



Framing Systems, LLC

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EMPLOYEE HANDBOOK

2026

Table of Contents

1.00	INTRODUCTION	
	Welcome Letter.....	5
	Preface.....	6
2.00	EMPLOYEE PRACTICES	
2.01	Non-Discrimination.....	8
2.02	Sexual Harassment.....	8
2.03	Non-Harassment.....	9
2.04	Code of Ethics.....	11
3.00	EMPLOYMENT RELATIONS	
3.01	Employment Classifications.....	13
3.02	Orientation.....	14
3.03	Working Hours.....	14
3.04	Overtime.....	15
3.05	MiniTec Company Work Ethic.....	16
3.06	Attendance.....	18
3.07	Performance Progress and Appraisal Plan.....	20
3.08	Compensation.....	20
3.09	Standards of Conduct/Write-Up Policy.....	22
3.10	Terminations.....	23
3.11	Uniforms.....	24
4.00	BENEFITS PROGRAMS	
4.01	Holidays.....	26
4.02	Vacation & Sick/Personal Days.....	27
4.03	Health Insurance.....	29
4.04	COBRA.....	30
4.05	401(k) Safe Harbor Plan.....	31
4.05.1	Additional Benefits Offered.....	31
4.06	Social Security.....	32
4.07	Workers Compensation.....	32
4.07-1	NYS Paid Family Leave	33
4.08	Jury Duty.....	33
4.09	Death in the Family.....	34
4.10	Military Leave.....	34
4.11	Tuition Assistance.....	34



Table of Contents (cont'd)

5.00 SAFETY POLICIES

5.01	Safety Through Teamwork	37
5.02	Chemical Hazard Communication Program	38
5.03	Building Safety	39
5.04	Smoking in the Workplace	40

6.00 EMPLOYEE PROGRAMS AND SERVICES

6.01	Public Relations	42
6.02	Personal Calls	42
6.03	Changes in Personal Information	43

1

INTRODUCTION

MiniTec *Framing Systems, LLC*



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WELCOME!

This handbook summarizes many of the privileges, benefits, and responsibilities which are yours as an employee of our company. If you are a new employee, it will be helpful in acquainting you with our company's philosophies and personnel practices. If you are already a member of the MiniTec team, this handbook should prove to be a useful reference. Above all, we hope it will promote consistency, fairness, and understanding throughout our company.

In order to maintain the necessary flexibility in the administration of the policies and procedures, MiniTec Framing Systems, LLC reserves the right to change, revise or terminate any of the policies and/or benefits discussed in this manual without advance notice. After you have read your handbook, please keep it handy for future reference and updating.

Please direct all questions or concerns regarding this manual directly to your supervisor or make an appointment to meet with Human Resources.

Good luck, and welcome to MiniTec Framing Systems, LLC!

Andrew Moles
President



PREFACE:

This handbook outlines the personnel policies and benefit plans currently in effect at MiniTec Framing Systems, LLC. New and revised policies are issued periodically and are effective as of the date shown on the bottom of the page.

The statements regarding our company's policies, procedures, and benefits are for information purposes only. They do not constitute a contract for employment, either expressed or implied. Our company adheres to the principle of employment-at-will which preserves the right of either the employee or the employer to terminate the employment relationship at any time, with or without reason. Our policy of employment-at-will may not be modified by any written or oral statements except by a written agreement signed by an officer of the company.

IMPORTANT INFORMATION ABOUT YOUR BENEFITS

As our company evolves, we will continue to review and revise these personnel policies and benefit programs. The company reserves the right to alter, reduce or terminate any pay practices, policies, benefits, and benefit plans, in whole or in part, without advance notice.

The benefit information found in this handbook is intended to provide an overview of the benefit plans. The actual benefits are controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies rather than the summaries contained in this handbook. The company and/or the plan administrator has the sole discretion to determine the eligibility for benefits and to interpret and administer these benefits plans.

2

EMPLOYMENT PRACTICES

POLICY

Our company is committed to a policy of Equal Employment Opportunity with respect to all employees and applicants for employment. This policy prohibits discrimination on all legally recognized classes, including, but not limited to, race, creed, color, gender, age, marital status, disability, religion, national origin, or veteran status. In addition to the aforementioned classes, arrest records, genetic predisposition or carrier status, political activities, and legal activities conducted outside of work hours are protected classes in New York State.

PROVISIONS

1. PRACTICES: This policy will be observed in the recruitment, hiring, and on-the-job treatment of individuals
2. DECISIONS: Decisions regarding wage and salary administration, benefit plans, promotions, transfers, demotions, and terminations will be made in accordance with this policy
3. QUESTIONS: If you have questions on the administration of this policy or a complaint regarding Equal Employment Opportunity, you should meet with the Payroll/Personnel Supervisor

If not satisfied with the resolution, appeals will generally follow the steps outlined in the Freedom of Discussion Policy.

POLICY

It is the policy of MiniTec that employees are provided a work environment free from all forms of discrimination, including sexual discrimination. Sexual harassment refers to sexually oriented behavior that is not welcome, that is personally offensive, and that interferes with our work effectiveness. Sexually oriented acts of sex-based conduct have no legitimate business purposes. All employees must refrain from sexual harassment of other employees, customers, and other business visitors.

PROVISIONS

1. **DEFINITION:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature where submission to such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or creating an intimidating or hostile environment.
2. **REPORTING A CLAIM:** Employees who believe they have been the subject of sexual harassment should report the alleged charge immediately to their supervisor or any other member of management. The company will promptly and thoroughly investigate all complaints.
3. **CORRECTIVE ACTION:** If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. The employee who has violated this policy will be subject to discipline up to and including dismissal. This determination will be based on the facts of the case.
4. **CONFIDENTIALITY AND RETALIATION:** It is the intention of MiniTec Framing Systems, LLC, that any reporting employee or employee participating in the investigation of a sexual harassment complaint will not be retaliated against in any way. Your complaint will be investigated immediately, and confidentiality will be maintained to the degree feasible. Your employment status will not be jeopardized for filing a good-faith complaint.

POLICY

MiniTec Framing Systems, LLC is committed to maintaining a work environment free from all forms of harassment where the individual dignity of each employee is respected. Our company prohibits harassment based on race, color, gender, age, marital status, disability, religion, citizenship, national origin, or veteran status. In addition to the aforementioned classes, arrest records, genetic predisposition, or carrier

status, political activities, and legal activities conducted outside of work hours are protected classes in New York State. All employees, as well as non-employees conducting business in our workplace, are covered by this policy.

PROVISIONS

1. **DEFINITION:** The creation of an intimidating or hostile working environment based on one or more of the above categories constitutes harassment. Specific examples of harassment include but are not limited to:
 - a. Physical harassment refers to pushing, hitting, or other offensive behavior of a physical nature.
 - b. Verbal abuse refers to derogatory or degrading verbal comments regarding, or made because of, an individual's membership in one of the categories listed above.
 - c. Written harassment refers to the derogatory or degrading written comments regarding or made because of an individual's membership in one of the categories listed above.
2. **CONFIDENTIALITY:** If you feel you have been subjected to harassment or intimidation, you should immediately inform either your supervisor or any other member of management. Your complaint will be investigated immediately, and confidentiality will be maintained to the degree feasible. Your employment status will not be jeopardized for filing a good-faith complaint.
3. **CORRECTIVE ACTION:** If a harassment complaint is found to be valid, immediate and appropriate corrective action will be taken. The employee who has violated this policy will be subject to discipline up to and including dismissal.

POLICY

The reputation of MiniTec Framing Systems, LLC is dependent upon the good judgment, ethical standards, and personal integrity of every individual in our company. As our company continues to grow, it is of paramount importance that we always conduct our day-to-day activities in an ethical and responsible manner.

PROVISIONS

1. **CONFLICT OF INTEREST:** Employees must refrain from participating in any activity or business venture which could conflict with the interests of MiniTec Framing Systems, LLC. Specifically, you may not accept personal payment or other benefits from any supplier or customer of the company, nor should you take any action as a representative of the company for personal gain. You also may not accept a second job with a customer, competitor, or supplier of the company without express permission from management.
2. **PROPRIETARY INFORMATION:** In your work at MiniTec Framing Systems, LLC, you will learn things about our business and customers' businesses which are confidential. Every employee of the company has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. Except as required in the performance of your duties for the company, you may not use or disclose any confidential information and must return to MiniTec Framing Systems, LLC all copies of documents, notes, computer disks, thumb drives, and other repositories containing confidential information.
3. **MORE INFORMATION:** Meet with your supervisor or the Personnel Supervisor if you have questions regarding the application of this policy.

POLICY

MiniTec Framing Systems, LLC is committed to providing innovative, quality products that meet applicable requirements, including customer requirements. Every employee at MiniTec Framing Systems, LLC is committed to compliance and continual improvement of customer satisfaction and the quality management system.

3

EMPLOYEE RELATIONS

PROVISIONS

1. **NON-EXEMPT AND EXEMPT CLASSIFICATION:** In addition to full-time and part-time schedules, each position in our company is classified as either exempt or non-exempt based on the nature of the duties.
 - a. Exempt employees include executive, administrative, professional employees, and outside sales representatives. Exempt employees are not eligible for overtime pay.
 - b. All other employees are classified as non-exempt and are subject to the minimum wage and overtime pay provisions of the law.
2. **PROBATIONARY PERIOD:** All employees, including rehires, are on a probationary period during their first three months of employment. During this period of time, you will be able to determine if your new job is suitable for you, and your supervisor will have an opportunity to evaluate your work performance. If you have been brought on through a temporary agency and complete 90 days with the agency working at MiniTec, your probationary period is waived.
3. **FULL-TIME:** Employees in this category must work an average of 37 hours per week. Hours worked will be averaged out on a quarterly basis. The calculations will be based on regular time worked, holiday pay, vacation pay, sick/personal time pay, and *approved* unpaid time off. Overtime will NOT be included in the calculation of average hours worked. If any employee has not averaged 37 hours per week during the previous quarter, benefits normally associated with Full-Time status employees will be suspended for the following quarter. These benefits include but are not limited to vacation accrual, 70% health care payments, holiday pay, profit-sharing compensation, etc. If the average for a quarter falls below 37 hours more than once in a 12-month period, this is grounds for immediate termination.
4. **PART-TIME:** Employees in this category work an average of less than 37 hours per week and are eligible for statutory benefits unless specified in the individual's contract of employment.
5. **INTERNS:** Employees in this category are eligible for statutory benefits unless specified in the individual's contract.

PROVISIONS

1. ON OR BEFORE YOUR FIRST DAY of work, you will receive access to our Employee Handbook from your supervisor or Human Resources. It is important for you to read our handbook, as it will answer many of your questions about MiniTec Framing Systems, LLC, and its personnel policies.
2. DURING YOUR FIRST DAY, your supervisor will give you a tour of our facility and introduce you to your co-workers and your job.
3. THROUGHOUT YOUR EARLY WEEKS, you will be given on-the-job training. During this time, you should gain a full understanding of your job responsibilities and our standards for this position. Your supervisor is anxious to help you in any way (s)he can, so do not hesitate to ask questions.

POLICY

Our company observes a 40-hour workweek. Upon commencement of employment, each new employee is given his or her scheduled hours for a typical workweek. These hours are subject to change based on the needs of the company and at the discretion of the supervisor.

PROVISIONS

1. WORK WEEK: Because of the nature of our business, workdays and hours may vary with the job. Standard workdays as follows:
 - Shift One A: Monday – Friday, 5:00 AM-1:30 PM
 - Shift One B: Monday – Friday, 7:30 AM-4:00 PM
 - Shift Two: Monday – Friday, 1:30 PM-12:00 AM
2. MEAL BREAK: A meal break should be taken each day depending on your scheduled work hours. Your supervisor will approve the scheduling and length of meal breaks. If you work 6 or more hours in a day, or through a standard meal period, you must take a 30-minute break.

3. **TIME CLOCKS:** Time clocks are provided to ensure an accurate account of your working hours. Non-Exempt employees are required to punch in when they start their shift, punch out and in for their meal break, and punch out at the end of their shift. A fob will be issued to each employee on his/her start date which will be used to punch in and out on the time clock as well as to gain access to the building. The initial fob is issued at no cost to the employee. Should a fob be lost, a replacement will be provided at a cost of \$15. If the employment relationship comes to an end, the employee must return the fob, or the sum of \$25 will be withheld from the final paycheck issued to the employee.
4. **BREAKS:** There are two 10-minute breaks during an 8-hour shift. The actual break times will vary depending upon the work shift.

OVERTIME**POLICY 3.04****PROVISIONS**

1. **OVERTIME RATES:** Non-exempt employees are paid one and one-half times their hourly rate of pay for overtime hours worked in excess of 40 hours per week.
2. **DEFINITION OF HOURS WORKED:** Paid absences, including holidays, vacation days, sick/personal days, death in the family, etc., are not counted as hours worked when calculating overtime.
3. Overtime of more than 1 hour per week will only be paid to employees for whom overtime is approved. Working over 40 hours or outside your scheduled hours without approval of overtime will result in a written warning. 3 written warnings for this offense are grounds for immediate termination.

MORNING ROUTINE: The start of your workday begins when you clock in at the time clock. No one is allowed in the shop area until this is done. If you arrive prior to the beginning of your shift and the facility is open, you must stay in the break room. Once you have punched in, you are to go directly to work with no distractions.

INITIAL DAILY SET-UP: All MiniTec employees are expected to be working at capacity within ten minutes of punching in. This means that your tools should be available and your machines ready for the upcoming day. There is no area of responsibility that requires more than ten minutes of standard setup prior to beginning your workday.

DAILY PERFORMANCE: While performing your daily duties, you must be working at full speed. This means conversations, which are not work-related, cannot impede production.

Questions that arise throughout the day should be directed to your supervisor. You do not have the authority to pull someone from a station or disrupt his or her workday (unless there is an emergency).

END OF DAY: Every person will be given five to ten minutes at the end of their shift to clean and organize their area. A portion of this time should be to ensure efficiency for the next scheduled workday.

SPEED AND ACCURACY: It is the responsibility of the employee, after adequate training, to perform the duties assigned with speed and accuracy. If you are having difficulty, it is your responsibility to seek help from your supervisor. If you feel your requirements are not reasonable, you have the option of taking an unpaid day while another employee performs your task to define what is reasonable.

If you are having difficulty with either the setup or speed and accuracy required, every effort will be made to train you to perform the task within the required time period. We will do everything possible to help you reach a reasonable level. However, if you are unable to perform at the set standard, your pay may be adjusted accordingly, or, in some cases, you may be terminated for non-performance.

In an effort for MiniTec to be as productive as possible, it is imperative that each employee works to his or her maximum capacity through the day. Therefore, employees are expected to take care of personal needs such as phone calls, hygiene, etc., before work, during breaks, during lunch, and after work, whenever possible.

Deviation from the above policy will result in a write-up (see write-up policy).

By signing below, I attest that I have read and understand the aforementioned rules of the Company Work Ethic, and I agree to abide by the rules as set forth as a condition of my employment.

Employee Signature

Date

MiniTec Attendance Policy

EMPLOYEE WORK HOURS

1. Full-Time employees are to work their full shift unless time off has been previously approved.
2. Full-Time employees not completing a full 40-hour work week must use their accrued vacation or sick/personal time to make up for the time missed (unless approved unpaid time has been previously authorized).
3. All call-ins must take place before the start of your shift.
4. Employee may not punch in more than 5 minutes before the beginning of a shift nor more than 10 minutes after the scheduled start time.
5. Employees who punch in more than 5 minutes before his/her scheduled start time will be paid ONLY from the beginning of their scheduled shift.
6. Employees who punch out more than 10 minutes after his/her scheduled end of shift, without written approval, will be paid ONLY to the end of their scheduled shift.
7. Employees who arrive more than 10 minutes late but less than ½ hour late, regardless of whether he/she has called in, will be written up but can still work on that day.
8. Employees who do not call in and arrive more than ½ hour late for his/her shift will be written up and will not be permitted to work your scheduled shift that day.
9. Employees who call in and report that they will be more than ½ hour late for any reason will lose their right to work that day. The employee will only be permitted to work if the company requires it. Otherwise, it will be treated as a sick/personal day, or if no S/P time is available, a vacation day will be charged.
10. More than six (6) call-ins during any 12-month period are grounds for disciplinary action up to and including termination.
11. If there is a discrepancy between the time shown on the time clock and any other time-keeping device, the time clock will prevail.
12. Failure to report to work for your scheduled shift without calling your supervisor or management at some point during your scheduled shift is grounds for immediate termination.
13. If you are absent for three days without contacting your supervisor, it will be considered a voluntary resignation, and you will be removed from payroll.
14. If you are absent from work 3 or more days due to illness, a doctor's statement will be required prior to your return to work.

TIME OFF REQUESTS

1. All time off must be approved.
2. Time off may be made up at the discretion of your supervisor. Make-up hours are allowed only if the company requires it. Make-up hours are determined by your supervisor.
3. Scheduled absences such as doctor's appointments, court dates, and other responsibilities must be presented for approval at least one week prior to time off needed.

Deviation from the above policy will result in a write-up (see write-up policy).

By signing below, I attest that I have read and understand the aforementioned Company Attendance Policy, and I agree to abide by the rules.

Employee Signature

Date

POLICY

To help you grow in your job, your supervisor will evaluate your performance on a regular basis. The purpose of this performance appraisal plan is to provide a basis for better understanding between you and your supervisor with respect to your job performance, potential, and development within the organization.

PROVISIONS

1. MEETING WITH YOUR SUPERVISOR: Your performance is evaluated by your supervisor. It should not take the place of informal discussions between you and your supervisor regarding performance but rather should provide regular opportunities to discuss the job relationship in depth.
2. FREQUENCY: Your job performance is periodically evaluated during the introductory period. After completing the introductory period, each employee will receive a job performance evaluation on an as-needed basis.

PROVISIONS

1. WAGE AND SALARY PROGRAM: The rate of compensation assigned to each job is based on the nature of the position as well as economic conditions within the company and the community. This information should be kept confidential between you and your supervisor(s)
2. PAY DATE: You will be paid on a weekly basis on Fridays. If a holiday falls on a Friday payday, you will be paid Thursday of that week.
3. PROFIT SHARING: MiniTec provides profit sharing for sales goals met and/or exceeded. This profit sharing is provided as an extra incentive to work at peak performance to achieve the company's objectives. Profit sharing is not an entitlement to employees but an added benefit that will be meted out under the following circumstances:

- a. To receive the employee's total share of the monthly profit sharing, employee must have worked 40 hours during the pay period. This pay may be derived from regular hours worked or vacation and/or sick time paid.
- b. Employees may qualify for a pro-rated share of the profit sharing based on total hours worked during the pay period. This share may be derived from hours worked, paid vacation, and/or sick time.

The following poor attendance behavior will result in the loss of some or all of the Profit-Sharing Benefit:

- More than two same-day call-ins for the day off in a calendar month.
- More than two same-day requests to leave during your shift in a calendar month.
- More than three of either of the above in a calendar month.
- More than six call-ins during any 12-month period.
- If the absenteeism of one employee causes hardship and stress to other employees or results in substandard service to our customers.

To avoid a "same day" request penalty, time off requests must be submitted to a supervisor by the end of the employee's normal shift the day previous to the desired day off.

4. METHOD OF COMPENSATION: As an employee of MiniTec Framing Systems, LLC, your wages will be paid through direct deposit. Due to the payroll system we use, issuing a "live" check is not an option. A canceled check must be provided to Human Resources at the time of completing the onboarding paperwork in order to add the new employee to the payroll.

POLICY

In order for our company to operate efficiently and safely, it is necessary for all personnel to observe the policies and procedures governing our work environment. If an employee's conduct interferes with the orderly and efficient operations of a department, disciplinary measures will be taken.

GROUND FOR CORRECTIVE DISCIPLINE, up to and including immediate discharge, may include but are not limited to: violation of company policies or safety rules; insubordination; poor performance; excessive absenteeism and/or tardiness; theft or dishonesty; willful damage of company property; physical, verbal or sexual harassment of employees, suppliers or customers; possession, use or sale of illicit drugs or alcohol on company property; reporting to work under the influence of drugs or alcohol; or other misconduct.

CORRECTIVE ACTION: Depending upon the severity of the matter, disciplinary measures will include a verbal warning, written warning, suspension, or discharge. The company will determine the appropriate corrective action. The company does not guarantee that one form of action will necessarily precede another.

The following is generally the sequence of events regarding disciplinary action:

- . Verbal Warning (First Offense)
- . Written Warning (Second Offense)
- . Formal Write-Up (Third Offense)

If an employee is written up 3 times in a one-month period or 12 times in a 12-month period, it is grounds for immediate termination.

By signing below, I attest that I have read and understand the aforementioned company Standards of Conduct/Write-Up Policy, and I agree to abide by the rules as set forth.

Employee Signature

Date

PROVISIONS

1. **TYPES OF TERMINATIONS:** Termination refers to either voluntary resignations initiated by the employee or involuntary terminations initiated by the company.
2. **RESIGNATIONS:** Employees resigning voluntarily are expected to give a minimum of two weeks advance notice in writing so the proper replacement can be made. An employee's consideration in this situation will be viewed favorably by management should the employee reapply for employment with our company at a later date.
3. **UNUSED VACATION:** Earned but unused vacation time is paid at termination.
4. **MEDICAL INSURANCE:** Your medical insurance ceases on your final day of employment. If you have medical insurance with our company, you have the option of continuing these benefits under COBRA. Refer to the COBRA policy in the benefits section of this employee handbook.
5. **SICK/PERSONAL DAYS:** Accrued sick/personal days terminate without compensation with employment.
6. If you resign from employment and return at a later date, you will be considered a new hire in regards to seniority and benefits unless an agreement is reached with the company prior to your return.

PROVISIONS

For professional appearances, MiniTec provides company shirts to each shop employee. Once issued, it is a requirement to wear these shirts during your regular working hours, Monday-Friday. Wearing the uniform while working weekend hours is optional for the employee.

MiniTec pays to provide five (5) company shirts every 6 months to each employee. These shirts are for the employee to keep and do not need to be returned to MiniTec. The employee is responsible for keeping their shirts clean.

4

BENEFIT PROGRAMS

PROVISIONS

1. MINITEC FRAMING SYSTEMS, LLC OBSERVES THE FOLLOWING HOLIDAYS:

NEW YEAR'S DAY

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

THANKSGIVING DAY AND THE DAY AFTER THANKSGIVING

*Friday is contingent on work getting done and shipped within standard lead times.

CHRISTMAS DAY

THE WEEK BETWEEN CHRISTMAS AND NEW YEARS* – Dates to vary.

*This week will be given as paid time off as long as all work is done and all customer orders ship within standard lead times.

Years MiniTec has closed for the week:

2009 (Inception)	2010	2011	2012	2013
2014	2015	2016	2017	2018
2019	2020	2021	2022	2023
2024	2025			

2. ELIGIBILITY: All full-time employees are eligible for these holidays. Eligible employees receive holiday pay after completing a 3-month probationary period. The probationary period is waived if you have been directly hired after the 3-month temporary agency contract has expired. If you are hired after less than 3 months from a temporary agency contract, you must fulfill the 3-month probationary period as a MiniTec employee.

To be eligible for holiday pay, employees must work their last scheduled shift before and the first scheduled shift after the holiday. Exceptions may be made in cases of bona fide illness.

3. HOLIDAY PAY: Eligible employees will be paid their regular scheduled number of hours at their basic hourly rate.
4. HOLIDAY DURING VACATION: Eligible employees who are on vacation when a paid holiday is observed, will receive holiday pay, and not be charged a vacation day.
5. WEEKEND HOLIDAYS: When one of the observed holidays falls on a Saturday, we will generally be closed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday.

POLICY

Our company provides eligible employees with an annual paid vacation. The purpose of vacation is to give you time off for rest and relaxation.

PROVISIONS

1. **ELIGIBILITY FOR VACATION DAYS:** Direct hire employees accrue vacation time and sick/personal time the first three months of employment but cannot use them until the 3-month probationary period has expired. Employees are eligible for paid vacation in accordance with the schedule shown below. Probation period is waived if directly hired after the temporary agency contract has expired.

First year of employment:

1 vacation day for every 187.20 hours worked – Maximum of 10 days.

Second year of employment:

1 vacation day for every 169.45 hours worked – Maximum of 11 days.

Third year of employment:

1 vacation day for every 154.67 hours worked – Maximum of 12 days.

Fourth year of employment:

1 vacation day for every 142.15 hours worked – Maximum of 13 days.

Fifth year of employment:

1 vacation day for every 131.43 hours worked – Maximum of 14 days.

Vacation accrual will not increase after the fifth year of employment. After 5 years, employee will continue to accrue vacation at the same rate up to 14 days per year.

Hours worked are calculated only on straight time worked. Overtime is not calculated into the formula for earned vacation time.

If hired as a MiniTec employee on or before June 30, full-time employees will accrue eleven (11) days of vacation time pursuant to the schedule above, beginning the following full calendar year.

If hired as a MiniTec employee on or after July 1, full-time employees will accrue 10 days of vacation time pursuant to the schedule above beginning the following full calendar year.

2. SCHEDULING: Every effort will be made to permit you to take your vacation at the time requested. All vacations are subject to approval by your supervisor. Time off requests are made through the PayPro payroll service either through the Timeclock or electronically through the PayPro site.
3. ELIGIBILITY FOR SICK/PERSONAL DAYS: Employees are eligible for paid sick/personal days after completing their 3-month probationary period with our company. Employees garner paid sick/personal time in accordance with New York State guidelines as illustrated below. Probation period is waived if directly hired after a temporary agency contract has expired.

All employees are entitled to 5 sick/personal days per New York State mandate. Beginning January 1, one hour of sick/personal time will accrue for every 30 hours of straight time worked.

- A. Unused sick/personal days in the calendar year will be carried over to the next year.
 - B. Sick time is to be used in 4-hour increments.
 - C. If the employee has accrued *in excess* of 6 sick personal days, all but 3 sick/personal days may be converted to vacation days. 3 days must be left in the bank.
 - D. Remaining Sick/Personal time is forfeited at the time of separation from the company.
4. APPROVED, UNPAID TIME OFF: During the course of the year, approved, unpaid time off may be offered to every employee at the same time. An example of this is if a holiday were to fall on a Tuesday or a Thursday. The corresponding Monday or Friday may be offered to all employees as an optional unpaid day off. The purpose would be so employees do not have to use a vacation day should they wish to preserve these for bona fide vacations. This option is not available to garner time off in addition to your accrued vacation or sick/personal time and should not be sought on an individual basis.

POLICY

MiniTec Framing Systems, LLC offers a health insurance plan to its full-time, eligible employees to aid employees in obtaining health insurance if needed.

PROVISIONS

1. MiniTec will contribute 70% of the insurance premium in addition to contributing up to 70% to the employee's Health Savings Account (HSA). Employee must contribute 30% to their HSA to receive the full 70% contribution by employer. This match will be for the annual maximum contribution and will also be allowed for any catch-up contribution available to employees 55 and older.
2. Currently, MiniTec offers two Health Insurance plans. The employee may choose either plan and a single, two-person, parent and child(ren) or family policy.

HEALTH INSURANCE ENROLLMENT PERIODS

In order to participate in the health insurance programs offered by MiniTec, an employee may take advantage of the benefit only at specific times. These are listed below:

1. The first day of employment
2. Employee open Enrollment of the Health Insurance program – annually on January 1
3. With a qualifying event in the employees' life, i.e., marriage, divorce, birth of a child, loss of other coverage, etc.

All information including plan options and rates are available with Human Resources.

MEDICAL INSURANCE COVERAGE AT TERMINATION: In accordance with the provisions of COBRA, you have the option of continuing your coverage through our plan for a period of 18 months, or 29 months depending upon the circumstances of your termination. To continue on MiniTec's plan, employee would pay the quarterly premiums plus a small administrative charge prior to each quarter. Refer to the COBRA policy for further information on benefits continuation.

POLICY

The following is a summary of the Consolidated Omnibus Budget Reconciliation Act (COBRA). This law requires most employers to offer employees and their families continued group health insurance coverage at group rates in certain circumstances.

PROVISIONS

Federal law requires most employers to offer employees and their families the opportunity to temporarily continue group health insurance coverage (called “continuation coverage”) at group rates in specified circumstances where coverage under the plan would otherwise end.

If you are an employee of the company and are covered by company group medical/dental coverage, you have a right to choose this continuation coverage if you lose your group medical/dental coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

The spouse or dependent child of an employee covered by the company group medical/dental coverage also has the right to choose continuation coverage if they lose group health coverage under certain qualifying events.

If you do not choose continuation coverage, your group health insurance coverage will cease upon termination of your employment. If you choose continuation coverage, the company is required to give you coverage, which is identical to the coverage provided under the plan to similarly situated employees or family members. You will be required to pay the entire premium for your continuation coverage.

The law also says that, at the end of the continuation coverage period, you must be allowed to enroll in an individual conversion health plan provided under the company’s group medical/dental coverage.

MiniTec Framing Systems, LLC offers a Safe Harbor 401(k) plan to its employees. MiniTec matches the employee contribution 100% up to 3% of the employee's compensation, plus 50% of the portion of the employee contributions between 3% and 5%. Every full-time employee is eligible to participate after completing 6 months of employment.

Once an employee is eligible to participate in the plan, participation can commence immediately after eligibility. Additionally, participants may change their deferral percentage at any time.

For complete plan information, please see Human Resources.

ADDITIONAL BENEFITS OFFERED**POLICY 4.05-1****AFLAC ENHANCED INSURANCE + ALLSTATE WORKPLACE DIVISION****POLICY**

All employees are offered additional insurance policies through MiniTec Framing Systems, LLC. Currently they include the following types of policies:

- a. Enhanced short-term disability.
- b. Accident insurance
- c. Cancer insurance
- d. Life insurance (Term and Universal)
- e. Dental insurance
- f. Vision insurance

These policies are completely owned by the employees and are paid for either pre-tax or post-tax entirely by the employee. Should you leave MiniTec, the policies go with you.

For further information on this benefit, please see Human Resources.

POLICY

All employees are covered by this federal program, known officially as the Federal Insurance Contributions Act (FICA).

PROVISIONS

1. **COSTS:** The cost of this coverage, by law, is divided equally between you and the Company. The rates are subject to change in accordance with legislated amendments by Congress.
2. **MORE INFORMATION:** Questions regarding this program should be directed to the Payroll/Personnel Supervisor

PROVISIONS

1. **BENEFITS:** If you are injured while on the job, your medical expenses and loss of earnings up to the specified maximum will normally be covered by our Workers' Compensation Insurance Policy. Compensation under this plan is based on a formula using your average weekly wages.
2. **ELIGIBILITY:** Benefits begin after the 7th day of disability. If your disability continues beyond two weeks, the benefits will also be paid for the first week of disability.
3. **COSTS:** The company pays the entire premium for this insurance policy.
4. **REPORTING ACCIDENTS:** Reports of accidents or injuries, even if minor, must be filed within 24 hours with your supervisor and the Safety Officer so claims on your behalf can be initiated. Failure to receive medical treatment in a timely manner may result in serious complications and also may jeopardize your eligibility for medical benefits.
5. **COMMUNICATION:** If you are going to be out of work for more than one week, you must update your supervisor on a weekly basis as to your medical evaluation and possible return date.

POLICY

All employees are covered by this state program, known officially as the Paid Family Leave Act (PFL).

PROVISIONS

1. Full-time employees must have 26 consecutive weeks of work.
2. Part-time employees must have 175 days worked-need not be consecutive.
3. Employees may not supplement PFL with accrued time off to receive full pay during their absence.
4. While on PFL, employee will not accrue vacation or sick/personal time.
5. Profit-sharing dollars will be calculated on a pro-rata basis correlating directly with the total number of days the employee worked in the profit-sharing pay periods and the percentage of the profit-sharing the employee currently receives.
6. Premiums for Health & Dental insurance will still be paid by the Company while the employee is out on Paid Family Leave; however, the employee must repay their portion of the premiums once they return to work. A payment plan can be worked out with your Payroll Supervisor.

POLICY

If you are called to serve on a jury, you will be paid the Jury Fee of \$40, or your regular wage, whichever is lower, for the first 3 days of jury duty served, by MiniTec Framing Systems. To claim your Jury Fee, you must request from the court and present to MiniTec the "Proof of Service" form.

PROVISIONS

1. **DOCUMENTATION:** You must submit a copy of the Jury Notice to your supervisor which indicates when your leave will commence and for what duration.

POLICY

In the event of a death in your immediate family, you may take a leave immediately following the death for the purpose of making arrangements and attending the funeral.

1. **COMPENSATION:** Employees will receive up to two (2) paid days off in the event of a death in the immediate family. Members of the immediate family include spouse, parents, grandparents, children, stepchildren, sisters, and brothers.

POLICY

The company recognizes the obligation of those employees who are called for military service, whether by draft, enlistment or with a reserve unit. Your employment status within the company is protected by the Vietnam Era Veterans' Readjustment Assistance Act and all subsequent modifications.

PROVISIONS

- A. **LEAVE OF ABSENCE:** Employees who serve on active duty will be granted an unpaid leave of absence.
- B. **NOTIFICATION OF SUPERVISOR:** You are expected to inform your supervisor as far in advance as possible of your military leave. You also must submit a copy of the military orders to your supervisor.

Time off for a death in the family, jury duty and military leave will not count against your total calculation for hours worked in a given quarter.

In an effort to assist our employees to increase their knowledge in various fields related to our industry, MiniTec offers a tuition assistance program to help defer the education costs to the employee. The program works as follows:

1. The employee identifies a course or class he/she would like to take. This course must be directly related to our company's direction and goals.

2. The course must be approved by an officer of MiniTec prior to the employee signing up for the course.
3. The course must be paid for in advance by the employee.

For tuition reimbursement, the following guidelines will be adhered to:

FOR PASS/FAIL COURSES

The employee must complete the course, provide proof of payment to the educational facility, and provide a certificate of completion to MiniTec.

- MiniTec will reimburse up to \$3500 per class or up to \$7000 per year.
- Classes must be scheduled outside of the normal work hours of the employee.

FOR A “GRADED” CONTINUING EDUCATION-TYPE COURSE

The employee must complete the course, provide proof of payment to the educational facility, and provide a certificate of completion with final grade to MiniTec.

The employee will be reimbursed according to the following grade achieved:

A	=	100% Reimbursement
A-	=	90% Reimbursement
B+	=	85% Reimbursement
B	=	80% Reimbursement
B-	=	75% Reimbursement
C+	=	65% Reimbursement
C	=	60% Reimbursement

- MiniTec will NOT reimburse any amount for any grade of C- or less.
- Classes must be scheduled outside of the normal work hours of the employee.

If you have any questions regarding the Tuition Reimbursement program, please schedule a time to discuss this with your supervisor.

5

SAFETY POLICIES

POLICY

Your safety is the highest priority at MiniTec Framing Systems, LLC. We accept responsibility for providing you with a safe working environment, and we expect you to take responsibility for performing your work in accordance with our safety standards and practices.

Safety will only be achieved through teamwork at our company. We must all join together in promoting safety and taking every reasonable measure to ensure safe working conditions exist throughout our company.

PROVISIONS

1. **EVERYONE IS RESPONSIBLE FOR SAFETY.** When you notice an unsafe condition, it is your responsibility to immediately notify your supervisor in writing. Immediate action will be taken to correct the situation.
2. **ACCIDENTS.** Report an injury received at work to your supervisor immediately, even if it appears minor, and explain how the injury occurred.
3. **EMPLOYEE RESPONSIBILITIES.** An unsafe worker is a danger to the worker and fellow employees. Attention to all safety procedures is essential, not only to prevent injury, which is paramount, but also to protect property and the tremendous investment that it represents.

Each employee is responsible for safety. To accomplish this, you should:

- A. Know and apply safety measures at all times.
 - B. Know the locations, contents, and use of first aid and firefighting equipment.
 - C. Understand your job fully.
 - D. Seek guidance from your supervisor when unfamiliar conditions are encountered.
 - E. Report any accident or near accident to your supervisor promptly.
 - F. Cooperate in the application of improved work measures.
4. **SAFETY VIOLATION.** Violation of a safety measure is in itself an unsafe act. A violation will be grounds for disciplinary action, the extent of which will be determined by the nature of the violation.

5. OSHA COMPLIANCE: Every employee, after completing their introductory probation period, must attend an OSHA COMPLIANCE meeting and sign the appropriate records. This will be done at the expense of the employer.

CHEMICAL HAZARD COMMUNICATION PROGRAM

POLICY 5.02

POLICY

Our company's Chemical Hazard Communication Program has been created with your health and safety in mind. To be successful, this program requires your full commitment. Working together, we can keep our workplace safe.

PROVISIONS

1. OBJECTIVE OF PROGRAM: The purpose of this program is to ensure our company's full compliance with the OSHA Hazard Communication Standards, thereby keeping our employees informed of the hazardous chemicals to which they may be exposed. The scope of this program includes:
 - A. Maintaining a list of all hazardous chemicals used in our work areas and updating the list as necessary.
 - B. Placing warning labels on containers that have hazardous materials.
 - C. Maintaining a list of all Materials Safety Data Sheets (MSDS) for every substance on the list of hazardous chemicals and making the MSDS's readily available to all employees.
 - D. Training employees to recognize and interpret labels, warnings, and signs that are fixed to containers.
 - E. Training employees to understand the elements of the MSDS and to recognize possible risks to health and physical harm.
2. MANAGEMENT RESPONSIBILITY: The Safety Director is responsible for monitoring and updating the Chemical Hazard Communication Program at our company. Any questions or accidents pertaining to chemicals or hazardous materials should be reported immediately to him.

POLICY

The security of MiniTec Framing Systems, LLC offices and facilities is of the utmost importance. To control building security, all visitors who require access to our facilities must be accompanied by an authorized employee.

PROVISIONS

1. VISITORS: Visitors should only have access to the areas/offices within the building needed to conduct business.
2. DELIVERIES: Delivery people are seldom thought of as visitors, but they are and should be treated as any other visitor.
3. PROHIBITED ITEMS: The following articles may not be brought onto company premises:
 - Firearms, weapons, explosives
 - Narcotics or alcoholic beverages
 - Other items similar in effect or purpose to any of the above, as well as items which may be considered illegal under local, state, or federal law.

The word “premises” is comprised of the building where the company is located and the surrounding parking lot.

Any personal items brought on the premises are subject to inspection as necessary to protect company property and personnel.

4. USE OF COMPANY PROPERTY: Company property may not be removed from the premises without the approval of your supervisor. Company equipment may not be operated for personal use without obtaining the approval of your supervisor.

POLICY

The following smoking provisions have been adopted in the interest of providing a safe and healthy environment for both employees and visitors to our building.

PROVISIONS

1. **SMOKING RESTRICTIONS:** Due to New York State regulations, smoking is prohibited throughout our facility. The burden of compliance is on the smoker. The non-smoker need not ask you to extinguish smoking materials.
2. **COMPLIANCE:** Employees and visitors are required to comply with this smoking policy while on company premises.

6

EMPLOYEE PROGRAMS

&

SERVICES

POLICY

The professional treatment of our customers, as well as the impression that we make on our community, are important. Our company's reputation is based on product excellence and quality service. To maintain this reputation requires the active participation and cooperation of every employee.

PROVISIONS

1. EACH EMPLOYEE'S RESPONSIBILITY: The opinions and attitudes that customers and potential customers have toward our company may be determined for a long period of time by the actions of one employee. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.
2. QUALITY SERVICE: Quality service can only be achieved when every employee understands that customers are critically important to the success of our company.

PROVISIONS

NON-BUSINESS CALLS – MINITEC PHONE SYSTEM: Our telephone lines are maintained for business purposes only. The company recognizes that you may occasionally need to use the company telephones for non-business-related matters. You are requested to limit these calls to an absolute minimum and place calls only during non-working periods. These times would include break and lunch periods. The abuse of this privilege would negatively impact the already heavy demand on our telephone lines and interfere with the efficiency of our operations. Additionally, long-distance phone calls are expressly forbidden on our company phone lines.

PERSONAL CELL PHONES: Cell phones are to be kept in your locker or out of sight during your workday so as not to distract the employees from performing their duties.

POLICY

Employee is responsible for notifying Payroll/Personnel Supervisor when there is a change in your personal data. This information needs to be kept up to date so your payroll withholdings are properly administered. Timely notification of these changes will also enable us to assist you and your family in matters of personal emergency.

PROVISIONS

NOTIFICATION: Notify the Payroll/Personnel Supervisor if any of the following changes:

- Name
- Address
- Telephone Number
- Marital Status
- Number of Dependents
- Emergency Contact



HEALTH INSURANCE ADDENDUM

YOU ARE ONLY ELIGIBLE TO ENROLL IN OUR HEALTH INSURANCE COVERAGE AT THE FOLLOWING TIMES:

1. Commencement of employment
2. January 1 – open enrollment for plan
3. With a qualifying event

YOU MAY ENROLL UP TO 30 DAYS BEYOND ANY OF THESE DATES, PROVIDED YOU PAY ALL PREMIUMS BACK TO THE ENROLLMENT ELIGIBILITY DATE.

This is to certify that I have been offered Health Insurance Coverage through MiniTec Framing Systems, LLC, and I have declined coverage at this time.

I have been informed about the provisions regarding eligibility and enrollment dates, and I understand their implications.

Should I wish to participate in the plan at any time in the future, and it is still a benefit offered by MiniTec Framing Systems, LLC, I must submit my request to participate in writing.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

HOLIDAYS OBSERVED FOR 2026

NEW YEAR'S Day – Thursday, January 1, 2026

MEMORIAL DAY – Monday, May 25, 2026

INDEPENDENCE DAY – Friday, July 3, 2026

LABOR DAY – Monday, September 7, 2026

THANKSGIVING – Thursday, November 26, 2026 + Friday, November 27, 2026

(Friday is contingent on work getting done and shipped within “standard lead times”)

CHRISTMAS – Friday, December 25, 2026

EXTRA PAID TIME OFF FOR 2026

MiniTec will be closed from Friday, December 25, through Friday, January 1, 2027. We will reopen on Monday, January 4, 2027.

Provided all work is done, and all customer orders ship within “standard lead times”.