

## **ABOUT THE ASSOCIATE POLICY HANDBOOK**

THIS HANDBOOK IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF HACH'S EMPLOYMENT POLICIES AND BENEFIT PROGRAMS. THIS HANDBOOK REPLACES ALL PREVIOUSLY ISSUED POLICY BOOKS.

EMPLOYMENT WITH HACH IS CONSIDERED AT-WILL. ASSOCIATES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF HACH, OTHER THAN THE PRESIDENT OF THE ORGANIZATION OR THE DIRECTOR OF HUMAN RESOURCES, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT OR DIRECTOR OF HUMAN RESOURCES AND THE ASSOCIATE.

NO ASSOCIATE POLICY HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS, PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR/MANAGER OR A HUMAN RESOURCES REPRESENTATIVE. ALSO, THE NEED MAY ARISE TO CHANGE THE EMPLOYMENT POLICIES AND BENEFIT PROGRAMS DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ORGANIZATION, THEREFORE, RESERVES THE RIGHT TO INTERPRET THE EMPLOYMENT POLICIES AND BENEFIT PROGRAMS OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

LASTLY, THESE GUIDELINES ARE NOT MEANT TO BE ALL INCLUSIVE, ADHERANCE TO OTHER DANAHER GUIDELINES INCLUDING BUT NOT LIMITED TO CONFLICT OF INTEREST. STANDARDS OF CONFLICT AND COMPLIANCE TRAINING ARE EXPECTED.

***This Handbook is general US Corporate policies. Specific state and country regulations may vary. Hach will accommodate state and country regulations where necessary.***

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# Company Philosophy



## **110 EQUAL EMPLOYMENT OPPORTUNITY**

The employment policy of Hach is to provide equal employment and advancement opportunities to all qualified individuals. Hach does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, otherwise qualified disabled or veteran status, sexual orientation, gender identity, marital status, military status, disability, citizenship status, ancestry, or any other characteristic protected by applicable federal, state or local law.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Hach has established an affirmative action program. A copy of the Affirmative Action Plan is available for review in the Human Resources Department.

Associates with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor/manager or a Human Resources representative.

### **DISABILITY ACCOMMODATION**

Hach is committed to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodation is available to all disabled associates, as defined by the Americans with Disabilities Act, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with federal guidelines, not the disability of the individual.

Associates who may require a reasonable accommodation should contact Human Resources.

### **SEXUAL AND OTHER HARASSMENT**

Hach is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, creed, national origin, disability, marital status, sexual orientation and citizenship status, or any other legally protected characteristic will not be tolerated.

Sexual harassment has been defined by governmental agencies and the courts as severe or pervasive: "unwelcome" sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- **Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;**
- or**

- ***Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual.***

Sexual harassment also has been defined to include unwelcome verbal or physical conduct of a sexual nature that has the purpose or effect of:

- ***Unreasonably interfering with an individual's work performance; or***
- ***Creating an intimidating, hostile or offensive work environment.***

Thus, sexual harassment may include, but is not limited to:

- ***Unwanted sexual advances***
- ***Unwanted physical contact of any kind***
- ***Offensive sexually-oriented verbal comments (for example, sexual innuendoes suggestive comments, jokes about sex or gender-specific traits)***
- ***Subtle pressure for sexual activity***
- ***Demands for sexual favors accompanied by promises or threats***
- ***Display of offensive sexually-oriented pictures, posters***
- ***Inquiries into one's sexual experiences***
- ***Discussion of one's sexual activities***

## COMPLAINT PROCEDURE

Any associate who believes he or she has been the subject of harassment, including any sexual harassment, from a manager, supervisor or fellow associate, or from a non-associate conducting business with the Company, should immediately report the matter to a Human Resources representative or go to the Speak Up! page, or Danaher's Integrity and Compliance Helpline portal [www.danaherintegrity.com](http://www.danaherintegrity.com). The concern will be investigated and appropriate corrective action will be taken. If an associate is not sure an incident qualifies as harassment, he or she should discuss the incident with a Human Resources representative.

Any supervisor or manager who becomes aware of possible sexual or other harassment, including situations outside of their department, must promptly advise a Human Resources representative and/or manager, who will handle the matter in a timely and confidential manner. All allegations of harassment will be investigated. Sexual or other harassment will not be tolerated.

Any associate who believes there has been a violation of the Equal Employment Opportunity policy based on the protected classes outlined in this policy also should use the complaint procedure stated above.

If Hach determines that an associate's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending associate, up to and including termination of employment.

Hach prohibits retaliation against an associate for filing a complaint under this policy or for assisting in a complaint investigation. If an associate perceives retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

## **115 DANAHER CORE VALUES**

Danaher's values and culture are critical elements of our past and future success. To win in the marketplace, it is our job to deliver superior quality and value every day, and to outperform our competitors. That calls for personal dedication from the entire Danaher team to these principles:

### 1. The Best Team Wins

- Associates are our most valued assets.
- We're passionate about retaining, developing and recruiting the best talent available.
- Danaher and its associates win because:
  - We are Team-Oriented with Involvement by All.
  - We seek Fact-Based, Root Cause Solutions; not Blame.
  - We are Accountable for Results, and We Deliver.
  - We are Non-political and Not Bureaucratic.
  - We have High Integrity and Respect for Others.
  - Winning is Fun.

### 2. Customers Talk, We Listen

- Quality First, ALWAYS!
- We base our strategic plan on the Voice-of-the-Customer
- Robust, repeatable processes yield superior Quality, Delivery, and Cost that satisfy our customer beyond their expectations.

### 3. Continuous Improvement (Kaizen) is Our Way of Life

- The Danaher Business System IS our culture.
- We aggressively and continuously eliminate waste in every facet of our business processes.

### 4. Leading Edge Innovation Defines Our Future

- We continuously apply our creativity to the technologies of products, services, and processes.
- Out-of-the-Box ideas, both large and small, add value to our enterprise.
- We accomplish "breakthroughs" through the Policy Deployment process.

### 5. We Compete for Shareholders

- Profits are important because they attract and retain loyal shareholders.
- Shareholders secure our future by providing capital for investment and growth.

THE DANAHER SHARED PURPOSE...

OUR REASON FOR BEING AND THE IMPACT THAT EVERY ONE OF US AT DANAHER  
STRIVES TO HAVE ON THE WORLD

**HELPING REALIZE LIFE'S POTENTIAL**

# Recordkeeping Practices



## **200 ACCESS TO ASSOCIATE FILES**

Hach maintains a personnel file on each associate. The personnel file includes such information as the associate's job application, resume, documentation of performance appraisals and salary increases, and other employment records. With 48 hours notice, associates may review their own personnel file in the Human Resources Department. No part of the original file may leave the HR Office. Upon written request, associates may obtain a photocopy of their personnel file of those documents which they have signed.

Access to the personnel file is restricted. Generally, supervisors, managers and management personnel of Hach who have a legitimate reason to review information in a personnel file are allowed to do so.

Access to associate health information is severely restricted. Hach follows all federal laws and regulations regarding access to associate health information.

All associate files are the property of Hach.

### **Associate Personal Information**

Associates may not disclose, distribute or provide to any third party individuals or entities, Company lists of the home addresses, telephone numbers or personal e-mail addresses of other associates, or any documents containing such information. Lists or documents containing such personal information about other associates are not to be copied for personal or other non-business related use.



## **205 PERSONAL DATA CHANGES**

It is the responsibility of each associate to promptly make any changes in personal data in the HR Information System. Personal mailing addresses, telephone numbers, number and name of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, name changes and other such status reports, should be accurate and current at all times.

It is also the responsibility of each associate to notify payroll or any third party insurance provider to make any changes in family status (marriage, divorce, birth of a child) that may affect associate benefit coverages and/or beneficiaries.

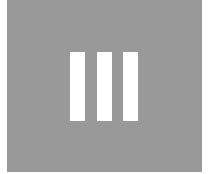
Associates are responsible for making changes in the following:

HR INFORMATION SYSTEM	BENEFITS/HEWITT	PAYROLL
Associate Address	Beneficiary (s)	DIRECT DEPOSIT
Associate phone number	Family /Marital Status, including dependents (ie. marriage, divorce, birth of child)	W4
Emergency Contact		
Name change		
Educational accomplishments		
Professional Certifications		

## **210 EMPLOYMENT VERIFICATION**

All requests regarding the employment history of former or present associates must be handled by the Human Resources Department. Generally, employment data is only released with a **written** authorization and release signed by the individual who is the subject of the inquiry. When authorization is granted by an associate, Human Resources confirms dates of employment, wage rates and positions held. It is not Hach's policy to give out letters of recommendation regarding an associate's performance.

# Compensation



## **300 OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, associates may be given the opportunity to volunteer for overtime work assignments. Voluntary overtime will be the preferred method of achieving the business needs. Hach will make every attempt to show flexibility in scheduling.

When the skill and/or resource needs are not voluntarily available, overtime may be mandatory for certain individuals. Where mandatory overtime is enforced, Hach will provide the associate with a minimum of three (calendar) days notice of scheduling mandatory overtime. Less than three (calendar) days notice will be considered voluntary overtime and no penalty applies to the associate. If an associate chooses not to work mandatory overtime, they may request CAL or be subject to disciplinary action.

1. ***To utilize CAL, the associate would be required to request and receive approval of CAL at the time asked to work mandatory overtime.***
- OR**
2. ***Disciplinary action up to and including termination.***

Non-Exempt Associates are paid overtime compensation in accordance with federal and state laws at one and one-half times the straight-time rate for all hours worked over 40 in a work week.

1. ***Overtime pay is based on actual hours worked and company designated Holidays. Discretionary holiday hours, CAL time and any type of leave of absence (including work-related leaves of absence such as but not limited to: bereavement leave, jury duty, medical leave, etc.) are not considered hours worked for purposes of calculating overtime.***
2. ***All overtime work must be approved in advance according to departmental policy by the supervisor/manager.***
3. ***Unplanned absences during voluntary and mandatory overtime are considered unexcused and will not be tolerated.***

Exempt Associates are not eligible for overtime pay.

## **305 EMPLOYMENT CLASSIFICATIONS**

Each associate is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt associates are eligible for overtime pay and exempt associates are not.

In addition to the above classifications, each associate will be assigned to one of the following classifications:

**FULL-TIME** associates are those who are not in a temporary status and who are regularly scheduled to work Hach's full-time schedule. Full-time associates are eligible for Hach's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** associates are those who are not in a temporary status and who are regularly scheduled to work less than the full-time work schedule. Part-time associates are eligible for some benefits sponsored by Hach based on hours worked per week, subject to the terms, conditions, and limitations of each benefit program.

**AGENCY TEMPORARY/INTERN** associates are those who are hired to temporarily supplement the work force, to assist in the completion of a specific project, or to serve as an interim replacement. Employment assignments in this classification are usually of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary/Intern associates retain that status unless and until notified of a change.

For information regarding benefit eligibility requirements for each employment classification, contact a Human Resources representative.

## **310 TRAVEL PAY**

### **NON-EXEMPT ASSOCIATES**

1. The non-exempt associate traveling out-of-town as a part of his or her job or for a management-approved event, i.e., work at a customer's facility, seminar, conference, association meeting, show, etc., is eligible for travel pay. This includes travel time spent as a passenger or a driver of an automobile, airplane, bus, etc. Travel time outside an associate's regular shift, including travel time on Saturday and Sunday, is also considered hours worked.
2. Travel time is the time it takes to reach a destination, starting from the time an associate leaves the work site, or home if leaving directly from home, and ending when the associate reaches his or her travel destination, i.e., motel, seminar site, customer's facility, etc. Time spent returning to either the work site or the associate's home also qualifies as time worked.
3. Meal time is not considered hours worked.
4. Travel time is considered hours worked for the purposes of calculating

Example One: A non-exempt associate normally works 7:00 a.m. to 3:30 p.m., Monday through Friday. At 1:00 p.m. on Sunday the associate left for the airport to attend a seminar held on Monday in Washington, D.C. The airplane departed at 3:00 p.m. and arrived in Washington at 7:30 p.m. The associate had a one-hour dinner and arrived at the hotel at 9:00 p.m. The company compensates this associate for travel time on Sunday from 1:00 p.m. to 9:00 p.m., minus the one-hour meal period. The associate would also report time spent at the seminar and all return travel time, minus all meal periods. Upon returning, the associate would also report all hours worked for Tuesday through Friday. All hours over 40 hours per week would be paid as overtime.

Example Two: A non-exempt associate was sent by the company to a customer's work site to repair a Hach instrument. The associate's normal shift was 7:00 a.m. to 3:30 p.m. The associate was gone on assignment from 7:00 a.m. to 9:00 p.m. The associate would be compensated from 7:00 a.m. to 9:00 p.m., minus any meal times.

### **EXEMPT ASSOCIATES**

Exempt associates do not receive additional compensation for travel time.

For travel guidelines, see the Danaher associate travel policy.

## **315 TIME REPORTING, PAYDAYS, AND PAY DEDUCTIONS**

It is our policy and practice to accurately compensate associates and do so in compliance with all applicable state and federal laws. To ensure you are paid correctly for time worked and no improper deductions are made, you are responsible for accurately recording time worked in the time keeping system. This information is used in the calculation of pay and benefits. It is your responsibility to review your paychecks promptly to identify and to report all errors to Payroll immediately. We make every effort to ensure associates are paid correctly. Occasionally, however, inadvertent mistakes can occur and we will promptly make any valid correction necessary.

### **TIME REPORTING**

#### GENERAL INFORMATION:

- Password sharing is prohibited. Associates are the only ones allowed to log in their time on the system, and the Department Manager or his/her designee are the only one permitted to approve that time, UNLESS an associate is on a leave of absence. Payroll will enter and approve time for leaves of absence.
- Clocking in or out at the time clocks for another associate is strictly prohibited.
- All time entries must accurately represent actual time worked. Intentionally misreporting time worked is prohibited.

#### NON-EXEMPT (HOURLY):

- It is prohibited for Non-exempt associates to perform work while off the clock; if you are working you must be clocked in.
- All Non-exempt associates are expected to take their normal meal-break period each workday, and are encouraged to enjoy their meal-break away from their normal work location or desk. No work is to be performed during the lunch break. As meal break time is unpaid, it is required that Non-exempt associates punch out and then punch back in once the meal break is complete.
- Working through meal breaks to leave early or make up time is allowed only on an exception basis and requires manager/supervisor approval; this is generally discouraged.
- Associates must be at their work areas and ready to begin work when they log in.
- Non-exempt associates unable to log into the time keeping system (e.g., if traveling and/or working remotely on behalf of the company), must have their managers record that time or make the adjustment for them.
- Associates must have the prior approval of their manager/supervisor to work overtime.
- Time adjustments (e.g. errors made or punch in/out are omitted) are to be made only by the Department Manager or delegate.
- Associates may enter time off. They may not edit punches or Regular hours.

#### EXEMPT:

- Exempt associates are not required to clock in and out daily.
- Exception time codes include CAL time (in 4 or 8 hour increments), floating holidays, jury duty, bereavement, etc.
- Exempt associates may enter a pay code transaction for any exception time in the pay period, as well as for future time off.
- Associates are responsible for reviewing exceptions each pay period.
- Managers may adjust an exempt associate's time & exception reporting if needed.

\*Violating any of the terms of the policy that are prohibited can lead to progressive discipline up to and including termination, and may be progressed to immediate termination.

## **PAYDAYS**

Associates are paid biweekly on the last regularly scheduled workday every other week. In the event that a payday falls on a scheduled holiday, associates receive pay on the last day of work before the regularly scheduled payday. Associates do not receive pay checks early or an advance on their pay.

The check, regular associates receive, on payday is compensation for hours worked during the previous two-week period. Some classifications of associates, for example temporaries, are compensated for two weeks prior to the week of payroll. There may be a lag of one to three weeks for payment of overtime wages, CAL time, gone time and other pay codes, depending on the payroll cycle. Associates will receive an itemized pay statement.

Associates are encouraged to have their pay electronically deposited into their bank accounts. This is referred to as direct deposit. Associates on direct deposit still receive an itemized pay statement. Associates are also encouraged to go paperless and receive ipay statements. Associates can sign up for direct deposit and iPay on Hach Waterworks.

## **PAY DEDUCTIONS**

Hach makes certain deductions from every associate's compensation. Among these are applicable federal, state, and local income taxes. Hach also must deduct Social Security taxes on each associate's earnings up to a specified limit. Hach is required to match the amount of Social Security taxes paid by each associate. Hach follows Federal and State garnishment regulations.

Hach offers certain associate benefit programs, which require participant contributions and are deducted from the associate's paycheck. In most of these benefit programs; the associate cost can be paid through automatic payroll deduction. In most programs, payroll deduction is the only payment option.

### Salary for Exempt Associates

Exempt associates are generally paid a fixed salary for their job responsibilities, without regard to the number of hours needed in a work week to complete the job. Exempt associates are not eligible for overtime pay but are required to spend whatever hours are necessary to fulfill their job responsibilities. Similarly, Hach will not make deductions from an exempt associate's salary for any work week in which the associate worked, unless such deductions are authorized by law. Improper deductions for exempt associates are prohibited by the Company. For example, deductions will not be made for absences required by Hach or by the operating requirements of the business. If you believe improper deductions have been made, you should immediately notify the Human Resources Manager. Hach will promptly review and investigate any complaint and will reimburse any associate found to have been subject to an improper and unlawful deduction from salary.

## ***320 PERFORMANCE EVALUATION***

Communication between associates and people managers is essential to achieving our Core Value of Best Team Wins! People managers and associates are strongly encouraged to discuss associate's job performance and goals on a frequent and informal basis. In addition, formal performance evaluations are conducted annually to provide supervisors/managers and associates the opportunity to discuss job tasks, identify and correct development areas, encourage and recognize strengths, and to ensure alignment between associates professional goals and development plans with Hach and Danaher strategic initiatives.

In conjunction with performance appraisals, a merit review is conducted for each associate annually. If given, increases are based on performance, business and economic conditions, and Danaher Corporate guidelines.

# Health and Safety

## IV

### **400 ENVIRONMENTAL HEALTH AND SAFETY**

Hach Company is committed to the protection of the environment and is resolved to manufacture world-class products in an environmentally responsible manner. In pursuit of these goals, Hach has implemented an integrated, environmental safety and health program, which is designed to protect the environment, our community, and the well being of our associates.

To provide a safe and healthful work environment for associates, customers, and visitors, Hach has established a workplace safety program. The Safety representative at each main facility has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

In addition, Hach embraces the need to preserve the environment and to strive toward limiting emissions to the water, air and land. We are committed to fully complying with the laws and regulations required to operate our business. We will always operate in a manner that respects and improves the quality of our environment.

Hach provides information to associates about workplace safety, health and environmental compliance through the Safety and Environmental programs located on the Hach Intranet and through internal communication channels such as associate meetings, bulletin board postings, training, memos, or other written communications.

Each associate is obligated to follow proper clean-up procedures and dispose of all waste materials in an appropriate manner. Associates must immediately report any chemical release to the environment or spill to their supervisor and Environmental Safety and Health personnel.

Each associate is obligated to obey safety rules and to exercise caution in all work activities. Associates must immediately report any unsafe condition to the appropriate supervisor/manager. Associates who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations will not be tolerated.

A primary objective of Hach is to provide all associates with a safe and healthy work environment. This is accomplished through the support and involvement of all Associates, customers and visitors.

Hach has established a workplace safety program. Each associate is obligated to obey safety rules and to exercise caution in all work activities. Associates, customers and visitors, regardless of their capacity or function, are required to use the safety equipment provided, comply with all safety rules and regulations and immediately report any unsafe condition to the appropriate supervisor or EHS manager. Associates who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or remedy such situations, will not be tolerated.

In addition, Hach is committed to the protection of the environment and is resolved to manufacture world-class products in an environmentally responsible manner. Hach embraces the need to preserve the environment and to strive toward limiting emissions to the water, air and land. We are committed to fully complying with the laws and regulations required to operate our business. We will always operate in a manner that respects and improves the quality of our environment.



Hach provides information to associates about workplace safety, health and environmental compliance through the Safety and Environmental programs located on the Hach Intranet and through internal communication channels such as associate meetings, bulletin board postings, training, memos, or other written communications.

Each associate is obligated to follow proper clean-up procedures and dispose of all waste materials in an appropriate manner. Associates must immediately report any chemical release or spill to their supervisor and Environmental Safety and Health personnel.

Much consideration is given to safety in facility and equipment design, and the intention is to maintain these high standards. If associates have additional suggestions or questions, they should consult Environmental Safety and Health personnel.

## **405 WORKERS' COMPENSATION INSURANCE**

Hach carries workers' compensation insurance which covers most of the expenses associated with any injury or illness that arises out of and in the course of employment with the company. All associates are covered by Workers' Compensation Insurance, therefore, Associates may be eligible for compensation for lost wages and medical costs which are associated with the injury or illness sustained while on-the-job as outlined by each state.

Associates who sustain a work-related injury or illness, no matter how minor, must notify their manager and Environmental Health and Safety team immediately and complete the Hach injury/illness report form. This ensures there is a record of injury in the event a worker compensation claim is filed. Proper reporting of incidents helps to ensure prevention of similar future incidents.

If medical treatment is needed, associates must seek treatment at a Hach authorized Workers Comp provider. Covered medical expenses are processed by the workers' compensation insurance carrier and are paid directly to the provider of the services (physician, pharmacy, etc.) or to the associate as reimbursement.

Worker's compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where your entitlement of 12 weeks in a twelve-month period will be reduced by the length of the leave.

Please contact the Environmental Health and Safety Manager if you have questions.

## **410 EMERGENCY SITUATIONS**

At times, emergencies caused by severe weather, fire, power failure, communication failure, etc., can disrupt company operations and may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. A list of local stations is available in Human Resources.

When operations are officially closed due to emergency conditions, non-exempt (hourly) associates must record hours in ADP by way of the following guidelines:

- When the facility closing is less than 8 hours:
  - CAL, if available, will be recorded
  - When no CAL is available, Business Gone Time will be recorded
- When the facility closing is for a full 8 hour shift:
  - CAL or Floating Holiday, if available, will be recorded
  - When no CAL or Floating Holidays are available, Gone Time will be recorded
- Pending manager/supervisor approval, labor hours lost during a facility closing can be made up. This time can be recorded in place of CAL used, or Floating Holiday used in the case of 8 make up hours, if hours are made up within the same week in accordance with federal and state law.

## **415 SMOKING**

In keeping with Hach's intent to provide a safe and healthful work environment, smoking of any type of tobacco products, as well as the use of smokeless tobacco, electronic smoking devices and e-cigarettes containing nicotine cartridge's is prohibited throughout all Hach facilities. A smoking policy is necessary from a safety perspective to prevent loss of life and property and to comply with local ordinances and provide consideration for non-smokers.

Smoking is only permitted in designated areas which are at least 25 feet from the doors.

***Loveland's smoking areas include the following areas with receptacles:***

Smoking shelter outside of the cafeteria (West side)  
 Smoking shelter Northeast corner of Building 1  
 East of the East tunnel, between Building 1 and 2 (gravel area)  
 East of Building 2 by the associate entrance (gravel area)  
 NOTE: Smoking is not allowed on the West Patio

***Ames' smoking areas include:***

Southeast associate entrance  
 West associate entrance (cafeteria patio)

Smoking should be limited to breaks and meal periods.

Each location has a smoking receptacle that inhibits potential fires and is the only type of receptacle permitted to be used on site. Moving these receptacles from the current locations is prohibited.

This policy applies equally to all associates, customers, vendors, and visitors.

# Time Away from Work

V

## 500 CONSOLIDATED ANNUAL LEAVE

Consolidated Annual Leave (CAL) combines vacation, sick leave, and personal time. This benefit allows associates flexibility to use time off in a manner which best meets the needs of the associate. CAL is available to regular associates working at least 30 hours per week. For regular 30 hour per week associates, CAL time will be prorated at 3/4 time.

Associates must apply available CAL time to all unpaid time off except for certain leave of absence policies. Refer to CHART #535 for CAL time requirements while on leave of absence.

Generally, CAL time must be pre-approved by the supervisor/manager. CAL time that is not pre-approved (i.e., calling in to take the day off or calling in sick) should be used with discretion and using it too frequently will not be tolerated (refer to Attendance and Punctuality Policy #705). Associates are expected to manage CAL time to avoid use of Gone Time. In addition, managers may send associates home who report to work ill if it is in the best interest of the associate or the general health of the team.

CAL requests of two or more consecutive weeks off require prior approval by the manager before any definitive plans are made by the associate due to the impact to the department and the company.

CAL time does not count as hours worked in calculating overtime. Therefore, all CAL time is paid as straight time.

The amount of CAL time associates earn each year is based on their length of service. Associates can earn up to a maximum of 200 hours. (See CHART A.) If an associate ends the calendar year with 120 hours or less of CAL time, all hours will be carried over to the following calendar year. If an associate ends the calendar year with 121-160 hours of CAL, all hours over 120 will be paid out. CAL hours in excess of 160 hours at the end of the calendar year will be forfeited. Any unused CAL time balances at the time of termination, less any legal deductions, will be paid in the final paycheck.

Earned CAL time is defined as CAL time earned by working a full pay period. Please refer to the chart on the following page: CHART A: CAL Time by Years of Service. Negative CAL accruals (using more CAL than is available) will not be allowed.

In cases where an associate does not have sufficient CAL time accrued to cover a scheduled and expected absence, a Personal Leave of Absence *may* be granted. See *Section 532* for details.

For additional information concerning CAL time, please see your Human Resources representative.

CHART A: CAL TIME BY YEARS OF SERVICE

CALENDAR YEAR OF SERVICE	ACCRUAL RATE PER PAY PERIOD	ACCRUAL RATE PER YEAR
YEAR OF HIRE	PRORATED BASED ON START DATE AND FRONTLOADED	80
1	3.0769 - 4.6154	80 - 120
2	4.6154	120
3	4.6154	120
4	4.6154	120
5	6.1538	160
6	6.1538	160
7	6.4615	168
8	6.4615	168
9	6.7692	176
10	6.7692	176
11	7.0769	184
12	7.0769	184
13	7.3846	192
14	7.3846	192
15+	7.6923	200

\*\*CAL hours for year employed will be accrued each pay period as indicated above.

**Example 1:** An associate with 5 years of service will accrue CAL at a rate of 6.1538 hours per pay period or 160 hours for a full year.

**Example 2:** An associate with 11 years of service will accrue CAL at a rate of 7.0769 hours per pay period or 184 hours for a full year.

## ***505 GONE TIME***

Gone time is defined as time off work without pay. The only acceptable use of gone time is during Military Leave and Family/Medical Leave (as defined in policies #520 and #525) and when the business dictates. All other gone time will be considered an unexcused absence and will not be tolerated. Gone time due to injury or illness may require a physician's statement.

Associates are expected to manage CAL time to avoid the use of gone time.

## **510 HOLIDAYS**

Each year Hach publishes a holiday schedule generally containing designated and discretionary holidays (Floaters). Typically, the designated include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day.

Regular full-time and regular part-time associates are eligible for holiday pay. To be eligible for holiday pay, the associate must work or use approved CAL time the day preceding and following the holiday. If an Associate incurs an unplanned illness during this period, he/she may receive holiday pay if a medical certification is filled out by a certified practitioner of the absence/partial day and is submitted to the Supervisor/Manager and HR (Human Resources) within 2 business days of the illness.

Holiday pay, either scheduled or discretionary, will not be paid to terminating associates following their last day of active work. Discretionary holidays can be used at any time but must be pre-approved by the supervisor/manager. Discretionary holidays cannot be taken in hourly increments; they must be taken in whole day increments. Holiday pay may be prorated based on the number of hours worked.

***For years with two discretionary holidays (Floaters):***

***During the first calendar year of employment, associates will receive two discretionary holidays if hired before July 1st. Those hired on or after July 1st will receive one discretionary holiday.***

***For years with one discretionary holiday (Floater):***

***During the first calendar year of employment, associates hired before July 1st will receive one discretionary holiday. Those hired on or after July 1st will not receive a discretionary holiday.***

The discretionary holiday is paid as straight time, not as hours worked for purposes of calculating overtime.

Associates required to work designated holidays will receive holiday pay and pay for hours worked on the holiday at 1.5 x base. Non-Exempt Associates – Holidays count as hours worked with regard to calculating Overtime.

## **515 FUNERAL / BEREAVEMENT TIME**

Hach ("Company") recognizes that a time of bereavement is a very difficult one for our associates. As provided in this policy, the Company allows associates to take leave from work during these difficult times and, in certain instances, provides associates with pay for their absences.

### **Available Bereavement Leave**

Regular associates will receive three (3) paid bereavement leave days for the death of an immediate family member.

Regular associates may use accrued, unused CAL time, if they need additional time away from work for the death of an immediate family member, provided the associate requests approval from his/her manager and Human Resources for such additional leave. Approval for additional leave will be granted based on business needs. Borrowing future CAL or Negative CAL (using more CAL than is available) is not allowed.

### **Bereavement Leave Rules**

Non-exempt associates will be paid for up to three (3) days of bereavement leave. Non-exempt associates will be compensated at their regular, straight-time hourly rate for the number of hours they would have normally been scheduled to work on any bereavement leave day.

Bereavement pay will not be counted as hours worked for the purposes of determining overtime. Proof of death may be required in the form of an obituary or death certificate.

For purposes of this policy, a member of an associate's immediate family includes an associate's spouse, domestic partner, and any parent, child, sibling, grandparent, grandchild or applicable in-laws of the associate or his or her spouse or domestic partner, or any other individual as otherwise required by applicable law.

For purposes of this policy, a domestic partner is (a) an individual with whom the associate has entered into a legally documented same-sex union (such as a same-sex marriage, civil union, or domestic partnership) recognized by the law of the jurisdiction in which such union was registered that has not since been dissolved by the laws of such jurisdiction, or (b) an individual with whom the associate has registered with the Company as domestic partners by filing an Affidavit of Domestic Partnership with Human Resources or the Company's Medical, Dental, Vision and/or Dependent Life Insurance Plan carrier. An Affidavit of Domestic Partnership can be requested from Human Resources.

## **520 MEDICAL LEAVE OF ABSENCE FOR ASSOCIATES NOT ELIGIBLE FOR LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT (FMLA)**

### **Hach Reasonable Accommodation Policy**

The Americans with Disabilities Act (ADA), as amended, and other applicable state and federal laws prohibit employment discrimination against “qualified individuals with physical or mental disabilities”. The law prohibits discrimination in all employment practices including hiring, firing, advancement, compensation, training, job application procedures, advertising, layoff, leaves, fringe benefits, recruitment and other employment related activities. The ADA and related laws also require employers to “reasonably accommodate” persons with disabilities, if they request accommodation that would not impose an undue hardship on the Company. Reasonable accommodations generally involve a modification or adjustment of a job, work schedule, employment practice, or the work environment (and may include a leave of absence) that makes it possible for an individual with a disability to perform the essential functions of his or her job and/or to otherwise enjoy equal employment opportunities. Employers are not required to provide the accommodation requested if an alternative accommodation exists that is also effective.

Hach (the Company) has established this Reasonable Accommodation Policy as part of its efforts to comply with the ADA and disability discrimination laws. The Company has established a Reasonable Accommodation Coordinator to provide a workable means for the Company to address issues of applicants or associates with disabilities who may need certain accommodations to perform the essential functions of a particular job or to otherwise enjoy employment opportunities. The Reasonable Accommodation Coordinator will review and process requests for reasonable accommodations and assist in the implementation of approved reasonable accommodations. The Reasonable Accommodation Coordinator could be a member from Human Resources.

Whenever an associate believes that he or she may need a workplace accommodation, the associate should contact the Human Resources Department to obtain a Request for Accommodation Form. This form should be completed and returned to the Human Resources Department or the Reasonable Accommodation Coordinator. The Reasonable Accommodation Coordinator or another member of the Human Resources department will engage in an interactive dialogue with the individual requesting an accommodation about possible accommodation(s). The individual requesting an accommodation may be required to provide medical documentation supporting the existence of a qualifying disability and the need for an accommodation.

Whenever a manager receives a request for accommodation, whether written or verbal, the manager should communicate that request to the Human Resources Department or the Reasonable Accommodation Coordinator, who will follow-up with the associate about the request. In addition, whenever a manager believes that an associate cannot perform a job because of a physical or mental impairment, the manager should refer the matter to the Human Resources Department, who will review the issue with the manager and the Reasonable Accommodation Coordinator. In no case should a manager take any adverse action against an associate who has self-identified as disabled unless the appropriate Human Resources manager and/or the Reasonable Accommodation Coordinator has advised the manager that it is permissible to do so.

No one will be retaliated against for exercising his or her rights to request an accommodation under the ADA. Such retaliation is prohibited as a matter of Company policy. Any manager who engages in retaliation because an individual has requested accommodation or otherwise exercised rights under the ADA will be disciplined, up to and including discharge.

With this policy, we seek to recognize the potential value of associates with disabilities and the contributions they can make to our community. Everyone’s cooperation and support is appreciated.

## ***525 FAMILY AND MEDICAL LEAVE OF ABSENCE FOR ASSOCIATES ELIGIBLE FOR LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)***

**I. Eligibility Requirements/Leave Year.** You are eligible for up to 12 work weeks of unpaid leave under the Family and Medical Leave Act (FMLA) during a rolling 12-month period under this policy if you have been employed by the Company for at least 12 months, you have worked at least 1,250 hours during the 12-month period prior to the commencement of the leave, and you work at a facility with 50 or more associates within a 75-mile radius. If you meet the eligibility requirements, you are eligible to take Military Caregiver Leave for up to 26 weeks as set forth in **Section II E** below. The Company uses a rolling 12-month period measured backward from the date you use any FMLA leave.

**II. Reasons For Leave.** An FMLA leave may be requested for any of the following reasons:

A. Birth/Placement — to care for a son or daughter born to or placed for adoption or foster care with you;

B. Family Medical — to care for your parent, son or daughter, or spouse (as defined below) with a serious health condition;

C. Associate Medical — because of your own serious health condition, which renders you unable to perform the functions of your position;

D. Qualifying Exigency – because of any qualifying exigency arising out of the fact that your parent, son, daughter, or spouse is a military member of the Regular Armed Forces or of the Reserve Components of the Armed Forces who is on covered active duty or call to covered active duty status or who has been notified of an impending call or order to covered active duty status (\*\*call to duty must be in connection with deployment to a foreign country); or

E. Military Caregiver Leave – to care for a covered service member with a serious injury or illness who is your parent, son, daughter, spouse, or to whom you are next of kin. Such leave may be taken for up to 26 weeks in a single 12-month period, which period begins on the first day you take leave for this purpose and ends 12 months after that date.

**III. Leave Rules.**

A. Leave for Birth/Placement must be completed within the 12-month period beginning on the date of the birth or placement.

B. For purposes of this policy, the Company extends the term “spouse,” as defined in the FMLA, to include domestic partner (or any other individual as otherwise required by applicable law). For purposes of this policy, a domestic partner is (a) an individual with whom the associate has entered into a legally documented same-sex union (such as a same-sex marriage, civil union, or domestic partnership) recognized by the law of the jurisdiction in which such union was registered that has not since been dissolved by the laws of such jurisdiction, or (b) an individual with whom the associate has registered with the Company as domestic partners by filing an Affidavit of Domestic Partnership with Human Resources or the Company’s Medical, Dental, Vision and/or Dependent Life Insurance Plan carrier. Spouses employed by the Company may share certain types of FMLA leave. Please note, however, that nothing in this Policy creates a right or remedy for a leave related to a domestic partner under the FMLA. This leave is in addition to the 12 weeks of FMLA you are afforded under the Family and Medical Leave Act. Consult Human Resources for details regarding shared FMLA leave and/or filing an Affidavit of Domestic Partnership. An Affidavit of Domestic Partnership form can be requested from Human Resources.



- C. For purposes of this policy, the Company extends the term “serious health condition” as defined in the FMLA and for purposes of leave under Section II.B (Family Medical) and Section II.C (Associate Medical) to include medical issues of an associate or his or her spouse related to Gender Identity Disorder or gender transition, provided such medical issues require inpatient care or continuing treatment by a health care provider as defined by the FMLA.
- D. Leave under **Sections II B, C, and E**, may be taken on an intermittent or reduced work schedule basis if medically necessary. Leave under **Section II D**, may also be taken on an intermittent or reduced work schedule basis.
- E. Associates will not be granted leaves to gain employment or work elsewhere, including self-employment.
- F. Associates who misrepresent facts in order to be granted and FMLA leave will be subject to discipline up to and including termination.
- G. An associate who intends to work at a second job the associate already had before the leave commenced, must have the written permission of the HR Manager.

**IV. Leave Is Unpaid/Substitution of Accrued Paid Leave.** FMLA leave is unpaid leave. If you request leave for Birth/Placement, FMLA will run concurrent with the Company’s Paid Parental Leave benefit and any State paid family leave benefit, up to 100% of your normal base pay; thereafter you must use any accrued, unused Consolidated Annual Leave (CAL) for otherwise unpaid leave. If you request leave for other than Employee Medical or Birth/Placement reasons, any accrued CAL must first be substituted and used for otherwise unpaid FMLA leave, provided they comply with the Company’s vacation or paid time off policy requirements. If you request Employee Medical leave, any CAL must be used first, followed by any CAL for otherwise unpaid FMLA leave. In addition, any short-term and/or long-term disability leave and any leave for workers’ compensation may apply as part of the 12-week leave period when taking Employee Medical leave. The substitution of paid leave time (CAL) for unpaid leave time does not extend the 12-week leave period (or the 26 week as to military caregiver leave).

**V. Notice of Leave.** If your need for FMLA leave under **Sections II A, B, or C** is foreseeable, you must give the Company at least 30 days prior notice or as much notice as is practicable. Failure to provide such notice may be grounds for delay or denial of leave. If you are taking leave under **Sections II D or E**, you should provide such notice as is reasonable and practicable. The Company has Request for FMLA leave forms available in Human Resources. You should use these forms when requesting leave.

**VI. Medical Certification/Second and Third Opinions.** If you are requesting leave under **Sections II B, C, or E**, you must provide a medical certification from a health care provider. You may obtain medical certification forms from Human Resources. If leave is foreseeable, the medical certification should be provided when the leave is requested. If the leave is not foreseeable, the certification must be provided within 15 days after the leave is requested. Failure to provide requested medical certification in a timely manner may result in delay or denial of leave. In its discretion and at its own expense, the Company may require a second medical opinion in certain circumstances, and if the first and second opinions differ, may request a third medical opinion. If a third opinion is requested, it will be provided by a health care provider approved jointly by the associate and the Company and will be binding. The Company may also require recertification periodically during a leave. The Company may also ask for authentication and/or clarification of any medical certification submitted. All forms must be filled out completely and legibly.

NOTE: The health care provider certification required for FMLA can be used for the Company’s Paid Parental Leave benefit. The health care provider certification required for FMLA leave may not be sufficient to qualify you for short or long term disability benefits or any State Paid Family Leave. Each plan has its own requirements and is administered separately. Consult your local Human Resources representative for details.

**VII. Medical and Other Benefits.** During the leave, the Company will maintain your group healthcare benefits on the same conditions as if you had continued working your regular schedule. If paid leave is substituted for unpaid FMLA leave, the Company will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must make arrangements with Human Resources to pay your portion of the premium. Your group health care coverage will cease if your premium payment is more than 30 days late, but you will be notified at least 15 days before your coverage lapses. Additionally, if you fail to return from leave, the Company may require repayment of any premium that was paid for maintaining the health coverage for you, unless you do not return because of your continuing or recurring serious health condition or that of a covered family member, or because of other circumstances beyond your control. Associates are not entitled to other benefits or seniority accrual during the leave.

**VIII. Returning From Leave.** If you take an FMLA leave, you are generally entitled to return to your position or to an equivalent position with equal benefits, pay and other terms and conditions of employment, subject to any applicable exceptions. In addition, you have no greater rights to reinstatement or to other benefits and conditions of employment than if you had not taken FMLA leave. If you take Associate Medical leave, you will be required to provide medical certification that you are fit to resume work and are able to perform all essential job functions. Associate failing to provide a fitness for duty certification will not be permitted to resume work until it is provided.

NOTE: Associates who qualify for Family Medical Leave for their own serious medical condition (12 weeks) and do not return to work at the end of the company provided Short Term Disability period (up to 26 weeks) and **have not** elected optional Long Term Disability coverage will be terminated in accordance with applicable state and federal laws.

Associates who qualify for Family Medical Leave for their own serious medical condition (12 weeks) and do not return to work at the end of the company provided Short Term Disability period (up to 26 weeks) and **have** elected optional Long Term Disability coverage may be terminated, depending on the circumstances and in accordance with applicable state and federal laws once the Associate has been on Long Term Disability coverage 12 months.

**IX. Intermittent or Reduced Work Schedule Leave.** Leave taken under **Sections II B, C, or E** may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced work schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. Leave under **Section II D** may also be taken intermittently or on a reduced work schedule basis. If leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave for planned medical treatment, the Company may temporarily transfer you to an available alternative position that better accommodates your recurring leave and which has equivalent pay and benefits. If you are certified to take FMLA leave on an intermittent or reduced leave schedule basis, you must advise Human Resources at the time or before if possible of your absence from work if you intend for any such absence to be FMLA qualifying.

**X. Modifications and Collective Bargaining Agreements.** The application of this policy, and the procedures and definitions set forth herein, may be modified in accordance with changes in applicable law and regulations.

**XI. State Law.** State law may provide additional rights. See Human Resources for details. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law which provides greater family or medical leave rights, and an associate will receive all benefits and protections to which an associate is entitled under any and all applicable leave laws.

**XII. Forms.**

- Associate Rights and Responsibilities Under the Family and Medical Leave Act.
- Form WH-381: Notice of Eligibility and Rights & Responsibilities.
- Form WH-380-E: Certification of Health Care Provider for Associate's Serious Health Condition.
- Form WH-380-F: Certification of Health Care Provider for Family Member's Serious Health Condition.
- Form WH-382: Designation Notice
- Form WH-384: Certification of Qualifying Exigency for Military Family Leave
- Form WH-385: Certification for Serious Injury or Illness of Current Service member for Military Family Leave
- Form WH-385: Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

**530 JURY DUTY**

Hach supports associates in their civic duty to serve on a jury. If an associate is summoned for jury duty and the time away from work exceeds three working days, the associate will be placed on jury duty leave of absence. When the associate is on jury duty leave, they will be paid up to 2 weeks or 10 work days at their regular rate of pay minus any compensation received from the court for the period of service. Any additional jury service time will be excused from work, however you will not be paid by the company. Documentation indicating compensation or hours for jury duty must be turned into the payroll department. Jury duty time must be reported on the associate's time summary sheet. Jury duty is paid at a straight rate and does not qualify as hours worked for purposes of calculating overtime. Compensation will not be made for hours served on jury duty in excess of 40 hours per week.

Associates must show the jury duty summons to their manager as soon as possible so that the manager may make arrangements to accommodate their absence. Associates on all shifts are expected to work their regular daily hours minus any jury duty time, i.e., 8 hour shift -2 hours jury duty = 6 hours of work time. Unique situations must be coordinated with the department manager. If an Associate is not selected and released early, telephone your supervisor to see if you are needed at work or he/she must report to work for the remainder of that work day.

In accordance with state and federal law, temporary associates on a scheduled assignment of at least two weeks are eligible for jury duty pay.

**WITNESS DUTY**

Hach considers witness duty to be the same as a personal request for time off. However, if you are subpoenaed to serve you must provide a copy of the subpoena to be considered eligible for pay.

## **531 MILITARY LEAVE**

Hach supports the efforts of its associates to participate in the U.S. Armed Forces. If an associate is a member of the U.S. Armed Forces Reserve or National Guard, he/she is granted leave when called for active or inactive duty or training. Associates called to active duty may be eligible for pay under the Hach Military Leave Pay policy.

The leave of absence is granted in addition to earned CAL time. However, if an associate wishes to use CAL time during a military leave of absence (i.e.-those not qualifying for Military Leave Pay or when Military Leave Pay is exhausted), a request must be made in writing and submitted to Human Resources.

Associates granted a military leave of absence are re-employed and paid in accordance with the laws governing military service re-employment rights.

Duration of the leave may be for a maximum of 5 years for military service and still retain employment rights.

Please refer to Chart #535 for a summary of the impact to benefits.

## 532 PERSONAL LEAVE OF ABSENCE

If you do not qualify for any other leaves, a personal leave of absence, without pay, may be granted to full time associates who have completed at least one year of service. Several factors are considered in determining whether or not the leave is granted. Considerations include but are not limited to:

- Need for the personal leave.
- Workload in the department.
- Associate performance and length of service with the company.
- Urgency of the situation prompting the leave request.
- The anticipated length of time needed for the leave.

Associates who return from approved personal leave may be reinstated to their same position, a position of like status and pay, or any open position, if such a position is available and the associate is qualified for the position. There is no guarantee of employment upon return from a personal leave of absence.

The company reserves the right to ask the associate to return to active status during the personal leave. If the associate does not return, the company will assume the associate has voluntarily terminated their employment. A personal leave of absence may not exceed six months.

Requests for a personal leave of absence must be made in writing and must be approval by the department supervisor, manager, and Director or Manager of Human Resources.

Please refer to Chart #535 for a summary of the impact to benefits.

## 533 PARENTAL LEAVE

If you are a full-time or part-time regular U.S. associate and you or your partner have a baby, adopt or become foster parents in the last Fiscal quarter of 2017 (October 1 through December 31, 2017) or in and after 2018, you can take up to eight weeks of paid parental leave. The purpose of parental leave is to provide parents with the time needed to care for and bond with a newborn or a newly adopted/placed child.

To be eligible for parental leave, you must be a full-time or part-time U.S. associate (including U.S. expatriates), and have been employed with Danaher, or a Danaher Operating Company, for at least 12 months and completed at least 1,250 hours of service. The 12 months does not have to be consecutive. Temporary associates and independent contractors are not eligible.

This policy means your job is protected for when you return from leave and will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Eligibility for FMLA leave requires that you have completed at least 12 months of service and 1,250 hours.

### Overview

- Birth and non-birth parents can take eight weeks of 100% paid leave within the first year of a child's birth, adoption or placement in your home for foster care.
- Birth mothers can begin paid parental leave after their Short-term Disability leave ends.
- As you plan for parental leave, you should provide as much advance notice as possible to your manager so that work coverage can be planned.
- Paid parental leave will run concurrently with leave under the FMLA.

- If you take paid parental leave, you are afforded job protection for the period of time that you are on paid parental leave, regardless of FMLA eligibility.

### **Parental Leave Criteria**

You can take parental leave within the first 12 months of:

- The birth or adoption of your or your committed partner's new child,
- The birth of your child, or your committed partner's child, by surrogate or
- A child being placed with you or your committed partner for foster care.

Committed partner: For purposes of this policy, a "committed partner" means (a) a registered domestic partner in accordance with applicable Danaher policies on domestic partners; any state or city regulations. or (b) a same-sex or opposite-sex partner of a woman who has given birth to a child, if such partner meets any applicable "committed partner" policy established by Danaher or the Operating Company employing the associate. 2

In the case of adoption or foster care, the child must be age 17 or under for you to be eligible for paid parental leave. However, traditional benefits coverage can extend to age 26 for that child.

### **Amount, Time Frame and Duration of Paid Parental Leave**

- You must use paid parental leave within a rolling twelve months of the birth, adoption or placement of a child ending 12 consecutive months from the date of the event. Approved paid parental leave may be taken at any time during the twelve-month period immediately following the birth, adoption or placement of a child with the associate.
- Parental leave does not need to be taken consecutively. During the twelve-month time frame from the date of the qualifying event, associates can take paid parental leave in one continuous period or intermittently (with the minimum increment of intermittent leave being one week increments). All eight weeks must be used within the 12-month period following the child's birth, adoption or placement. Paid parental leave may not be used or extended beyond this twelve-month time frame.
- Multiple births constitute one event. The fact that a multiple birth such as twins, adoption or placement of more than one child occurs (e.g., the birth of twins or adoption of siblings) does not increase the eight-week total amount of paid parental leave granted for that event.
- An associate will not receive more than eight weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame. Paid leave for the adoption or foster care placement of more than one child at the same time is also limited to eight weeks of time off with pay for the 12-month period following the event.
- Documentation is required to use this benefit. The associate must complete the necessary forms and provide all documentation as required by the HR department to substantiate the request. As is the case with all company policies, the organization has the exclusive right to interpret this policy and make changes at any time. You will be notified in advance of any changes as soon as feasible
- You must discuss your plans with your manager before using parental leave. The associate will provide his or her supervisor and the Human Resources department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
- Each week of paid parental leave is compensated at 100 percent of the associate's regular, straight-time weekly pay. Paid parental leave will be paid on a weekly or bi-weekly basis on your regularly scheduled pay dates. If you live in a state that provides statutory family care benefits, those benefits will be used first. Then, Danaher's paid parental leave will contribute any remaining benefits to ensure the associate receives 100% pay while on parental leave. An associate will receive no more than 100% of pay while on parental leave.

- For female associates who have given birth, the eight weeks of paid parental leave will start when the associate's short-term disability leave/benefit ends. If the female's associate's short-term disability is extended beyond the typical six or eight weeks due to complications, the extended short-term disability will be used first, then the paid parental leave will be used.
- Upon termination of the individual's employment at Danaher, he or she will not be paid for any unused paid parental leave for which he or she was eligible.
- Payback Provision: Associates who fail to return to work for at least 90 days after their approved paid parental leave agree to reimburse the Company for the salary and any benefits paid by the Company for the period of paid parental leave. This reimbursement requirement will be excused if the associate's failure to return to work is related to the onset, recurrence, or continuation of a serious health condition of the associate or the child.

### **Coordination with Other Policies**

- Paid parental leave will run concurrently with leave under the FMLA; thus, in the event of any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. If you live in a state where FML is mandated by the state, the leave will also run concurrently. Should you have FML time that runs beyond the Parental Leave period of eight weeks, your FML may run past the date that Parental Leave ends.
- An associate who takes paid parental leave is afforded job protection while on leave. If an associate who takes paid parental leave does not qualify for FMLA leave, or his or her short-term disability leave and/or parental leave extends past the FMLA leave, he or she will be afforded the same level of job protection for the period of time that the associate is on paid parental leave as if the associate was on FMLA-qualifying leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for female associates giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through associate's other accrued paid leave (e.g. vacation or paid time off (PTO)), if applicable. Upon exhaustion of other accrued paid leave, or if no vacation or PTO exists, any remaining leave will be unpaid leave.
- The company will maintain all benefits for associates during the paid parental leave period just as if they were taking any other company paid leave such as PTO leave. Required deductions will be withheld from pay continuation. If pay continuation has been exhausted, the associate will be responsible for payment of benefits directly to Company.
- If a company holiday occurs while the associate is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total period of paid parental leave entitlement.

**535 TYPE OF LEAVE OF ABSENCE**

	<b>Personal MEDICAL FMLA Eligible</b>	<b>Personal MEDICAL Not Eligible for FMLA</b>	<b>FAMILY FMLA Eligible</b>	<b>PERSONAL LEAVE – Must be approved by Manager and HR</b>	<b>MILITARY Active</b> <b>Inactive</b>	<b>JURY DUTY</b>
<b>Maximum Length of Time</b>	12 months in a “rolling” 16-month period measured backward from the time an associate uses any leave	Cumulative 6 months in the first 12 months of employment	12 weeks in a “rolling” 12-month period measured backward from the time an associate uses any leave	6 months	In accordance with Federal law.	N/A
<b>CAL Time Usage Requirement</b>	Salaried: 16 hours Hourly: 40 hours Then Optional	CAL Usage required	Must take first 40 hours as CAL for each occurrence, then optional.	All available CAL time must be used before gone time will be allowed.	No	No
<b>3<sup>rd</sup> Party Insurance Pay</b>	May qualify for disability pay. Refer to Human Resources.	May qualify for disability pay. Refer to Human Resources.	No	No	Yes      No	No
<b>Benefits: Holiday Pay</b>	May qualify as disability pay.	May qualify as disability pay.	No, unless using CAL time.	No	No, unless using CAL time.	Yes
<b>Health &amp; other voluntary insurance</b>	Associate must continue to pay the associate cost of the insurance premiums.	Associate must continue to pay the associate cost of the insurance premiums.	Associate must continue to pay the associate cost of the insurance premiums.	Beginning on first day of leave, associate must pay full COBRA cost for health / dental and associate cost for any other insurance premiums.	In accordance with Federal law.	Associate must continue to pay the associate cost of the insurance premiums.
<b>Company Paid Life Insurance</b>	Continues	Continues	Continues	Continues	Continues	Continues
<b>CAL Accrual</b>	50% accrual for up to 6 months; no accrual after 6 months	50% accrual for up to 6 months; no accrual after 6 months	50% accrual for up to 6 months; no accrual after 6 months	No, unless using CAL time.	In accordance with Federal law.	Yes



# Employment Practices

## VI

### **605 HIRING OF RELATIVES (NEPOTISM)**

Relatives, or romantic partners, of current associates may be hired only if they will not be working directly for, indirectly for, or managing one another. Hach associates cannot be transferred into such a reporting relationship. It is the responsibility of the associate to disclose that relationship.

The existence of such relationships in the same area of an organization may cause serious conflicts and problems with favoritism and associate morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

If a relative or a romantic relationship is established after employment, the individuals concerned may decide who will transfer or terminate. If that decision is not made within 30 calendar days, management will make the decision.

For the purposes of this policy, relatives are defined to include spouses, domestic partners, parents, children, brothers, sisters, brothers and sisters-in-law, sons and daughters-in-law, fathers and mothers-in-law, grandparents, grandchildren, aunts, uncles, first cousins, stepparents, stepbrothers, stepsisters, and stepchildren. This policy also defines relative to include those individuals who are not legally related but who reside with another associate.

In other cases where a potential or actual conflict arises, even if there is no management relationship involved, the parties may be separated by reassignment or terminated from employment.

All applicants will be considered based on qualifications for the position and relatives or romantic partners will not be given special consideration.

## **610 CONFLICT OF INTEREST / NON-DISCLOSURE**

It is Hach's intent to operate under the highest standards of conduct, complying with the current federal, state and local law; as well as, the Danaher Standards of Conduct.

Associates have an obligation to conduct business within guidelines that prohibit actual or potential conflict of interest. Hach will follow the Danaher Standards of Conduct. A conflict of interest arises when your personal dealings or interests conflict with or appear to conflict with Hach's interests. Such conflicts can influence the normal exercise of sound, ethical business judgment in doing your job and take away the ability to be objective in making decisions on behalf of Hach. Such conflict may occur when an associate is in a position to influence a Hach decision that may result in personal gain for that associate or relative or business associate of the associate. Any actual or potential conflict of interest must be disclosed promptly to a member of management or a Human Resources representative so that safeguards can be established to protect all parties.

The protection of confidential business information and trade secrets is vital to the interests and the success of Hach. Such confidential information includes all information of the company which is not generally known to the public. Improper use or disclosure of Hach's trade secrets or confidential business information will not be tolerated.

Please refer to the Danaher Standards of Conduct on [www.mydanaher.com](http://www.mydanaher.com).

## **615 OUTSIDE EMPLOYMENT**

When you accept full time employment with Hach, your first responsibility is to Hach and to efficiently perform your duties. An associate may hold a second job with another organization as long as he/she satisfactorily performs his/her job responsibilities with Hach and it does not create a conflict of interest concern. Another job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If job- related problems like those listed above occur, associates may be subject to disciplinary action up to and including termination.

## **620 HIRING PRACTICES**

Hach philosophy is to promote from within whenever practical.

The company may transfer associates or recruit externally when it is considered to be in the best interest of the company. Associates can view available job openings through Hach's online career site. Interested associates should follow the application process.

### **INTERNAL APPLICATION AND TRANSFERS**

Most full time and part time associates regularly scheduled to work at least 20 hours per week and who have satisfactory performance are eligible to apply for posted job openings. Loveland associates must be in their current positions for at least one year to be eligible to apply for posted job openings. Due to the nature of the business, Ames associates must be in their current position for at least four months to be eligible to apply for posted job openings. Some departments may require a longer employment period. A member of Senior Management must approve exceptions. Hach career opportunities may be viewed on the Hach Intranet by clicking on "Hach Careers" located under the Human Resources link.

Associates applying for a posted opening must meet the job requirements outlined for the position, and inform their supervisor/manager of their intent to apply. Current resumes are required as part of the application process for many job openings. Interviews may start during the posting period and when necessary, interview with external candidates may be conducted concurrently with those of internal candidates. Human Resources may reduce the number of applicants through a screening process.

## **625 WORK SCHEDULES, WORK WEEK, SHORT-TERM ASSIGNMENTS**

Supervisors/managers have responsibility for administering work schedules in their department(s) and advising associates as to their normal start and stop time. Staffing needs and operational demands (efficient use of machinery, production demands, peak periods, safety and security, etc.) may necessitate variations in starting and ending times as well as variations in the total hours that may be scheduled each day and week. Where practical, associate preference may be considered, but only after business concerns are met.

Each facility will set its own building occupancy regulations (associate entrances, working alone policy, occupancy time frame, etc.) based on security and safety requirements, as well as operational demands. Due to safety concerns, no associate may work more than 12 hours a day unless approved by the department supervisor/manager and Human Resources.

Hach recognizes two associate work schedules: Standard Time and Flex Time. Most departments are required to be staffed during the core work hours of 8:30 a.m. – 2:30 p.m., Monday through Friday.

1. ***Standard Time: Start and stop times are set by the supervisor/manager for each associate in the department. With a standard time schedule, associates do not have the liberty of coming in early or late without prior supervisor/manager approval. Also, associates will be considered late if not actively working at the assigned or agreed-upon start time.***
2. ***Flex Time: The supervisor/manager establishes an acceptable start-time range. Start times are normally within the time frame of 6:00 a.m. to 8:30 a.m. Earlier start times are discouraged. With flextime, associates can vary their start and stop time from day to day as long as it is within the established departmental range. Flextime is not available in all departments.***

While the vast majority of Hach associates work a standard five-day workweek, certain departments and/or shifts with the approval of the Human Resources Director and senior team may allow variation.

### **WORK WEEK**

The normal workweek schedule for associates is 40 hours per week. The workweek starts at 12:01 a.m., Sunday, and ends at midnight, Saturday. All associates must report hours worked each week (refer to Time Reporting and Paydays policy, #315).

### **MAKE UP TIME**

Non-exempt associates who anticipate missing scheduled work hours as a result of personal obligations may request to make up that time. The make-up time must occur in the same workweek that the time off occurs in accordance with federal and state law. Make-up time cannot exceed more than four hours in a workweek without manager approval.

**SHORT-TERM ASSIGNMENT**

If a non-exempt associate is requested by the supervisor/manager to come to the plant for a short-term assignment, the associate will receive a minimum of 2 hours of base pay even if the assignment or task is less than two hours in duration.

Compensatory time off is illegal and Hach will not grant any associate compensatory time off.

**630 TELECOMMUTING**

Telecommuting is a practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that Hach may offer on an exception basis to some associates when it would benefit both the organization and the associate.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization. For non-exempt associates, prior to the start of telecommuting, all telecommuting activities must be approved by the associates Manager, Human Resources, and associates will be requested to sign and agree to a Telecommuting Agreement and/or Specific Assignment Agreement. Exempt associates must have their managers approval before starting any telecommuting.

**635 BREAK AND MEAL PERIODS**

Each workday, full-time associates are provided with a ten minute break for each four hour period worked. To the extent practical, break periods will be provided in the middle of work periods. Supervisors/managers are authorized to allow longer and/or more frequent break periods, as necessary.

Full-time associates are provided with one unpaid meal period of 30 minutes in length each workday. If practical, supervisors/managers may grant longer lunch periods as long as the additional time is made up in the same workweek. Supervisors/managers may schedule meal periods to accommodate operating requirements. Associates are relieved of all active responsibilities and restrictions during meal periods.

Working through breaks to leave early or make up time is not allowed. Working through lunch to leave early or make up time is allowed only on an exception basis and requires supervisor/manager approval. However, it is generally discouraged.

**HACH POLICY REGARDING BREAK TIME FOR NURSING MOTHERS**

**STATEMENT OF POLICY:** Hach (the "Company") provides break time to nursing mothers who need to express breast milk during the workday as set forth below.

**SCOPE:** All associates of the Company based at locations in the U.S.

**POLICY:** Nursing mothers will be provided reasonable break time to express breast milk as frequently as needed for the associate's nursing child for the first year of the child's life, unless otherwise required by applicable state law (as set forth below). The break time to express milk will be unpaid unless it is taken concurrently with paid break time provided to the associate.

The Company will designate a private and functional location other than a bathroom that will be available when needed for breastfeeding mothers to express milk during their workday. This location will be shielded from view and free from intrusion of co-workers and the public. Associates may use their private office area for expressing milk if they prefer.

State specific provisions: Associates in Colorado will be provided break time to express milk for the first two years of the child's life. Associates in Maine, New York, and Vermont will be provided such break time for the first three years of the child's life. Associates in Oregon will be provided up to thirty-minutes of break time during each four-hour work period to express milk for the first eighteen months of the child's life. Associates in Puerto Rico will be granted up to one hour each day for purposes of expressing breast milk, which break time may be divided into two 30 minutes sessions or three 20 minute sessions; such break periods will be available for up to twelve months after the mother returns to her duties after the birth of the child. Associates in Connecticut and Oklahoma will be provided such break time for purposes of expressing breast milk or breastfeeding their child at the work site. For associates in Connecticut and Washington, reasonable nursing time breaks will be paid for non-exempt associates unless it corresponds to an unpaid lunch.

**Associate Responsibilities:** Associates taking breaks for the purpose of expressing breast milk must comply with all timekeeping requirements applicable at their work location, and should discuss these requirements with Human Resources. Associates are responsible for completing time records in an appropriate manner and to take breaks only for a reasonable duration, and only when the mother has a need to express milk. Failure to return to work in a timely fashion or taking breaks for reasons other than to express milk (unless the break is otherwise authorized) will result in appropriate discipline.

This policy does not constitute an employment contract or implied promise of any kind. The terms of this policy may be modified or eliminated by the Company at any time with or without notice.

# Associate Conduct and Discipline

## VII

### **700 ASSOCIATE CONDUCT AND WORK RULES**

To assure orderly operations and provide the best possible work environment, Hach expects associates to follow rules of conduct that will protect the interests and safety of all associates and the organization.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are just a few examples of infractions of the rules of conduct that will not be tolerated. Examples of infractions of the rules of conduct include, but are not limited to:

**Theft or inappropriate removal or possession of property including trash**

**Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment**

**Possession, sale, transfer or use of firearms or explosives on company premises**

**Fighting, threatening violence, or retaliation**

**Using profane, abusive, or threatening language**

**Negligence or improper conduct leading to damage of employer-owned or customer-owned property**

**Insubordination or other disrespectful conduct**

**Violation of Environmental Health and Safety policies**

**Sexual or other harassment**

**Creating a hostile work environment; threatening, intimidating, coercing or interfering with fellow associates on premises**

**Unauthorized use of telephones, mail system, computer systems, or other employer-owned equipment**

**Unauthorized disclosure of business “secrets” or confidential information**

**Falsification of company documents**

**Violation of Handbook or any other company policies**

**Poor or inadequate performance of job duties**

**Leaving the premises during work hours without notifying your manager**

## **705 ATTENDANCE**

\*The following policy pertains to associates with standard (aka fixed time) schedules (see Policy #625 "Work Schedules, Work Week, Short-term Assignments" for definition). [The Ames facility has its own Attendance Guidelines. See Ames HR for details.](#)

### **GENERAL INFORMATION**

All Associates are expected to maintain a good attendance record and be at work when scheduled, however, Hach Managers understand that associates may have, on occasion; scheduling conflicts or situations that arise that preclude them from doing so. Hach wants associates to have the ability to attend to their personal and family needs in a manner that also allows the organization to continue to meet business demands. Associates are encouraged to manage their CAL and Floating holidays that allows for unexpected time away from work. CAL time is available for use in 15 minute increments and Floating Holidays may be used in 8 hour increments. This policy is designed to address absences that are disruptive and unacceptable to the company. Unscheduled full/partial day absences disrupt daily work, place a burden on co-workers, and jeopardize our ability to meet customers' needs.

**Requesting Time Off** - To adequately fulfill our business needs, advance notice for time away from work should be provided no later than 1:00 pm the day prior to the absence. Individual departments may have different guidelines that are specifically aligned with that area's business nuances and demands. Specific times off request guidelines are posted in each area. For an absence to be recognized as pre-approved and not result in points, as per the Attendance Point Program, the request for time off must be approved by the Manager. CAL or Floating Holiday usage is required for all absences unless otherwise stated in this policy (i.e. may differ in certain leave situations).

Requests for time off are evaluated and approved depending on the department's workload, labor requirements, and already approved requests. Excessive failure to abide within the guidelines and subsequent attendance point system will result in progressive counseling up to and potentially including termination of employment.

### **DEFINITIONS**

**Approved Absence:** Absence is pre-approved by Supervisor/Manager and CAL or Floating Holiday is used.

**Approved Gone:** Approved leaves including Bereavement, Jury Duty, FMLA, STD, and LTD, as defined in their respective policies.

**Unapproved Gone:** Absences that are unapproved and taken without the use of CAL. Due to the dual elements of the absence not being approved and the associate not using and/or having enough CAL or Floating Holiday to cover the absence, the amount of points given is more significant.

**Unplanned Absence:** Failing to provide Supervisor/Manager with acceptable advance notice of an absence however, CAL or a Floating Holiday is used for time missed.

**Unplanned Tardy/Early Leave:** Working less than the normal scheduled work shift, without pre-approval of Supervisor/Manager.

**Advance Notice:** Advising your Supervisor/Manager of your partial/full day absence request no later than the 1:00 pm the workday preceding the requested partial/full day absence date, or as posted in associate's work area.

**Calling In:** Associate's communication of an unplanned absence to the Supervisor/Manager. Associates are to personally notify to their Supervisor/Manager. Only; in an emergency situation, is it acceptable that a person other than the associate contact the Supervisor/Manager on behalf of the associate.



**No Call/No Show:** An unplanned absence that is not communicated to the Supervisor/Manager prior to the start of the work shift.

**Scheduled Work Shift:** The hours that the Associate is scheduled to work, including voluntary or mandatory overtime hours.

**Occurrence:** One-two (1-2) days in succession of full day unplanned absence. Three-four (3-4) days equals 2 occurrences.

**Rolling Six (6) Months:** Points will be removed from associate's record exactly six (6) months from the date received.

## TOPICS

**Holiday Pay:** To receive holiday pay, Associates must work the entire, normal scheduled work shift or take approved CAL/Floating Holiday time before AND after the holiday. If an associate incurs an unplanned illness during this period, he/she may receive holiday pay if medical certification, filled out by a certified practitioner, pertaining to the absence/partial day is submitted to the Supervisor/Manager and HR (Human Resources) within two (2) business days of the illness.

**Communication:** During an extended absence, (Disability, work related injury, FMLA, Jury duty, etc.) the frequency of contact is to be agreed upon by the manager and the associate. The associate is then responsible to follow-up with the manager as agreed. If qualified for Approved Gone Time, points will not be accrued by Associate.

## TRACKING

Unplanned partial/full day absences will be tracked by the Associate's Supervisor/Manager. Occurrences are full-day, unplanned, taken with/without CAL. Partial day and No Call/No Show is tracked each time the incident happens. Points will be tracked for each unplanned full/partial day absence as specified in the table below. Exceptions will be made for accepted absences as per the definition above. The final decision on exceptions due to weather will be made by the Plant Manager/Director of Operations.

### Point Tracking and Discipline Steps

*Management and/or Human Resources reserve the right to accelerate discipline under circumstances where associates incur frequent discipline or develop unacceptable patterns of absences.*

Partial Days / Absences	
Unplanned Tardy / Early Leave	1 incident = 1 point
Unplanned with CAL	1 occurrence* = 2 point
Unplanned without CAL	1 occurrence* = 4 points
No call/no show	3 days = Self Resignation
8 points	Verbal Warning
10 points	First Written Warning
12 points	Final Written Warning
14 points	Termination

\* Occurrence - 1-2 consecutive days =2 points  
3-4 consecutive days = 4 points

## **MODIFICATIONS & EXCEPTIONS**

The company reserves the right to modify this policy at any time. HR reserves the right to work with supervisors/managers to allow exceptions to any part of this policy in unique situations. Should there be any temporary changes in the allowance of gone time, the newly announced temporary policy will supersede this policy until communicated otherwise.

## **710 DISCIPLINARY ACTION**

Employment at Hach carries with it certain responsibilities, including observing rules of conduct in order to provide a safe and welcoming work environment essential to maintain a level of performance that meets Hach's standards and/or expectations. When the company finds an associates performance is unsatisfactory or an associates conduct is unacceptable, disciplinary action will be taken. Disciplinary Action is a set of procedures used to identify performance and behavior issues and provide feedback/coaching to the associate so they can understand what is expected of him/her and how to correct the issue(s).

Disciplinary action may range from informal discussion with the associate to immediate discharge. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

## **715 PROBLEM RESOLUTION**

Communication between associates and managers is necessary to maintain a harmonious and productive work relationship. This is especially true as it applies to associate problems. Our Open Door policy is intended to provide you with a series of steps for openly communicating with management. If you have a problem or complaint, follow the steps listed below:

- 1. The problem should normally be discussed with the associate's immediate supervisor/manager. If the associate is not satisfied with the answer given by his or her supervisor/manager or if it is inappropriate to go to the supervisor/manager, he or she may:**
- 2. Request an opportunity to discuss the matter with the department manager/director or a representative of the Human Resources Department. Usually, the problem is satisfactorily resolved at the department level. However, if the problem is not resolved to the associate's satisfaction at this level;**
- 3. He or she may discuss the matter to the most senior staff member in charge of the area. In certain circumstances a written statement explaining the nature of the problem and the associate's reasons for their position. The senior staff member's decision is normally final.**

The company encourages a healthy environment for mutual discussion of problems. The intent of the procedure above is to help maintain these communication channels.

## **720 USE OF COMPANY PROPERTY AND EQUIPMENT**

Associates are responsible for all property, materials, or written information issued to them or in their possession or control. All Hach property and equipment must be returned by associates on or before their last day of work.

Equipment and other company property essential in accomplishing job duties are often expensive and may be difficult to replace. When using equipment and property, associates are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

All company property and equipment removed from Hach premises must be pre-approved by the area supervisor/manager. Company property is not to be removed when a supervisor/manager is not present, i.e. late evenings or weekends. Due to safety and environmental concerns, the removal of certain chemical containers and their packaging is not allowed (drums, buckets, gallons, boxes, labels, glassware, etc.) even when those items have been discarded. Associates should consult with Environmental Safety and Health personnel and/or area management before removal of discarded items.

Non-business use of company property must be approved by the department manager and must be used after working hours. Injury caused by non-business equipment use will not be covered by worker's compensation insurance. Associates will be required to sign a liability waiver when using company equipment for non-business purposes.

### **Use of Company Communications Systems and Equipment**

Company communication systems and the equipment used to operate the communication systems are owned and provided by the Company to assist in conducting the Company's business.

Examples of such Company equipment include telephones, copy machines, fax machines, and computers. The Company's communication systems and equipment are not to be used to solicit or proselytize for commercial ventures, for religious or political causes, or for outside organizations. The sole exception to this policy can be a Company sponsored charitable fundraising campaign.

## ***725 COMPUTER, SOFTWARE, E-MAIL AND INTERNET USAGE***

Information Technology and electronic media are a critical part of today's business environment. Hach has made a substantial investment to create, purchase, and maintain the systems we use to run our business. An Information Security Policy has been created in order to: protect Hach's investment, safeguard the information contained within our systems, reduce business and legal risks, and increase the awareness of appropriate behavior in using IT related resources. Violations of the Information Security Policy may result in disciplinary action in accordance with company policy. For more details, reference the complete Information Security Policy located on the Hach Intranet.

Internet and email access is provided to associates for the benefit of Hach and its customers. Associates are responsible for ensuring that the Internet and email is used in an effective, ethical, and lawful manner. Transmitting or downloading information that violates company policies is prohibited, including but not limited to any information that may be deemed as sexually explicit, harassing, offensive or confidential. Downloading files for personal use is not permitted e.g. music, software, movies, etc. Any personal use of these resources must be done in accordance with company policies and approved by the associate's manager.

All information stored on or transmitted from Hach systems is the property of the company and may be regarded as public information. Associates should have no expectation of privacy in their use of a company computer, phone or other communication tools. Associates should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company's systems. If you do not want someone else to read it, do not send it in an email. Hach reserves the right to monitor and inspect email and Internet use without prior notification. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

If you need to send confidential information over the Internet, please contact the IT department for information on how to limit the risk of sending the information. IT, in conjunction with the Human Resources department, will take whatever steps it deems necessary to protect the resources of the company. This may include monitoring and/or blocking information viewed or sent over the Internet.

## **735 THREATS AND VIOLENCE**

Hach expects professional behavior from all associates at all times while at work in order to maintain a safe, healthy, and productive workplace for all associates. As such, Hach is committed to providing a violence free workplace for our associates. This means a work environment which is free from intimidation, harassment, threats of violence, and hostile or violent acts of any kind, including destructive actions, blocking someone's path, bizarre or offensive comments or actions made in jest. Hach will not tolerate threatening, intimidating, bullying or hostile behavior; threatening language; verbal or physical abuse; weapons possession or use on company property or while performing company business; vandalism; arson or any other act against person or property which management believes is inappropriate in the workplace. Associates who feel they have been subjected to, have observed, or have knowledge of any violation of this policy have a responsibility to report immediately the behavior or incident to a member of management and a Human Resources representative.

Associates who consider themselves to be in imminent danger of physical harm should contact appropriate law enforcement officials at their discretion. If this contact may result in law enforcement officials responding to a Hach facility, a member of management and a Human Resources representative should be notified immediately.

The above behavior will not be tolerated. Our commitment is to investigate each situation on a case by case basis and take appropriate action if an associate participates in any of this type of behavior.

## **745 DRUG AND ALCOHOL POLICY**

It is Hach's desire to provide a alcohol and drug-free work environment that is safe and productive for associates and others having business with the company. To promote this goal, associates are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The unlawful manufacturing, possession, use, sale or distribution of controlled substances on company or client premises or while on company business or while performing services for the company is prohibited. Possession, use, sale or distribution of alcohol by persons on company premises is prohibited unless approved by Senior Management and Human Resources Management. It is also a violation of company policy for an associate to report to work with illegally used controlled substances in his or her system or for an associate who is impaired by alcohol or drugs to work or drive a company vehicle.

The use of prescribed drugs that are legal under federal law and that are prescribed to the associate is permitted on the job only if it does not impair an associate's job performance.

Violations of this policy will not be tolerated. In addition, the company will fulfill its legal obligation, as a government contractor, to report to the appropriate authorities any person found to be manufacturing, selling, distributing, using, or possessing illegal controlled substances on company premises or on company business. Any associate who is convicted or pleads guilty or no contest under a criminal drug statute for a violation must notify the company within five days of such conviction or plea.

The use of marijuana for medicinal and/or recreational purposes is prohibited under this policy, despite any state law to the contrary. Hach follows the Federal Government stand on the medical and/or recreational use of marijuana and will not allow its use.

Associates with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor/manager or a Human Resources representative to receive assistance or referrals to appropriate resources in the community.

Associates with drug or alcohol problems that have not resulted in and are not the immediate subject of an active investigation, may request approval to take time off to participate in a rehabilitation program.

Hach is in compliance with all state drug and alcohol laws and testing procedures. Refer to Human Resources for specific state drug and alcohol policies.

Associates with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor/manager or a Human Resources representative.

Associates will be required to submit to an alcohol or drug screening in the following situations:

- Pre-employment
- Customer required testing
- Where there is reasonable suspicion to believe that an associate is under the influence of illegal drugs or alcohol that could affect or has adversely affected the employee's job performance; this may include an injury on the job requiring treatment by a physician or being involved in an accident resulting in damage to company property, vehicles or the property of other associates.
- Testing during or following completion of drug or alcohol rehabilitation.

The refusal to consent to drug and/or alcohol screening will be considered the associates voluntary resignation.

# Associate Benefits

VIII

## **800 ASSOCIATE BENEFITS**

Eligible associates at Hach are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors. Details of many of these programs can be found on Danaher Connect 'Employee Purchase Programs' and are reviewed in the new associate orientation.

The following benefit programs for eligible associates include, but are not limited to:

- Auto Discounts***
- Cell Phone Service Provider Discount***
- Consolidated Annual Leave (CAL)***
- Dental Insurance***
- Direct Deposit***
- EAP- Employee Assistance Program***
- Wellness Discounts***
- Travel Discounts***
- Tuition Assistance***
- Holiday Pay***
- Life Insurance***
- Medical Insurance***
- Vision Insurance***
- Pet Insurance***
- Professional Association Dues***
- Retirement Plans***
- Short-Term/Long-Term Disability Insurance***

Some benefit programs require contributions from associates; others are fully paid by Hach. Benefit programs will be reviewed annually and changes can be made on the programs offered. Contact your Human Resources Department for additional information.

## ***805 TUITION ASSISTANCE***

Hach currently provides tuition assistance for an associate when additional education will benefit both the associate and the company. Hach follows the Danaher Base Line Tuition Assistance Policy. To be eligible, associates must be employed on a regular full time basis (regularly scheduled a minimum of 40 hours of work each week) and have completed at least 12 months of service. To maintain eligibility, associates must remain on active payroll and must perform their job satisfactorily. The purpose of this policy is to stimulate associates to seek or continue their formal education by providing financial assistance to those working toward a company-related college degree or to individuals taking specialized courses that are in relation to their work. It is expected that this policy will foster the associate's self-development as related to their present job and also for future job performance.

While tuition assistance is expected to enhance associate performance and professional abilities, Hach cannot guarantee that participation in formal education will result in career advancement, a different job assignment, or a pay increase. A budget for tuition assistance is established annually and will be managed by Human Resources. Due to budget limitations, it may not be possible for all interested associates to participate in this program.

Please refer to the Hach intranet site for more specific information about tuition assistance.

## ***810 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS, SEMINARS, CONFERENCES AND WORKSHOPS ACCREDITATION AND CERTIFICATION***

Hach encourages and supports associate membership and participation in:

- ***Professional associations***
- ***Seminars, conferences and workshops***
- ***Accreditation and certification programs***

Dues, fees, and other limited expenses may be reimbursable. Hach supports participation in these programs if they are related to the associate's job or to the business of Hach. Participation in these programs must be pre-approved and budgeted by department management and the Human Resources Department.



# General Practices

## **900 SOLICITATION AND BULLETIN BOARDS**

### **a. Solicitation and Distribution by Company Associates**

Solicitation by any associate of any other associate (e.g., to contribute to, join, support, or oppose any endeavor, project, or organization) is not permitted during working time. Nor is it permitted during non-working time in areas where it will disturb other associates who are working.

Distribution or circulation of any literature and any written material by associates is not permitted during working time. Distribution or circulation of such material is not permitted at any time (whether during working or non-working time) in any working areas.

“Working time” refers to that portion of any work day during which the associate soliciting or distributing or the associate who is being solicited or receiving the distribution is supposed to be performing any actual job duties. It does not include authorized breaks (for example, break periods and meal times).

“Working areas” refers to that portion of any areas of Company property where associates normally perform work or where work is in fact being performed.

### **b. Solicitation and Distribution by Non-Associates**

Non-associates (anyone not employed by the Company) may not engage in solicitation and may not distribute or circulate written material on Company property at any time. Non-associates are prohibited from entering Company property to solicit or distribute or circulate written material.

### **c. Exception**

The sole exception to this No Solicitation/No Distribution policy can be a Company sponsored charitable fundraising campaign/event.

### **Bulletin Boards**

Our bulletin boards are maintained by the Company solely for the purpose of providing associates with Company-related information such as, personnel announcements, job openings, organizational announcements, payday notices, and any postings required by law. Please stop and read the bulletin boards regularly for information regarding Company policies and announcements.

If an associate would like to post non work-related material, the associate must submit a request to the Human Resources department for approval. This may include the posting of tangible, personal property offered for sale by associates, personal letters/cards of thanks, or congratulations, and/or Company-sponsored, charitable events.

Associates may not post, alter or remove any materials, of any kind, without the express permission of Human Resources or as otherwise required by management.

## ***905 Dress Code***

At Hach, we strive to create a comfortable environment for our associates and our customers. We want every reflection of the brand to be as thoughtful as our vision and purpose. As an associate, your appearance at work is a reflection of the Hach brand. Your work environment may vary depending on visits with customers, clients, and the public and so, your work attire may vary, as well. At the same time, we want to build a company where self-expression, empowerment and inclusion are nurtured.

### **Manufacturing and Lab Environments**

In manufacturing and lab environments, associates may wear casual attire as long as it projects an appropriate professional image. Dress code requirements may vary due to safety or special manufacturing processes. In general, attire should not interfere with the safe operation of equipment, product assembly, or other manufacturing/lab processes. Specific requirements may be developed for each site (or specific areas within each site). All Hach manufacturing and lab settings will require closed toe shoes and strict adherence to personal protective equipment where required.

### **Office Environments**

Associates who work in office environments may wear casual attire as long as it projects an appropriate professional image and is consistent with the day's activities. Associates should consider each day's work activities when determining what is appropriate to wear that day. Business reason may require associates to wear more formal business attire based on the level of customer (both internal and external customers) and public contact planned for the day.

Please note that in locations that had "casual Friday" – We will no longer have casual Friday's since everyday has the potential to be "casual".

Further clarification:

- Jeans are ok, but are required to be neat, clean and without holes as they might not reflect the quality of our brand.
- Shirts or clothing that represent a team or show pride for your affiliation are ok, on occasion, but not every day...save those for special occasions. Also please be sure these shirts do not use offensive language or messages which are inconsistent with our commitment to no harassment.
- When possible wear a collared shirt, as there is a good chance that will meet most criteria for 'reflecting our brand;'. And, tucked is the preference; if untucked, it has to be long enough to cover your mid-section.
- Be kind to your feet and overall well-being by wearing shoes that do not present a tripping and falling or other safety hazard.
- We would like common sense to be the guideline. If by chance your attire provokes complaints by your fellow associates, or if your supervisor deems it to be inappropriate for the setting of your work setting, you will be instructed to go home and change.

If you have questions, please ask your Manager. If your Manager is unavailable, you are encouraged to ask Human Resources or a Director or VP in your Department for guidance.

## **910 PERSONAL PROPERTY**

Items of personal nature, i.e., associate-owned tools, clothing, lunches, money, etc., are the responsibility of the associate. Hach is not responsible for the value of such items if they are damaged, lost or stolen. Associates are encouraged to check with Human Resources if they have lost or found an item.

If theft is suspected, associates are encouraged discuss the situation with their Manager or Human Resources.

## **915 SECURITY**

Hach maintains a secure workplace for all associates by requiring associate ID badges, restricting building access through designated entrances, and providing security card keys. Associates must wear ID badges at all times. Each associate must know and follow all security requirements. Each facility has its own security procedure. Associates should consult area management for specific security requirements.

### **INSPECTIONS**

Desks, lockers, other storage devices, voice mail, email, and other electronic storage devices are provided for the convenience of associates and/or for business purposes, but remain the sole property of Hach. Accordingly, they, as well as any articles or data found within them, can be inspected by any supervisor, manager, Human Resources representative or company assigned representative at any time, with or without prior notice.

## **920 BUSINESS TRAVEL EXPENSES**

Hach reimburses associates for reasonable business travel expenses incurred while on assignments away from the normal work location. Associates are expected to purchase meals, services, etc. in a conservative manner. All business travel must be approved in advance by the department Executive Staff Member. Associates should consult their supervisor/manager for specific instructions.

Cash advances to cover reasonable anticipated expenses may be made to associates after travel has been approved. Associates must submit a written request to their supervisor/manager when travel advances are needed.

Associates should contact their supervisor/manager and/or Accounts Payable for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or other business travel issues. Additional resources available on business travel include the Standard Operating Procedure (available in Accounts Payable) and the Danaher Travel Policy available on the Hach Intranet.

## **930 PHONE AND CELL PHONE USAGE**

Personal use of the telephone should be minimal. Personal long-distance phone calls charged to the company are prohibited.

Hach recognizes that some personal calls are necessary to manage personal obligations (For example: calls to and from physicians, child care providers, and school personnel). Personal calls should be infrequent and short during work hours. When possible, calls should be made during lunch or break periods. Associates must place personal long-distance calls on their personal phones.

The use of cell phones (including texting) is prohibited unless used for business reasons during working hours only. Cell phones may be used only during lunch and break periods unless it is an emergency.

### **Camera Phones:**

Hach prohibits the use of cameras in phones in the workplace as a preventative step necessary to secure associate privacy and to protect trade secrets and other business information.

**All associates should refer to the Hach Intranet for full details on the Hach Cell Phone Policy.**

## **935 AUDIO DEVICES**

Authorization to listen to audio devices during working hours varies based on type of work, safety concerns, time of day and management preference.

During the core business hours of 7:30 a.m. to 4:30 p.m. the only type of devices allowed, regardless of type of work or location, are those which are heard only by the individual listener through a personal headset or desktop radio where approved. Outside of core business hours other types of devices can be used. In all cases the use of audio devices must:

- ***Must be approved by company safety personnel and area management***
- ***Not lead to or cause conflict with fellow associates***
- ***Not adversely affect the audio device listener's ability or coworker's ability to meet job requirements***
- ***Not prevent any associate from hearing the emergency siren or other safety warning signals***
- ***Headsets are not allowed in manufacturing areas***

Exceptions to this policy may include:

- ***Monitoring of weather emergencies***
- ***Receiving updates on special events and situations***
- ***Special occasions***

All exceptions require management and Human Resources approval.

## **940 ASSOCIATE DELIVERIES FOR SPECIAL OCCASIONS**

Flowers, plants, balloons, or other items for special occasions must be delivered to the front lobby and notification of delivery will be sent to the intended party for their timely pick up.

## **945 VISITORS IN THE WORKPLACE**

Hach is proud of its facilities and respects the wishes of associates who would like their friends, family or professional associates to visit the company. To provide for the safety and security of associates and the facilities of Hach, only authorized visitors are allowed in the workplace.

Except for pre-approved contractors, food service providers and certain service repair personnel, all Hach visitors, both personal and business, must enter the facility through the front lobby entrance. All visitors, both personal and business, must sign in at the front lobby. Beyond the lobby, visitors must be accompanied by a Hach associate at all times. Visitors must abide by all rules and regulations. Each facility has restrictions regarding minor children visiting our facilities. Associates are responsible for conduct and safety of their visitors. To protect confidentiality of processes, procedures, and products, Hach does not allow cameras.

### **Friends, Relatives, and Children**

Friends, relatives, and children must sign the Visitor's Log and wear a Visitor Badge. Facility access for children under the age of 12 is limited to the Front Lobby, restrooms and the cafeteria. All children regardless of age must be supervised at all times.

### **Visiting on Weekends or after 4pm**

Associates must inform their supervisor/manager of all visits which occur outside of normal business hours. On weekends or after 4:00pm, visitors may contact employees by using the company telephone at the southwest employee entrance. Visitors must remain in the cafeteria.

If an unauthorized individual is observed on Hach's premises, associates should immediately notify their supervisor/manager or, if necessary, direct the individual to the lobby. Former associates are not allowed on company property without prior approval from Human Resources or Senior Management.

### **Access to Company Premises by Non-Associates**

Persons who are not directly or indirectly employed by the Company, pre-approved contractors, food service providers, certain service repair personnel or who are not business invitees of the Company and have no legitimate business to conduct on Company premises, or who are direct family members of associates employed by the Company are not allowed at any time on Company premises, including parking lots and/or offices and will be treated as trespassers.

Visiting family members are not allowed in production areas unless directly accompanied by an associate conducting a formal tour. In such instances, all tour participants shall follow established company safety, security and behavioral policies and practices.

## ***950 PARKING and PARKING LOT***

In general, Hach does not require that associates park in assigned parking spaces. Parking spaces are provided on a first-come, first-serve basis. For safety reasons we ask that you follow the policy as outlined below.

- ***Park in designated parking spaces only***
- ***Take only one space per vehicle***
- ***Vehicles too large to fit into one space must be parked in remote parking areas.***  
***Please check with facilities maintenance for the appropriate place to park***
- ***Handicap parking is reserved for those who have valid tags issued in their name***

**In Loveland**, associates working in building two are expected to park in the southeast lot behind building two. The west lot needs to be available for visitor overflow.

**In Ames**, the parking lot has assigned parking spaces. The east and north lots do not have assigned parking spaces.

Hach provides the required number of handicap spaces as defined by the state statutes. Hach reserves the right to have vehicles towed at the owner's expense that do not comply with this policy.

### **Parking Lot**

A parking lot is provided for all associates to park their vehicles. However, the Company does not assume any liability for theft, fire, property damage or personal injury involving associates' vehicles, while using the parking lot. Please maintain a safe speed in the parking lot and on the road immediately in front of the plant site and comply with posted speed limits. The parking lot is considered Company property. Therefore, all Company work rules and rules of conduct and safety rules apply while associates are in the parking lot. Congregating in the parking lot before or after work is discouraged for safety reasons. Associates must leave the parking lot within 20 minutes of the end of your work schedule.

Company associates are not to park in the visitors parking. People who are not employed by the Company or who are not business invitees of the Company or direct family members of associates have no legitimate business in the Company's parking lots and will be treated as trespassers.