

DRUG TESTING & PHYSICAL EXAMS

Rev. 12/19

The use and/or abuse of illegal drugs and/or alcohol can have a significant impact on the workplace in terms of safety, worker's compensation claims, sick pay benefits, absenteeism and productivity. All new employees will be subjected to a drug test before being placed in their jobs. An applicant testing positive or refusing the drug test will not be accepted for employment. All employees, regardless of job classification, will be subject to reasonable suspicion and post-accident drug testing at the sole determination of management. Some positions (such as Service Technicians) require regular drug screens to meet customer policies. Any employee who tests positive or refuses a drug test will be subject to discipline up to and including discharge.

Employees in certain job classifications (such as Painter or positions with blasting responsibilities) are given regular periodic physicals during the course of their employment. Candidates receiving and accepting an offer for a job with a physical exam requirement will receive such exam at the company's expense, prior to their start date. The offer of employment may be withdrawn depending upon the physical exam results.

DISCIPLINARY ACTION

Rev. 12/19

Rules and regulations are established for the benefit and best interest of employee-owners, as well as the company, and when these rules are broken, action must be taken for the protection of both parties. Corrective discipline is not intended to inflict punishment. Sentry Equipment Corp wishes to take measures designed to correct whatever problem the employee has and to make the employee aware of the importance of adhering to our operating policies and procedures. Usually, discussions with supervisors and attempts to remedy problems precede termination; however, as an at-will employer, termination may occur without utilization of such procedures. Generally corrective action may take the form of:

1. Verbal Warning (with written summary)
2. Written Warning
3. Suspension
4. Discharge

These steps are meant to establish consistent guidelines for supervisors to consider in conjunction with the severity of the offenses and the employee's personnel and performance record. The nature and severity of any violation can be of such a degree, as determined by management, to eliminate any and all steps, and discharge immediately. The following types of conduct are unacceptable in our workplace.

1. Exhibiting behavior that is not in alignment with the Company's Corporate Values. This includes demonstrating a negative attitude toward the company, its products, or its personnel.
2. Behaving in a discriminatory way toward any person, or engaging in sexual or other types of harassment.
3. Falsification of employment records or company records, including time records or entering another employee's time record. Fraud.

4. Theft or willful destruction of company property, or property belonging to other employees, visitors or other people affiliated with the company.
5. Fighting, threats, or intimidating another employee, visitor or other person affiliated with the company.
6. Disrespect to supervisor or insubordination (intentional refusal or failure to perform work assigned).
7. Unauthorized possession or concealment of firearms or weapons on company premises.
8. Apparent intoxication, possession, or being under the influence of alcohol or non-prescribed drugs on company premises, or off premises while on duty.
9. Immoral, indecent, or unlawful conduct on company premises, or during non-working time if it affects the employee's job, fellow employees, supervisor, company products, property, reputation or good will.
10. Unauthorized operation of machines, instruments or equipment, or performing unauthorized repairs.
11. Sleeping or apparent sleeping on the job during working hours.
12. Use of abusive language, including cursing or swearing, toward other employees or visitors.
13. Leaving place of work during working hours without permission, except for normal personal time.
14. Violating a safety rule or creating or contributing to unsafe working conditions, including horseplay or other inappropriate behavior.

15. Failure to promptly report any accident, injury, defective equipment, or safety hazard.
16. Unauthorized solicitations and distributions.
17. Violation of current smoking regulations.
18. Disclosure of confidential company information.
19. Failure to begin or resume work at the scheduled starting time or stopping work before the scheduled quitting time, including observance of break periods.
20. Failure to attend required company meetings.
21. Unsatisfactory work performance, including substandard quality and productivity.
22. Excessive tardiness or absenteeism, or patterns of tardiness/absenteeism.
23. Failure to report absence or false explanation of absence or tardiness.
24. Violation of the Information Systems policy.

Every attempt will be made to administer discipline on a fair and equal basis. Because it is impossible to list every conceivable infraction, these guidelines can be amended by the company within its total discretion.