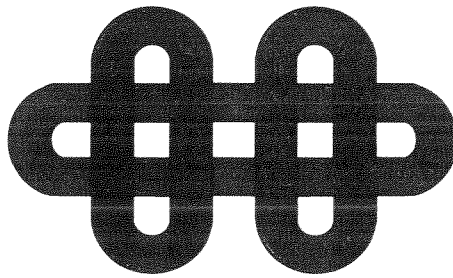


UNITED FORMING INC.
EMPLOYEE HANDBOOK



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OFFICE PROCEDURES

Work Schedules

Most employees can be reached at the corporate and District offices between 8:00 a.m. to 5:00 p.m. EST, Monday through Friday. The work schedule for field employees is determined on a project-by-project requirement and will be communicated by the supervisor. Staffing needs and operational demands may necessitate variations in starting and ending times and total hours that may be scheduled each day and week. Consult your supervisor to determine your working hours.

Attendance

Regular and on-time attendance and punctuality are essential to efficient operations and your success with the Company. We work as a team, and this requires that each person be in the right place at the right time. Absenteeism and tardiness place a burden on the Company and other employees. If you are going to be late to work or are unable to work as scheduled, notify your supervisor before the start of your scheduled time. If your supervisor is not available, you should speak with another supervisor.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. If you have been absent for three days without receiving approval from the Company, it is assumed that you have abandoned your position with the Company. You will be removed from the payroll and your benefits will be terminated.

Paydays

Hourly employees are paid weekly every Friday. Each paycheck includes earnings for all work performed through the end of the previous payroll period. Salaried employees are paid weekly every Friday. Each paycheck includes earnings for all work performed through the end of the current payroll period. Our payroll period is Sunday – Saturday.

In the event that a regularly scheduled payday falls on a company holiday, you will be paid on the preceding business day. If a regular payday falls during your vacation, your paycheck will be available upon your return from vacation. Paychecks are distributed at your current jobsite and the District and corporate offices.

Overtime

There may be times when you will be required to work overtime so that we may successfully meet the needs of our customers. All overtime must be approved in advance. All eligible employees are paid overtime at the rate of one and one-half (1 ½) their regular hourly rate for actual time worked in excess of forty (40) hours in a workweek. Only actual hours worked count towards computing weekly overtime.

Pay Corrections

UFI takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of your supervisor for review so that required corrections can be made as quickly as possible.

Pay Deductions

The law requires that UFI make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes as well as Social Security and Medicare taxes. UFI offers programs and benefits beyond those required by law. Eligible employees may authorize deductions from their paycheck to cover the costs of participation in these programs.

As required by law, UFI also may deduct amounts from an employee's compensation to pay off a debt or obligation to UFI or others. If you have questions concerning why deductions were made from your paycheck or how they were calculated, the District Payroll Administrator can assist you.

Continuous Service Date

Your continuous service date starts with your first day of work and continues unbroken as long as you are a regular employee. Should your employment end (voluntary or involuntary) and you become re-employed after thirty (30) days, the later date becomes your continuous service date. If you become re-employed before thirty (30) days have passed, you are reinstated with the previous continuous service date.

Performance Evaluation

Your performance is important to our Company. Supervisors and employees are strongly encouraged to discuss job performance and goals on a day-to-day basis. On occasion, written performance evaluations may also be conducted.

Garnishments

State law requires the Company to honor court-ordered garnishments of employee wages. Garnishments include court-ordered child support, IRS levies, and any other garnishment.

Visitors

All visitors to office facilities, including family members of employees, are required to check in with the Receptionist. Visitors are not allowed on job sites without the approval of the Project Superintendent, and they must wear appropriate safety equipment.