterprises may deny reinstatement of the employee's position until such certification is submitted. Ascot Enterprises may require periodic reports from the employee's treating physician updating the Company on the status of the employee's health and may require periodic reports from the employee on his/her intent to return to work.

(VI) Reinstatement

Ascot Enterprises is not required to hold an employee's position open if he or she has been on inactive status for more than twelve weeks. Employees who do return to work during or at the conclusion of the twelve weeks (26 weeks for military) period will be reinstated to the same or an equivalent position.

(VII) Continuation of Benefits

An employee may elect to take any unused paid vacation leave in lieu of taking unpaid leave under FMLA. Such paid leave will be counted towards the employee's twelve (12) weeks of



FMLA leave granted per year. If elected, the unused vacation will be paid on the employee's anniversary date and will be pro-rated to reflect the amount of time off due to FMLA.

Insurance and seniority benefits for which the employee is otherwise eligible will continue during the approved family or medical leave act. Group health plan coverage will be maintained by Ascot Enterprises during the eligible employee's FMLA leave to the extent and under the same circumstances as it is ordinarily furnished to that employee. Premium payments should be made to the payroll department on the 1st of each month. The payroll department will notify eligible employees concerning the amount of the premium payment. Failure to pay such premiums during the leave may result in the loss of health care. An eligible employee who fails to return to work after the expiration of the FMLA leave for reasons that are not beyond his or her control will be expected to reimburse Ascot Enterprises for healthcare premiums paid by Ascot Enterprises during the leave.



17. LAYOFFS

Under some circumstances, Ascot Enterprises may need to restructure its operation or reduce its work force. If it becomes necessary to lay off employees, Ascot Enterprises will consider among other things, operational requirements; the skill, past performance, and attendance of those involved; and whenever feasible, length of service. The decisions regarding a layoff are completely discretionary with management.

When work load increases to the extent that additional employees are needed, the company may recall individuals according to the same selection criteria. Ascot Enterprises reserves the right to hire new employees during a layoff period when required skills for the work at hand are not available without training among the laid-off employees. Ascot Enterprises' benefits will terminate at the time of the layoff. Insurance coverage, though not provided, will remain available under the provisions of COBRA. Information concerning employee rights under COBRA is available from the plant manager.

If an employee, on a layoff, who has fulfilled his/her orientation period requirements at the time of layoff, is recalled by Ascot Enterprises and returns to work within ninety (90) calendar days of the date of layoff, benefits and time of service will be fully reinstated on the date of return to work. This rule does not apply to any group insurance plan, the terms of which will be governed by the actual group insurance contract in effect at the time the employee returns to work. In addition, an employee who is eligible to receive vacation pay it will be paid on their anniversary date, or in the event that their anniversary occurs during the layoff, will be paid with their next regular check upon returning to work. Vacation pay for laid off employees will be figured as follows: (If employee A was off for 12 weeks and was eligible for 1 week of vacation, it would be calculated as $(52-12)/52 \times 40 \text{ hrs.} \times \$5.50/\text{hr.} = \$215.78$; Because 12 weeks is unpaid, the amount of time off is then pro-rated over the entire 52 weeks).

If an employee on a layoff is recalled and does not accept the recall within three (3) days, the employee will be considered to have voluntarily quit. If an employee on a layoff is not recalled by the company within ninety (90) calendar days, the employee will be terminated and will be considered to have been terminated due to lack of work.

Any laid-off employee must notify Ascot Enterprises of any address changes so the employee may be readily notified for recall. Ascot Enterprises is not responsible if it is unable to contact the employee due to an address change.



18. COMPENSATION POLICIES

A. Pay Period

For all employees the standard pay period is weekly.

B. Work Schedule

The standard work week is five days. The standard workday is 8 hours. For the standard work hours for the office and production personnel, check with the plant manager. The work week commences on Saturday morning and ends the following Friday evening. Pay checks are normally issued on Friday for the previous work week.

Lunch/Break periods for all employees vary with each plant, please contact your plant manager for details.

C. Payroll Deductions

Your earnings and payroll deductions are shown on a voucher with your check. Deductions required or requested are as follows:

Required by Federal and State	Authorized by Employee
Federal Income Tax	Medical Insurance
State Income Tax	Direct Deposit
Social Security Tax	Extra Tax Withholdings
State Disability Insurance	401 K
Garnishments / Wage Attachments	

D. Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell you manager immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly. In the event an employee has been overpaid, Ascot Enterprises will deduct from the wages of the employee the amount of the overpayment in accordance with state law.

E. Overtime

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your manager. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment.

F. Overtime Pay

If you perform overtime work, you will be paid one and one-half (1 1/2) times your base rate wage for any time over forty (40) hours per week that you work or per state law.



G. Closure after Starting Time

If severe weather conditions exist and the President (or designated representative) decides to close Ascot Enterprises for the remainder of the day, you will be notified as soon as possible by your manager. If you are sent home after having worked you will be paid for the time that you actually worked.

19. DRIVER'S LICENSE AND DRIVING RECORD

A. Employees, whose work requires operation of a company motor vehicle must present and maintain a valid driver's license and a driving record acceptable to Ascot Enterprises and to our insurer. You will be required by law to submit to a drug test at a health care facility designated by Ascot Enterprises. No offer of employment will be made to an applicant until he or she passes the pre-employment drug test. Applicants who refuse to comply with the pre-employment drug test will not be hired and will be informed that they have not met Ascot Enterprises' pre-employment requirements. In addition to an annual drug test, employees who drive company owned vehicles over 10,100 GVW will be required to undergo an annual D.O.T. physical at a health care facility designated by Ascot Enterprises.

Any changes in your driving record including moving violations, charges of driving while intoxicated or accidents must be reported to the plant manager immediately. Failure to do so may result in disciplinary action, including dismissal.

B. Employees are not authorized to operate their personal vehicle while on the clock, or for Ascot purposes, without a valid copy of their auto insurance on file.

20. SUBSTANCE ABUSE POLICY

a. Policy Requirements.

Ascot is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. To promote this goal, Ascot must take a firm and positive stand against drug and alcohol abuse. This policy is intended to ensure a drug-free work environment for the benefit of employees and customers of Ascot.

The use of legally prescribed drugs is permitted while performing company business or while on company premises, provided that the use of the legally prescribed drugs does not impair the employee's ability to perform the essential functions of the employee's job effectively and in a safe manner that does not endanger other people.



b. **Post-Accident/Illness Testing.**

Any Ascot employee who suffers and/or causes an OSHA recordable injury while performing work-related activities, whether on or off the company premises, will be required to submit to a drug test, which may include a blood test, urinalysis, or other drug/alcohol test. An Ascot employee who suffers and/or causes an injury that does not meet the OSHA recordable standards, but appears to be under the influence may, at the discretion of Ascot Management, be required to submit to a drug test, which may include a blood test, urinalysis, or other drug/alcohol test. An employee must complete the necessary drug information and consent forms prior to the testing. All drug testing shall be performed by a third party chosen by Ascot. Any employee who fails or refuses to complete the necessary paperwork and complete the test will be immediately terminated. A positive test result will also lead to an immediate termination of employment.

Ascot reserves the right, at its sole discretion, to interpret, change, rescind or depart from this drug testing policy in whole or in part with or without notice. Nothing in this policy alters an employee's at-will status. All performance shortcomings, prohibitive conduct, and attendance problems will result in discipline pursuant to the company's normal policies independent of any drug or alcohol implications or causes.