



D.7.4.1 EMPLOYEE HANDBOOK

REV.: K
DATE: 02/27/2025
OWNER: HR MANAGER

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I. INTRODUCTION

A. WELCOME FROM THE PRESIDENT

Welcome to El Paso Paper Box. We have provided you with this handbook to help you know and understand your Company. Please read it carefully and completely, so you will understand your opportunities and responsibilities. Please keep it in a convenient place for easy reference.

Included in this book is information on what your Company will provide, what your Company requires, and an outline of our work rules. A book like this, like your Company, is a living and growing experience. Additional information and instructions will be added from time to time and your suggestions are welcome.

By deciding to join El Paso Paper Box, you have become a member of our successful team. As a member of the team, you will find that our Company provides competitive wages, and a pleasant and safe working environment.

As an employee, you will observe that we are alert and committed to our responsibilities of consistently and continually manufacturing and distributing safe quality products at a competitive price and providing dependable service to our customers. The growth and progress of the Company is the result of all employees working together to achieve these goals.

We expect your employment with El Paso Paper Box to be a rewarding experience. You have my personal good wishes for success in your job with El Paso Paper Box.

PAUL J. MALOOLY
PRESIDENT

B. "AT-WILL" EMPLOYMENT

All employees of El Paso Paper Box are "at-will" employees. This means the employment relationship may be terminated by either party at any time, with or without notice, with or without cause. The policies and procedures outlined by this handbook, this handbook itself, as well as any other documents circulated, acknowledged, and/or received by any employee should not be construed by any means as an employment contract.

C. CODE OF ETHICAL CONDUCT AND SOCIAL ACCOUNTABILITY POLICY

The company is committed to ethical and socially responsible conduct in our workplace. We have adopted standards for the safety, quality and integrity of our products and processes and for protecting the environment. As a part of this commitment, the company upholds the following code of conduct for its manufacturing operations:

Child Labor Prohibited. The company has a strict policy against any form of child labor. El Paso Paper Box employs only persons 18 years old and older. Should the company ever decide to change this policy and begin to employ persons younger than 18 years of age, it would follow all the local, state, and federal laws/working restrictions regarding Youth Employment in the United States including the prohibitions against minors working in any job or occupation declared hazardous by the United States Secretary of Labor. The company verifies date of birth at the time of hire to ensure this code of conduct is upheld.

Compensation Practices in Compliance with Laws. El Paso Paper Box complies with all federal and state wage and hour laws including minimum wage, overtime, piece rates, hiring, etc. and provides legally mandated benefits. The company does not permit any employees to engage in "off the clock" work and ensures that the minimum wage paid to any employee is the legally mandated minimum wage. The company compensates employees for overtime hours at the legally required premium rate of time and one half. Employees are normally allowed two days off in each seven-day period. In the absence of law in a particular location relating to product safety, labor, employment, environment or working conditions, the spirit and intent of these policies shall be met.

Health and Safety in the Workplace. The company provides employees with a safe, healthy, and secure workplace and complies with all applicable OSHA standards. The company provides access to clean drinking water, proper sanitation, adequate lighting and ventilation, safety training, fire extinguishers and fire evacuation escape routes.

Human Trafficking and Slavery Prohibited (California Transparency in Supply Chains Act of 2010). El Paso Paper Box prohibits slavery and human trafficking of any kind in its operations.

- We require our main suppliers to certify that materials incorporated into our products comply with the laws regarding slavery and human trafficking of the country or countries in which they are doing business.
- We provide company employees and management, who have direct responsibility for supply chain management, training on human trafficking and slavery, particularly with respect to mitigating risks within the supply chains of products.

Global Anti-Corruption Policy. El Paso Paper Box is committed to conducting business in full compliance with the letter and spirit of all applicable laws, rules, and regulations and in accordance with the highest level of ethical standards. We strive to do business with transparency and integrity and to ensure that all transactions comply with all applicable anticorruption and anti-bribery laws. This includes a zero-tolerance stance towards the payment of bribes or kickbacks of any kind, whether when dealing with Government Officials or with the private sector.

Environment. We abide by all applicable environmental laws and regulations. We will manage our environmental footprint to minimize the adverse impact on the environment. We will manage our energy, water and waste systems for maximum efficiency and minimal adverse impact on the environment.

D. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of El Paso Paper Box to provide equal opportunities for all its employees in every part of the employment process which includes employment, training, compensation, promotion and other conditions and benefits of employment, without discrimination regarding; race, religion, color, sex, age, national origin, disability or veteran status. All personnel practices of this facility are directed toward the achievement of equal employment opportunity for all employees or prospective employees.

E. ANTI-HARASSMENT POLICY

The management of El Paso Paper Box is committed to the enforcement of its established policies for all employees in the work place. The policies and procedures established by El Paso Paper Box have been designed to promote a safe and enjoyable work environment free of discrimination and harassment.

This policy refers to, but is not limited to. Harassment in the following areas, age, race, color, national origin, religion, sex, sexual orientation, disability, and veteran status ("legally protected groups").

Harassment includes:

- a) Any unwelcome display or circulation of written materials or pictures
- b) Any unwelcome verbal abuse or insults directed at or made in the presence of any person.
- c) Unwelcome sexual advances
- d) Requests for sexual favors
- e) Other offensive verbal conduct or physical contact that is sexual in nature.

Harassment refers to behavior, which is personally offensive, impairs morale and interferes with the work effectiveness of the employees.

Any harassment of employees **will not be tolerated** regardless of their working relationship. Any harassment of people who are part of the legally protected groups referred to above is also considered unlawful. It is also unlawful to retaliate against anyone for filing a harassment complaint or cooperating in a harassment investigation.

Sexual harassment undermines the employment relationship by creating an intimidating, hostile or offensive work environment and **will not be tolerated**.

In fulfilling our obligation to maintain a positive and productive work environment. Managers and Supervisors are expected to immediately stop any harassment of which they become aware by reporting the alleged harassment directly to human resources, the vice-president, or the president of the company.

Individuals who believe they have been subjected to harassment from either: a co-worker, a supervisor, a manager, a vendor/contractor, or even a customer, should immediately bring the matter to the attention of the human resources representative and/or any manager.

All allegations of harassment will be taken seriously and will be investigated immediately. It is important for employees who feel that they have been harassed to report the incident to management immediately without fear of retaliation.



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Anyone found to have engaged in any type of harassment shall be subject to disciplinary action, up to and including discharge.

In addition, and for the protection of our employees, if during the investigation, it is determined that any person falsely accused or misrepresented any information pertinent to the investigation they will be subject to disciplinary action up to and including termination.

F. STATUS CONFIDENTIALITY AND NON-DISCLOSURE POLICY

It is the policy of El Paso Paper Box Company and all its employees to maintain the strictest of confidence with all company related information. Our customers choose to do business with us based on that premise. The company takes this responsibility very serious. Conversely, it is every employee's responsibility to maintain this and other such information as confidential; it is a condition of your employment.

Below is El Paso Paper Box policy on non-disclosure of information. Customer information to be held as confidential includes, but is not limited to customer name, address, phone number and contact as well as any information pertaining to all orders that El Paso Paper Box has processed, including methods, procedures or pricing.

Help protect your job and that of your co-workers. Do not discuss customer, company or vendor information with any one not directly requiring such information, including other employees of El Paso Paper Box.

Any question you may have should be directed to your supervisor or to the president of the company.

Every employee must adhere to this policy. Violation of this policy will result in immediate termination, without recourse.

NON-DISCLOSURE OF INFORMATION POLICY

During each employee's employment with El Paso Paper Box, they will come into contact with and learn information vital to the future interests of the Company. In connection with that premise, it is the policy of El Paso Paper Box and the responsibility of each employee, to hold certain information confidential for the benefit of the Company. Employees are not to divulge, use, furnish, appropriate, disclose or make accessible to anyone, other than those specific individuals requiring such information, any of the Company's customer, internal, or vendor, information, including but not limited to; data, records, files, reports, manuals, client lists, business contact lists, employee lists, operating methods and procedures, marketing techniques, business plans or financial information, which information is disclosed to you by the Company or any of its employees, vendors or customers, or known to you as a consequence of your employment by the Company or your association with any of its other employees or customers, or otherwise provided, however, that such information is not generally known to the public and does not constitute recognized standard industry practice. This policy shall apply to all information whether written, oral, on a computer disk or contained in computer software form.

G. VIDEO SURVEILLANCE(CCTV) POLICY

In order to promote the safety of employees and company visitors, as well as the security of its facilities, El Paso Paper Box Company may conduct video surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms; video cameras will be positioned in appropriate places within and around El Paso Paper Box Company building and use in order to help promote the safety and security of people and property.

H. EMPLOYEE-EMPLOYER RELATIONS

Our policy states that it is your right to have all questions answered by those qualified to answer them. You owe it to yourself to see that you do not accept rumors or hearsay, so please direct your concerns or questions to your supervisor or anyone else that has the proper authority to respond appropriately. If you have a question about policy or have a problem or a grievance, you may have your questions answered appropriately if you follow the proper procedure:

1. See your supervisor and explain your problem,
2. After consulting with your supervisor, if the problem still exists, or you are not satisfied with the response, talk to your group manager or human resources. Please remember, we cannot do anything to correct a problem if we do not know of the problem. We want your problem solved.

I. QUALITY OF OUR PRODUCTS

Quality is of utmost importance! Everyone at El Paso Paper Box must realize that safety and quality is manufactured into our products, and it cannot be inspected into it. We strive to manufacture a product that will surpass in safety and quality any other similar product on the market.

J. SQF/ OSHA/ 5S

El Paso Paper Box employees must abide by GMP's related to our SQF, OSHA AND 5S culture. PPE and strict hygiene are vital to these practices.

- It is our company's policy to perform its work in the safest manner possible, consistent with safe work practices, and according to all governing laws and regulations.
- Guidelines for safe practices and procedures will be in writing and readily available for review.
- Management personnel are responsible for enforcing the procedures.
- Managers and supervisors should be held accountable for enforcement of and compliance with all safe work rules.
- Continuous training and improvement will be addressed to all aspects of Safety.
- Mandatory Safety Meetings will be regularly scheduled.
- The quality department will document all safety practices and implementation.
- Safety & Health Program follows the OSHA Recommended Practices for Safety and Health Programs.

K. CONFLICT OF INTEREST

Policy statement

It is El Paso Paper Box's policy that all employees must be free from Conflicts of Interest that could adversely influence their judgment, objectivity or loyalty to the company in conducting El Paso Paper Box business activities and assignments.

What to avoid

- Working with a business outside your El Paso Paper Box responsibilities that are in competition with any El Paso Paper Box business.
- Having a second job where your other employer is a directly or indirectly competitor, distributor, supplier or customer of El Paso Paper Box.
- Allowing the secondary employment to interfere in any way with your duties at El Paso paper Box.



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Reporting potential Conflict of Interest

All employees must report to the Human Resource Manager any and all secondary employment. It will be at the discretion of El Paso Paper Box's management to determine whether there exists a Conflict of Interest. Failure to report any secondary employment may result in immediate termination.

II. POLICIES AND PROCEDURES

A. Employment

1. Scheduled Work Week

Generally, the regularly scheduled work week for El Paso Paper Box production employees is five (5) days, eight (8) hour days, Thursday through Wednesday. Overtime, when required will be scheduled by your Supervisor to extend your regular eight hour day or to schedule overtime on an alternate work day. Work hours will be distributed based on business needs to include; Saturdays and Sundays. Management will make every possible effort to inform employees with plenty of anticipation if there are any changes to the work schedule. If employees come in and there is no work available, they will be sent home, and will only be paid for the time that they work. Changes to the shift schedule will also be made at management's discretion but will be solely based on business needs.

All employees are hired for a specific job and shift, but depending on production needs they may be changed from one department to another and from one shift to another one, not affecting their pay rate. Advance notice will be given to make any personal arrangements.

The office is open five (5) days, Monday through Friday, 8 a.m. to 5 p.m.

2. Timecards / Biometric Fingerprint System.

The Company maintains accurate records of the time you have worked. An employee identification number is assigned to each employee to aid us in maintaining these records. This is a permanent number and will not change during your employment.

All employees must punch in and out on their own timecard. Punching in or out for another employee will result in immediate termination.

Employees must punch in or out at the beginning and at the end of their shift. They must also punch in or out whenever they leave the building, for any reason. Failure to clock in or out is a serious offense and will be dealt with accordingly for each violation and may result in termination. **Employees who fail to follow these guidelines will be subject to a warning for the first offense and a second offense will result in termination.**

All overtime must be pre-approved. The employee is responsible for obtaining their supervisor's initials for any time which deviates from their scheduled work hours. **Any unauthorized over time will be subject to a warning for the first offense and a second offense will result in termination**

The company authorizes employees to punch in 5 minutes before their shift starts and 5 minutes after their scheduled shift ends. This time is meant to allow for employees to organize their belongings, allow for various employees to access the time clock and is considered discretionary time. You are not required to punch in early or leave late, any occurrence may result in a written warning at supervisor's discretion. If an employee is asked to stay beyond the 5-minute cut-off, it must be approved by a supervisor, and their timecard must have that supervisor's initials.

Either timecards, biometric fingerprints or **face recognition** system will be used to punch in and out. **Failure to punch in and/or out might result in not getting pay for this time.**

3. Off - Duty Employee Rule

Except for a reasonable period of time after work, off-duty employees may not remain on company property unless it relates to company business. Permission to enter the office on an off shift must be obtained from the company’s representative in charge of the work shift.

4. Trial Period

The first ninety (90) calendar days of active employment is on a trial basis. During this period, you will have an opportunity to learn firsthand about your job, and your supervisor will be able to judge your ability and efficiency in performing the type of work which you have been assigned. If, at any time, during the course of the first 90 days, management determines that the employee is not a good fit based on business needs or company standards, the company will invoke the” at will employment“ policy, and the employee will be discharged.

5. Progressive Discipline

It is the intent of El Paso Paper Box to provide an organized and disciplined environment for the protection of our business and the jobs of its employees. Therefore, we have formulated a disciplinary action that should give us the best results and make us all successful. **Management reserves the right to invoke any of the disciplinary steps in accordance with the seriousness of the infraction or performance issue.** Please be aware that this process is used for changing behavior that is not in accordance with our policies, procedures, or the interest of the company and its employees. Our company does not wish to lose its extremely valuable employees.

Management will typically follow these guidelines:

- | | |
|------------------------------|-----------------|
| 1 st offense..... | Verbal Warning |
| 2 nd offense..... | Written Warning |
| 3 rd offense..... | Final Warning |
| 4 th offense..... | Termination |

Management reserves the right to suspend the employee during any part of the disciplinary action process for up to three days based on the severity of the infraction.

Any production results impacting more than 25% per job will lead to a written warning.

Violations of the safety guidelines as soon as the infraction is observed.

1st Offense: Employee will be removed from hazardous situation immediately. If an employee is found in violation of a safety and health guideline or OSHA standard, the supervisor will formally write up the employee. The employee will then be sent home without pay for up to 3 days. Upon return to the site, the supervisor will re-train employee and document this training on the disciplinary action form.

2nd Offense: Employee will be removed from hazardous situation immediately. If an employee is found in violation of the same or substantially similar rule, the supervisor will formally write up the employee. The employee will be suspended without pay for at least 3 days. Upper management reserves the right to terminate employment at this time.

Warnings will remain in the employee files for the period of employment but will only be active for a 12-month rolling calendar year. Any warning in your file may serve to determine your employment status.

The employees will have the opportunity, on all warnings, to state their position, in writing, for the reason/ why they feel they should not be reprimanded. This will be a part of the warning and if upon investigation it is determined that the employees reason/s are valid, the warning will be destroyed. Management recommends very highly that you exercise this right.

6. Promotions

Vacancies will be filled by promotions of individuals already employed with our Company whenever possible. We believe that this is good for both the employee and the Company. Promotions will be based on performance, qualifications, and length of service. Your job today may be a steppingstone to a more rewarding, and satisfying job. You hold the key to your future with the Company.

7. Job Posting

When openings occur, they will be posted for at least three (3) days on the bulletin board located in the facility. If you are interested in a job that is posted, you may obtain an application from human resources. Our policy is to fill jobs on the basis of qualifications. The objective of our job posting program is to permit employees to maximize their earning opportunities and improve their job security while increasing their contribution to the overall success of the Company.

8. Attendance

Regular and prompt attendance is a requirement for each employee and an important factor in the evaluation of each employee's job performance. This attendance program is designed to achieve a balance between the Company's need to require prompt and regular attendance from employees, and the fact that employees will occasionally be tardy or absent from work.

When absenteeism or tardiness goes beyond an acceptable level, the Company must exercise its responsibility to take disciplinary measures which may ultimately result in termination.

The following definitions have been established to ensure conformity.

- Absence is the failure to report to work on a regularly scheduled workday.
- Tardiness is arriving at the work station later than the scheduled starting time.
- Leaving early is leaving work before the scheduled shift ends.

Each absence, tardy or early leave is considered an occurrence. The Company will maintain an accurate record of each employee's absences, tardiest, and/or leave earliest. Upon accumulating a specified number of occurrences, disciplinary action will be taken.

Occurrences

- A. Each day of absence or group of consecutive days of absence shall count as ONE OCCURRENCE. If two days or longer, the employee must provide a statement from a licensed physician noting the days and dates the employee was absent from work, and the day and date the employee may report to work.
- B. Tardiness will count in the following manner:
 - **1 to 5 minutes – ½ OCCURRENCE**
 - **More than 5 minutes – 1 OCCURRENCE**
- C. Leaving early will count as ½ OCCURRENCE provided that the employee has completed at least four hours of work and shall count as ONE OCCURRENCE if the employee has completed less than four hours of work.
- D. Leaving early and returning to work within four hours will count as ½ OCCURRENCE. Leaving early and returning to work

after four hours of absence will count as ONE OCCURRENCE.

- E. A through D above applies to all scheduled workdays including mutually agreed upon overtime and weekend work.

An absence, tardy, and leaving early occurrence will be combined over a rolling twelve-month period.

Disciplinary Procedure

- Fourth Occurrence: Verbal warning.
- Fifth Occurrence: Written warning.
- Sixth Occurrence: Final written warning.
- Seventh Occurrence: Termination of employment.

Management also reserves the right to discipline employees outside of the “Progressive Disciplinary Procedure” if the employee demonstrates an unacceptable pattern of absences, leaving early and being tardy.

The following absences will not be considered as occurrences under this policy.

- Authorized Vacation
- Company Observed Holiday
- Funeral Leave
- Military Service
- Jury Duty
- Approved Leave of Absence (Accident & Sickness)
- Absences Pursuant to the Family and Medical Leave Act (“FMLA”)
- Injury on the job where absence or leaving early is authorized.

THERE ARE NO EXCUSED ABSENCES UNDER THIS POLICY. THE ABOVE ABSENCES ARE THE ONLY ABSENCES WHICH WILL NOT BE CONSIDERED AS OCCURRENCES.

In all cases this policy will still require the employee to notify the Company if he or she is unable to report to work no later than 30 minutes prior to the start of his or her scheduled start time, each day he or she is absent. You must notify the Company of absences within eight hours after the start of the shift. Failure to do so is grounds for discipline up to and including discharge. If the plant is shut down during the shift preceding the employee’s regular scheduled shift, notice must be given immediately following the regular startup of the shift. All employees should have the appropriate supervisor’s cellular phone number in order to notify him/her immediately. Notice of absence may be waived solely at the Company’s discretion in the event of proven emergency.

If an employee is absent on the last workday before a weekend and the next work day following a weekend (i.e., on a Friday and the following Monday) the employee will receive two occurrences.

A physician’s note is required if an employee is out sick for two (2) or more days. Therefore, if an employee is out sick on a Friday and the following Monday, a doctor’s note is required to return to work on Tuesday because Friday through Monday represents four (4) days. If no doctor’s note is presented upon return from a medical absence of two (2) or more days, indicating that the employee is cleared to work, the employee will be disciplined accordingly. If the absence is not of a medical nature, occurrences will be for each day.

9. Reporting Your Absence

If you are unable to report for work for any reason, you are expected to telephone your supervisor, giving the reason you are absent and the date you expect to return. Your fellow employees and the Company depend upon your presence at work. Therefore, when it is necessary for you to be absent, you should give your supervisor as much advance notice as possible so that arrangements may be made to take care of work during your absence. To report sickness or another emergency, you should promptly notify your immediate supervisor by calling 779-3999.

Absence of three (3) days per month is considered excessive and/or chronic absence and may be subject to disciplinary action.

Failure to notify your immediate supervisor, at least 30 minutes before your scheduled shift, will result in 7 occurrences and may lead to immediate termination at the discretion of management.

If you are unable to contact your immediate supervisor, follow this chain:

1. Human Resources, speak to the Human Resource Department and notify them, 915 779-3999 x 1024
2. Plant Manager, speak to the plant manager and notify her, 915 779-3999 x 1006
3. General Manager, If you have called all three contacts, and were unable to speak to them, call the GM at 915 779-3999 x 1033.

10. Tardiness/Leave Early

You are expected to report for work on time. Tardiness upsets the teamwork among fellow employees. If a personal situation requires that you leave your shift early, you must obtain permission from your immediate supervisor. Being tardy or leaving early on more than three (3) days per month is considered excessive and may be subject to disciplinary action.

11. Family and Medical Leave

A regular full-time employee shall be entitled to leave for a period not to exceed twelve (12) weeks in a twelve (12)-month period if they meet the requirements set forth in this section:

Eligibility - An eligible employee is one who has been employed for at least 12 months and has at least 1,250 hours of service during the previous 12-month period.

Allowed Leave - An eligible employee is entitled up to twelve (12) weeks during any 12 month period for any one or more of the following reasons: (a) the birth and care of a newborn son or daughter, (b) the placement, with the employee, of a son or daughter for adoption or foster care, or (c) to care for the employee's spouse, son, daughter, or parent with a serious health condition*(d) employee with a serious health condition.

Hourly Employees. - Family/Medical leave is not compensable. Salary Employees. - Medical leave will be compensable for up to 2 weeks as a rolling period measured backward from the date the employee first used it. It will apply to accidents and/ or illness.

* A "serious health condition" is an illness, injury, impairment, physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider

The twelve (12) month period is a fixed period and is measured as a "rolling" period measured backward from the date you first used any leave during the preceding twelve (12) months. For example, if you begin your leave on May 1, you may take up to twelve (12) weeks of leave between May 1 and April 30. If during the twelve (12) month period you exhaust the entire twelve (12) weeks of leave, you may not be eligible for an additional twelve (12) weeks of leave until the following May 1.



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If you and your spouse are both employed with the Company, your combined leave for parental care of the birth, adoption, or placement of a child cannot be more than twelve (12) weeks in between the two of you in a twelve (12)-month period.

Leaves for a newborn, a newly adopted child, or a newly placed foster child must be taken within twelve (12) months of the child's arrival. Leaves to care for ill family members or personal illness may be taken in segments or on a reduced work schedule. Leaves for birth, adoptions and foster care placement cannot be taken intermittently unless approved by Personnel.

A leave of absence taken by a pregnant employee or an employee who has given birth is governed by this FMLA policy. The Company, however, may grant maternity leave of up to a maximum of twelve (12) weeks to regular, full-time employees, even if the employee is not entitled to leave under FMLA. Except in emergencies, at least 30 working days' written notice of cessation of work for pregnancy and maternity leave is required. When the employee is ready to return to work, the employee must furnish a statement from the healthcare provider fully releasing the employee to return to work.

In the case of a birth or placement of a child, an eligible employee must submit a written request to Personnel at least 30 calendar days in advance of the date the leave is to begin or as soon as practicable if the 30 days is not possible. In the case of a serious health condition, notice must be given either 30 days in advance or as soon as the need for leave is foreseeable. Written requests must be submitted for any period of time exceeding one full work week. Personnel may require written certificate of the serious health condition by the attending physician and may also require a second opinion by a physician chosen by the Company. Family/Medical Leave may be denied or postponed if any of the conditions set out in this paragraph are not met.

Family/Medical leave is not compensable. However, employees may use vacation time or sick leave in order to receive compensation during family/medical leave. In order to use any of these accrued leave hours to receive compensation during leave employees must meet all the conditions outlined in the applicable sections of these policies. Payment of vacation time or sick leave during an approved family/medical leave will not extend the length of time allowed for the family/medical leave. Leave benefits do not continue to accrue when an employee is on unpaid leave. Employees will be allowed to continue group health coverage during family/medical leave. To continue coverage, employees must continue paying the same monthly contribution required of them as full-time employees.

12. Maternity Leave

Employees will be eligible for maternity leave from the date of hire. Eight (8) weeks will be allowed for maternity leave. Employees must remember that this time is without pay, so the company encourages employees to save their vacation time, if eligible, for this leave. If additional time is required, documentation must be provided, and the employee must get approval from the HR representative.

13. Temporary Active Military Training

If you are a member of a reserve unit and are required to serve on any active military training, the Company will grant you a leave of absence. While serving on this temporary duty, the difference between your regular El Paso Paper Box pay, and your military pay will be paid by the Company up to a maximum of two (2) weeks per year. To qualify for this special payment, you will be asked to bring your military service pay voucher to Personnel so a copy of the voucher can be made. The original voucher will be returned to you.

14. Bereavement Pay

When there is a death in your immediate family requiring that you be absent from regularly scheduled work, you are eligible for a leave of up to three (3) days including the day of the funeral. You are paid straight time for up to three (3) days during the basic five-day work week during which you are regularly scheduled to work. For the purposes of this policy, the immediate family includes husband,



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wife, mother, father, brother, sister, children, father-in-law, mother-in-law, grandmother and grandfather. One (1) day leaf is available for aunts, uncles and cousins. Documentation must be provided to human resources within 5 days of the leave in order to get paid. Documentation can be but not limited to an obituary, a letter from the funeral home, or a copy of the death certificate.

15. Vacations

The vacation pay indicated below will be available to all employees who have continuous service with the Company. Employees will not be able to take two consecutive vacation days during July and August based on business needs. Vacation time allowed will be at the discretion of management based on business needs and may be assigned by the company.

"Vacations must be taken on the year they are earned. Vacations do not accrue from year to year. All vacations not taken during the earned year will be lost at the end of the calendar year".

- One (1) and two (2) anniversary years completed 40 hours' vacation pay.
- Three (3) or more 80 hours' vacation pay.

Example:

Date of hire: 06/01/2013

Period for vacations: 06/01/2014 – 06/01/2015. Vacations not taken during this period of time will be lost.

Vacations will not be paid to employees that are terminated or resign not giving company two weeks' notice.

16. Holidays

El Paso Paper Box observes the following eight holidays:

- New Year's – 1st of January
- Memorial Day - last Monday of May
- Independence Day – 4th of July
- Labor Day - first Monday in September
- Thanksgiving - the fourth Thursday of November
- Christmas – 25th of December

Two (2) Floating Days - to be determined each year by management, with the employees' long weekends as a basic consideration.

All employees must work the **full** shift before and after the holiday to receive holiday pay. Arriving late and leaving early are not considered the full shift. New employees that are still on a trial basis will not receive holiday pay until after they have successfully completed their trial period. If the employee is paid for the holiday in between pay periods and it is later determined that the employee was not eligible for the holiday pay, the holiday pay will be deducted from the next paycheck. **No exceptions will be made for this payment.**

17. Separation of Employment

If you wish to sever your employment with El Paso Paper Box, you should notify your supervisor at least two (2) weeks in advance. Contact HR for an exit interview so your personnel records will be complete. (Remember that you may want to use the Company as reference in future applications for employment). If the employee gives two (2) weeks' notice, works the time, and is in good standing,



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the employee can be eligible for rehire. If an employee resigns and does not give the company two weeks' notice, they will not be eligible for rehire.

Once you have severed your employment you are considered to have quit and may only be re-hired at the discretion of management.

Employees who are discharged are also asked to contact HR for an exit interview before leaving the organization. Employees that are discharged will not be eligible for rehire.

The purpose of this interview is to review the circumstances and conditions of the discharge, to protect all employees from injustice, to determine whether there is a better way to resolve issues, and to complete the personnel record.

You will be considered to have voluntarily quit, if you:

- Fail to report to work for a period of two (2) calendar days and do not report your absence. Having 3 absences from work during trial period. Refuse to perform assigned work and leave the facility. Refuse to leave company property upon being suspended by your supervisor.

B. WAGES

1. Pay Information

Pay Period

The pay period for employees starts on Thursday and ends the following Wednesday. Wages for work performed in one week are paid the following Friday in electronic deposit, unless there is an intervening holiday. Employees are typically paid every other week on (Thursdays). Generally, checks will be distributed to you by your supervisor.

Errors

If an error should appear in your paycheck, or you think an error has been made, call it to the attention of your supervisor. He/She will see that any error is resolved.

Absence on Payday

If you are absent on payday, your check may be obtained from your supervisor. No employee's check will be given to any other person except on presentation of a written note. This note must include a statement authorizing delivery of the check to a specified individual and must be signed by the employee. The individual receiving your check must sign his/her name upon receipt of the check.

2. Performance Appraisals

Performance appraisals of your work are made periodically by your supervisor. Appraisals are used to promote employee-supervisor communications and provide a record of individual achievement. When you are considered for transfers, promotions, or wage adjustment, the appraisals are subject to review by HR and certain members of management.

3. Salary Classifications

For purposes of salary administration and eligibility for overtime payments, El Paso Paper Box classifies employees as:

- Exempt – Employees who are paid a base salary and are not eligible for overtime pay for hours worked in excess of 40 hours per week under federal and state law. Salaried employees may have to work in excess of 40 hours per week based on business needs. Punching in and out on a timecard is a business requirement for some salaried positions.
- Non-Exempt - Employees that are paid a base salary and are eligible for overtime paid for all hours worked in excess of 40 hours in a work week. Management will maintain the right, at their discretion and based on business needs, whether to pay non-exempt employees for time missed from work or not. Time taken away from work will not be used to determine overtime pay. All overtime work must be approved by the employee's immediate supervisor before it is done.
- Hourly - Employees that are paid a fixed hourly rate for each hour worked. Additional pay is earned at 1 ½ times the regular hourly rate for each hour worked in excess of 40 hours per week. Time off for sick time, paid days off, or any leave of absence will not be used to determine overtime pay.

4. 401 (K) Plans

All employees 21 years and older that have worked 1,000 hrs. in 12 month period with the company are eligible to participate in the 401 K plan:

- The company matches up to 100% on 3% of employees' contributions.
- The company matches up to 50% on up to 5% of employees' contributions.

C. GENERAL INFORMATION

1. Computer and Information Systems

During employment, employees may have access to or use of the Company's computer systems including personal computers, and local wide area networks, while on or off the Company's premises. All electronic and telephonic communications systems (e-mail, voicemail, faxes, telephone, etc.) and all communications and information transmitted by, received from, or stored in company systems are the property of this company and as such are to be used solely for job related purposes. Employees should recognize and understand that computer files and documents created and stored within the company's computer systems, including but not limited to electronic mail, are subject to review without notice to the employee.

The company reserves the right to override any individual password and access all electronic mail messages. In this regard, it should be recognized that there is no expectation of privacy with respect to the content of, or any other matters related to, such computer documents and files. By using the company's computer resources, employees are deemed to have consented to the review and inspection of such computer documents and files by any authorized person at any time and from time to time without prior written or other notice.

Company access to the Internet is limited to company business only and will be granted based upon business needs on an individual basis. Internet usage should be limited to job-related activities. The equipment, services and technology provided to access the Internet remain at all times the property of El Paso Paper Box Inc. As such El Paso Paper Box Inc. reserves the right to monitor Internet traffic and retrieve and read any data composed, sent or received through our online connections and stored in our computer systems. Distribution of company information onto or via the Internet is strictly prohibited unless approved in advance by a department head or the President of the company.

Internet users should take necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Entering incorrect information on a recurring basis in the information systems that the company uses for its optimal administration and development will be considered as a failure to this manual and its policies so that corrective actions can be taken and even termination of employment.

2. Breaks and lunch periods.

Hourly employees. - two (15) minute break periods or thirty (30) minute lunch period will be provided as designated by your supervisor.

Salary employees. - A 60-minute lunch period will be provided as designated by your supervisor.

Break and lunch periods start when you leave your workstation and/or machine and end when you return. Lunchrooms are available both inside and outside the facilities to avoid abuse of the allowed time. Any employee leaving the premises during these times must punch out. You should be at your workstation and/or machine when the designated period ends or shift begins.

Food and/or drinks are not allowed in the work area. Also, employees will not be allowed to walk around with food and / or drinks within the plant.

All other departments must take breaks at the designated time and are allowed food and/ or drinks at that time, in the cafeteria or (weather providing) outside the picnic table area.

3. Vending Machines

If you lose money in one of the vending machines, report it to HR. A refund will be obtained from the vending service, and this refund will be returned to you.

4. Telephones

While you are at work, your family members may call the front office in case of an emergency, and you will be reached promptly upon receipt of such a message. We ask that such messages be confined to an emergency.

Cell phones are not permitted in production areas, they should remain in your locker or car, you may access them during your break. Only the employees permitted by management for business use can carry them at all times.

5. No Solicitation / No Distribution Rules

Solicitation and/or distribution of literature by employees and non-employees on company property are strictly prohibited.

6. Reference Policy

It is the policy of the company to provide employment and financial references for current employees and employees that separate themselves from the company as well. The following procedure will be followed:

- The company will only provide dates of employment and titles of positions held for employment references. Financial verifications will include all information as requested by the institution.
- All reference requests must be made in writing or by fax.



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- All requests must be accompanied by the employee's signature.
- Must be processed through the HR Manager.

7. Visitors

You should instruct your family and friends not to visit you during working hours unless it is an emergency.

Absolutely no minors are allowed in the work area, cafeteria, bathrooms, etc. for any reason. A minor is any person under 18 years of age. Failure to comply with this policy may result in termination for the employee responsible for allowing the minor to enter these areas.

8. Parking

For your convenience, parking facilities are provided for all employees. Please observe the following parking rules:

- Blocking a roadway is prohibited.
- Reserved parking spaces, which include visitor,
- Company cars and other designated spaces are for authorized personnel only.
- The parking lot maximum speed limit is 10 m.p.h.
- All cars should be parked in such a way as to make parking available to all.
- The company cannot assume responsibility for property damage or loss occurring in the parking lot.
- If you should accidentally damage another vehicle in the parking lot, please leave your name and address on the windshield of the damaged car or contact Personnel.

9. Notice of Change-Employee Records

The employee's cooperation is necessary if records are to be kept accurate and up to date. HR should be notified of any change in such items as, but not limited to, address, telephone number, name, marital status, or exemptions for withholding tax. All such information is treated with the utmost confidentiality.

10. Cameras

For security reasons, cameras or other photographic equipment will not be permitted in the office or inside the plant, unless authorized for company business.

11. Radios

Radios and headphones are not allowed in the facility at any time.

12. Clothing

The dress code for all employees is to be in accordance with generally accepted practices of good taste. If you are representing the company at outside functions, appropriate attire is to be used. For safety reasons, all employees while working in the plant must wear appropriate clothing.

The following items of clothing are acceptable.

- Company uniform shirt. (MUST BE WORN AT ALL TIMES)
- Full length pants, denim or shorts (must have a maximum leg length 3" above the knee.)



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- Sweatshirts and sweaters (only during wintertime)
- Steel toe shoes must be worn in the production area

The following items of clothing are acceptable during the summer (May 15 to October 15):

- Company uniform shirt. (MUST BE WORN AT ALL TIMES)
- Shorts (must have a maximum leg length 3" above the knee.)

The following items of clothing are NOT acceptable:

Half shirts, halter tops, tee shirts and/or sweatshirts which display offensive or explicit graphics, skirts of any kind, sleeveless dresses, open toe shoes, "muscle" tee shirts, gym shorts, any clothing made of Spandex. Gym shoes unless they are steel toe. Pieces of jewelry, like rings, necklaces, bracelets etc.

If your dress is unacceptable, your supervisor may ask you to change your clothes during work hours.

This policy is a summary of proper dress and is not inclusive' of all situations that may arise. Such questionable situations will be addressed and decided upon by your respective department supervisor and manager, who together will have the final say. Long hair (as determined by your supervisor) must be secured by nets or other means when operating and/or tending any machinery. Any employee working on or assigned to any moving equipment must: (a) tie up, cover, wrap or otherwise secure any hair longer than (5) inches from point of growth; (b) tuck, fold or otherwise secure any loose clothing (like shirt tails, sleeves or neckties),

Hair nets are available from your supervisor.

Goggles must be worn when performing any operation where solvents and/or chips may fly or where any damage to the eye may possibly occur. Safety glass requirements are clearly posted.

13. Smoking/ Vaping

Smoking or Vaping will be prohibited within all company facilities. This policy was put into place for several reasons including to encourage a clean and healthy environment for all people to work in, to implement a corrective action on smoking practices as required by our insurance company and because we believe such policies may become mandated by federal or state laws.

- Smoking or Vaping will be allowed only outside the building.
- Smoking or Vaping restrictions apply to all employees and visitors.
- Smoking or Vaping will be allowed only during breaks authorized by the supervisor in-charge.

14. Inspection of Property

The company reserves the right to search for all property on company premise to include but not limited to: work areas, lockers, computer systems, offices, desks, vehicles on company property and personal belongings of employees, visitors and contractors. Generally, locks will be removed with prior knowledge of the employee and the employee being present. Locks will be removed only if the employee refuses to cooperate or is unavailable to consent to the removal of the lock. Containers carried into or out of the building are also subject to search.

Your agreement to become employed by the company serves as your consent to these search guidelines. You are expected to abide by these guidelines and allow the company to conduct a search at any time.

15. Complementary Gym

Open for to all employees (temporary and permanent):

- The gym may be used during non-working hours (8am – 5pm / Monday – Friday).
- The employee must sign a waiver release, and assumption of risk form before using the gym.

16. Vandalism and/or theft

Any employee found committing vandalism or stealing inside the premises, including the parking areas, will be subject to immediate termination and may also be subject to criminal filed with law enforcement.

D. DRUG AND ALCOHOL TESTING

1. Purpose

The Company wants to provide a work environment free from unauthorized employee use, sale, possession, or distribution of alcohol, free from the use, sale, possession or distribution of illegal drugs and/or controlled substances, and free from the improper use of legal drugs and other chemical compounds on its premises. The Company requires employees to perform their job duties on Company premises without being under the influence of alcohol, illegal drugs and/or controlled substance or inappropriate legal drugs or other chemical compounds.

2. Definitions

- Alcohol. - spirits, wine, malt beverages, and intoxicating liquors.
- Applicant. - any individual tentatively selected for employment with the Company, or any incumbent tentatively selected for a promotion or transfer.
- Confirmatory Test. - a second analytical procedure to identify the presence of a specific drug or metabolite in a urine specimen by gas chromatography/mass spectrometry ("GC/MS").
- Drug. - marijuana, cocaine, opiates, phencyclidine (PCP), amphetamines, barbiturates, methadone, propoxyphene, benzodiazepines, methaqualone, or other illegal drugs or a metabolite of those drugs. This definition includes an otherwise legal drug or chemical compound which is used or intended to be used for an inappropriate or illegal purpose.
- Drug and Alcohol Abuse Coordinator. - means the individual who shall be responsible for administering the Company's drug and alcohol abuse program, who may hold other positions in addition.
- Employee. - an individual employed by the Company at a time at which a drug test is requested from such individual.
- Initial Test. - a sensitive, rapid, and reliable immunoassay procedure which meets requirements of the Food and Drug Administration for commercial distribution to identify negative and presumptive positive specimens.
- Laboratory. - an independent laboratory approved by the Company.
- Random selection basis. - any computer-generated method that provides each member of the tested population with a chance of being selected on a scientifically valid basis.
- Reasonable suspicion. - A belief drawn from specific objective facts and reasonable inferences drawn from those facts.

3. Regulation of Policy: Applicants

An applicant offered employment must consent to and successfully pass a pre-employment alcohol and/or drug screening test as a condition of employment. Furthermore, once the applicant is approved for a drug test, he/she must report to the testing facility immediately or within the hour in order to be considered for employment. Failure to do so will rescind the employment offer.

4. Regulation of Policy: Employees

An employee will be in violation of this Policy if found: (1) to be under the influence of alcohol or drugs while performing Company related job duties, or while participating in Company functions, regardless of the amount of detectable level; (2) to have refused to submit to or otherwise failed to cooperate in testing for alcohol or drugs when requested to do so by the Company pursuant to this Policy; (3) to have tampered with or otherwise adulterated any employee sample submitted to the Company (or to a laboratory designated by the Company) for testing for alcohol or drugs; (4) to have sold, possessed, or distributed alcohol or drugs on Company premises, including but not limited to while in personal vehicles on Company premises or in Company vehicles at any location; (5) to have operated any Company owned, leased, or controlled automobiles, vans, or equipment regardless of location, while under the influence of alcohol or drugs, regardless of the amount of detectable level. The provisions of the foregoing sentence shall likewise be applicable to an otherwise legal drug or chemical compound which is used or intended to be used for an inappropriate purpose.

5. Medication

If an employee is taking any over-the-counter medication or prescribed drug, the employee will consult the prescribing medical professional to determine whether the drug may have an adverse effect on his or her personal safety or job performance while at work. If the effects of the medication could pose a danger or affect judgment, the employee will make his or her supervisor aware of this condition. The employee is not required by this policy to make his or her supervisor aware of the specific medication(s) being taken.

6. Test Program

A. Confirmation Test

A confirmation test will be conducted on every positive test result prior to the testing laboratory formally notifying the Company of the positive test result.

B. Post-Accident Testing

The Company reserves the right to require an employee to submit to alcohol and/or drug screening tests, immediately after an occupational accident or incident involving property damage or bodily injury, but in no case later than 48 hours after the accident or incident, to either confirm or negate substance use as a possible cause. Any employee involved in or contributing to an occupational accident or incident involving property damage or bodily injury is subject to the alcohol and/or drug screening test.

C. Random Testing

All employees are subject to random alcohol and/or drug screening testing at any time. Employees selected must submit to a alcohol and/or drug screening test. Random testing will be conducted by an independent testing laboratory in the methodology prescribed by that laboratory.

D. On-Suspicion Testing

When an employee's conduct, behavior, or work performance in the judgment of a supervisor or an appropriate Company representative, indicates symptoms of drug, alcohol, or substance use, the Company will require the employee to submit to the

appropriate test. Circumstances include, but are not limited to, events which form a reasonable suspicion that the employee:

1. Is under the influence of drugs or alcohol while on duty, based on, but not limited to, one of the following warning signs:
 - Direct observation of the physical symptoms or manifestations of being under the influence of a drug or alcohol such as liquor on breath, slurred speech, unsteady walk, or impaired coordination.
 - Direct observation of the possession of drug and/or alcohol paraphernalia.
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance; or
 - A report of drug or alcohol use, possession, or sale on Company premises, including but not limited to while in personal vehicles on Company premises or in Company vehicles at any location, as provided by the Employee or by reliable and credible source(s); or
2. Has caused a work-related accident or was operating or helping to operate machinery, equipment or vehicles involved in a work-related accident.
3. Has admitted to drug or alcohol use that affected the employee's work performance.
4. Has been arrested or convicted for a drug-related offense, or been identified as the focus of a criminal investigation into illegal drug possession, use, or trafficking; or,
5. Has tampered with or otherwise adulterated any employee sample submitted to the Company (or to a laboratory designated by the Company) for testing for alcohol or drugs.

E. Refusal to Test

An employee who refuses to submit to a drug or alcohol screening test (Post-Accident, Random, or On-Suspicion) when requested by the Company shall be terminated from employment immediately. An applicant for employment who refuses or fails to submit to a drug or alcohol screening test when requested shall be denied hire.

F. Explanation of Positive Test Results

Applicants and employees who test positive for drugs or alcohol will be terminated immediately. If the results are determined to take longer than 1 hour, the employee will be suspended until the results are received. The company will pay regular wages during the suspension.

G. Confidentiality

No laboratory reports or test results shall appear in an Employee's personnel file unless they are part of a disciplinary action taken by the Company but shall be placed in a special locked file maintained by the Drug and Alcohol Abuse Coordinator. Files relating to laboratory reports or drug tests maintained by the Drug and Alcohol Abuse Coordinator are confidential. The Company will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a "need to know" will have access to the results. However, test results may be revealed in legal proceedings, or to federal or state agencies as may be permitted by law.

H. Searches

Employee personal property, including briefcases, lunch boxes, desks, lockers, toolboxes, vehicles and purses are subject to search. All employees will be expected to cooperate as a condition of continued employment. Searches on Company premises may be conducted at any time.



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I. Use, Possession and Sale

The use, sale, purchase, transfer or possession of an illegal drug, or drug related paraphernalia, is in violation of the law. The Company will report information concerning use, sale, purchase, transfer or possession of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any substances found during a search of an individual or property. The Company will cooperate fully in the prosecution of any violation of the law.

Any employee on Company premises found using, possessing, selling, distributing, concealing or transporting drugs or substances prohibited by this policy will be terminated from employment immediately.

J. Rehire if found drug test positive.

Any employee that has been drug test positive, can be rehired after 6 months and clean based on supervisor advice.

III. SAFETY AND HEALTH

The managers of El Paso Paper Box, Inc. are committed to providing a safe and healthy work environment for all employees and others that may work, visit, or enter our facilities.

It is our policy to manage and conduct operations and business in the safest manner possible, consistent with safe work practices, and according to all governing laws and regulations.

It is our absolute conviction that we have the responsibility for providing a safe and healthy work environment for our people and all others that may be affected as we conduct our business. We will make every effort to provide a working environment that is free from any recognized or potential hazard. Guidelines for safe practices and procedures will be in writing and readily available for review.

We recognize that the success of our safety program is contingent and dependent upon support from the managers and all employees of the company. Managers are committed to allocating and providing all the resources needed to promote and effectively implement all aspects of the company's safety program.

El Paso Paper Box, Inc. expects its supervisors to support safety by:

- Enforcing the procedures
- Holding employees accountable through reviews, counseling, or disciplinary action
- Communicating and strictly enforcing safety rules and standards
- Setting a safe example
- Reporting and investigating incidents, injuries, property damage, "near misses", etc.
- Promptly correcting unsafe conditions or unsafe behaviors
- Supervisors will create an atmosphere where safety issues can be openly and freely discussed.

All employees are expected and required to adhere to all aspects of El Paso Paper Box, Inc.'s safety program. This is not optional. Your continued employment is contingent upon your recognizing and abiding by the safety and health policies, procedures and rules established in this plan. Safety & Health Program follows the OSHA Recommended Practices for Safety and Health Programs. The quality department will document all safety practices and implementation. Mandatory Safety Meetings will be regularly scheduled.

A. COMPANY SAFETY GOALS

Managers and supervisors are accountable to the upper management of this company for the successful achievement of targeted

Company safety and health goals.

- Have the best safety and health conditions possible at the jobsite.
- Minimize all injury accidents and health impairment.
- Prevent any major fires, vehicle accidents or property damage losses.
- Zero permanent disabilities.
- Zero environmental accidents.
- Zero fatalities.

B. ENFORCEMENT

All employees must understand that **THE FIRST AND MOST IMPORTANT WORK RESPONSIBILITY IS TO BE RESPONSIBLE FOR ONE'S OWN SAFETY!**

- An employee who disregards safety is a significant liability to the company.
- The company safety guidelines apply to all employees of the company, without exception.
- The company safety guidelines will be enforced by management.
- Warnings and reprimands will be issued for known violations of the safety guidelines as soon as the infraction is observed, and it will become part of an employee's work record.

C. RULES AND POLICIES

1. Reporting of Hazards & Unsafe Conditions

As a condition and requirement of employment, all employees are required to report hazards and unsafe conditions in the workplace to their supervisor. They will take prompt and appropriate action to determine if a hazard exists. If it is determined that a hazard does exist, immediate attention for correction, or interim protective measures will be taken. Whether or not a hazard is identified, the reporting employee will be notified of the corrective action taken or the procedures used to conclude that no hazard existed. If practical, this information will be shared with all facility employees.

2. Reporting of Accidents/Incidences and "Near Misses"

All employees will immediately notify supervision of any accident, incident or that results in any type of injury or property damage, no matter how minor. You will be sent to a doctor if needed and an accident report must be filled out to investigate the root cause and correct it **F.7.1.3 ACCIDENT INVESTIGATION REPORT**. If the involved person gives false information about the accident, this will be cause of employment termination and further penalty actions. The company will follow all doctors' recommendations. Company offers light duty jobs. Doctor's release note will be required to return to work. Hours / days away from work will be paid up to 100% by the company.

Employees will also immediately report any "near miss" that could have resulted in injury or property damage.

3. General Safety Rules for All Employees

- Do not remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning.
- Do not engage in fighting, horseplay, or distraction of fellow employees.
- Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help.
- Good housekeeping will be maintained in all work areas. Clean up waste materials promptly and completely after a job is completed.
- Observe all traffic rules and regulations when driving.
- Do not operate a piece of equipment unless you have been instructed in its use.
- Never use a box, bucket, chair, shelf, etc., as a ladder. Use only approved step stools or ladders.
- Observe and obey all safety signs and procedures in any area you are assigned to work in.

- Report all damaged or faulty equipment to your supervisor unless you are authorized to make repairs.
- Do not hang articles from building fire sprinkler system or insulated steam or water lines.
- Do not block or obstruct aisles, passageways, hallways, stairways, or exits. Do not use these areas for storage.
- Do not block access to electrical panels.
- Do not block or cover fire extinguishers, fire alarms, or sprinkler heads.
- Approach doors slowly and open them with caution; someone may be on the other side.
- Fire doors must not be blocked open or locked in such a way that they cannot be opened in the exit direction.
- When using stairs, do not carry loads so large that the view of stair treads is obscured. Keep one hand free for the handrail.
- Keep stairs clear of all objects. Pick up anything you find on the stairs and dispose of it properly.
- Know where the fire extinguisher in your area is, how to use it, and for what types of fires it is rated.
- Gasoline or similar flammable solvents will not be used to clean floors, walls, or other surfaces, or for cleaning skin.
- Do not run power cords, computer cables, or telephone wires across walkways creating a tripping hazard.
- Wipe up all spilled liquids immediately, to prevent falls on polished floors. Place some type of warning marker near wet spots until dry.
- Do not remove labels from chemical containers unless the containers are empty and have been thoroughly cleaned. Clean, empty containers may be used for other materials if proper new labels are affixed.
- Clean machine parts using only approved solvents and parts-washing baths specifically designed for such use. Use with adequate ventilation. Dispose of waste solvents through the safety office.

4. Personal Protective Equipment

- Proper eye protection will be worn when engaging in work exposing the eyes to injuries, i.e., grinding, welding, drilling, chipping, hammering, working with liquid chemicals, high winds, etc.
- Ear protection is mandatory in all areas of 85 decibels or greater. Areas of 85 decibels or greater are considered high noise areas. The company will supply earplugs for all employees.
- Use work gloves for protection against splinters, protruding nails, abrasions, cuts, etc. Gloves are not to be worn by employees when working around moving equipment or machinery.
- Steel toe shoes are mandatory for employees working in the production area.
- Report damaged or otherwise unserviceable PPE to your supervisor immediately.

5. Fire Protection and Prevention

- Know where the fire extinguisher in your area is, how to use it, and for what types of fires it is rated.
- Fire extinguishers are to be mounted, clearly visible, and unblocked for immediate access.
- Fire extinguishers shall not be removed from their assigned stations.
- Report the use of any fire extinguisher to a supervisor.
- Do not return a fire extinguisher to its holder if it has been used or the seal has been broken (return it to QC to request refill).
- No person shall smoke or use open flames:
 - Where flammable or combustible solvents, liquids, or other flammable materials are stored, transported, handled, or used.
 - Where flammable or combustible compressed gases are stores, transported, handled, or used.
 - Where "NO SMOKING" signs are posted.

6. Electric Pallet Jack Safety Rules

- Only authorized, trained personnel shall operate Electric pallet jacks.
- Watch for areas around your path.
- Stop is people are crossing.
- Do not carry 2 pallets at same time.
- If the space is limited do not intend to enter.

- Use at low speed only.
- Do not use on green walkway areas.

7. **Forklift Safety Rules**

- Only authorized, trained personnel shall operate lift trucks.
- Before the start of the shift, a visual inspection must be made to ensure that horns, lights, brakes, tires, gas supply, hydraulic lines,
- Before the start of the shift, a visual inspection must be made to ensure that horns, lights, brakes, tires, gas supply, hydraulic lines, etc. are in safe working condition. Employees shall not operate an unsafe forklift at any time.
- Fill fuel tanks out of doors while engine is off.
- Do not exceed the safe load capacity of a forklift at any time. Do not counterweigh a forklift to increase lifting capacity.
- Operators shall drive with both hands on the steering wheel. Horseplay is prohibited. Do not drive with wet or greasy hands.
- Operators will always wear the forklift's seat belt.
- No person shall ride as a passenger on a forklift or on the load being carried.
- A forklift will not be used to elevate a platform or pallet with people on it, except work platforms especially designed for this purpose. Work platforms must have standard guardrails and must be securely fastened to the forks.
- No person shall stand or walk under elevated forks.
- Operators will avoid making jerky starts, quick turns, or sudden stops. The operator will not use reverse as a brake.
- Forklifts will be driven on the right side of the road or aisle-way.
- Forklifts shall be operated at a safe speed with due regard for traffic and conditions. Maximum speed limits: inside buildings, 5 mph; outside buildings in work areas, 7 mph; on roads, 10 mph.
- Slow down on wet and slippery surfaces and at cross aisles or locations where vision is obstructed.
- Operators entering a building or nearing a blind corner shall make their approach at reduced speed. Sound horn and proceed carefully.
- Operators shall always give pedestrians the right-of-way.
- Operators shall not drive toward any person who is in front of a fixed object or wall.
- Operators shall not overtake and pass another forklift traveling in the same direction, at intersections, blind spots, or hazardous locations.
- Operators will not put their fingers, arms, or legs between the uprights of the mast, or beyond the contour of the forklift.
- When the forklift is not carrying a load, the operator shall travel with the forks as low as possible (maximum of 3 inches on paved surfaces). When carrying a load, it will be carried as low as possible (consistent with safe operation, 2 to 6 inches above the surface.)
- Forks will always be placed under the load as far as possible. Do not lift a load with one fork.
- No load will be moved unless it is safe and secure.
- Double stacking is strictly prohibited.
- The load will not obstruct the operator's view. In the event of a high load, the forklift will be driven backward.
- Operators shall look in the direction of travel.
- The forks will not be operated while the forklift is traveling.
- On a downgrade, the load shall be last, and the forks rose only enough to clear the surface.
- On an upgrade, the load shall be first, and the forks rose only enough to clear the surface.
- Use extra care when handling long lengths of bar stock, pipe, or other materials.
- Avoid sharp or fast end-swing.
- Compressed gas cylinders shall be moved only in special pallets designed for this purpose.
- When unloading trucks or trailers, the brakes on the vehicle will be set (locked) and the wheels chocked.
- Forklifts must be safely parked when not in use. The controls shall be neutralized, power shut off, brakes set, key removed, and the forks left in a down position flat on the surface, and not obstructing walkways or aisles.
- A forklift shall not be left on an incline unless it is safely parked, and the wheels blocked.

8. Ladder Safety Rules

- Inspect ladders prior to EVERY use.
- Maintain ladders free of oil, grease, and other hazards.
- Do not load ladder beyond its maximum intended load.
- Barricade pedestrian traffic areas in vicinity of ladder, and lock, barricade, or guard doorways in which a ladder is placed.
- Always face the ladder when ascending or descending.
- Always maintain 3 points of contact with the ladder (2 feet/1 hand or 2 hands/1 foot will be always in contact with ladder).
- Carry tools in pouches around waist; use a rope to raise or lower large items such as toolboxes or materials.
- Never allow more than one worker on the ladder at a time.
- Wear protective clothing and rubber-soled shoes.

9. Electrical Safety Rules

- Only qualified and authorized persons shall work on electrical equipment and devices.
- All electrical equipment shall be properly grounded and/or bonded.
- Do not use extension cords as a substitute for permanent electrical wiring. The only exception to this is “fused” multi-outlet strips which are “U.L. approved. If extension cords are necessary for short-term use, use only heavy-duty cords.
- Inspect electrical cords of portable electric tools before placing them in service.
- Electrically powered tools and equipment showing worn, deteriorated, or inadequate insulation or other parts shall be removed from service and repaired or replaced.

10. Use of Automobiles

You may not use your personal car for company business unless the automobile is protected by liability insurance, and you have been instructed and/or given permission to use your car for such business.

Authorization to drive an EPPB vehicle may be denied or revoked if the employee, student or agent’s driving record reflects certain violations.

- Conviction for an alcohol and/or drug-related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction for reckless driving
- Leaving the scene of an accident as defined by Texas law
- At fault in a fatal accident
- Three or more "Company Vehicle" physical damage claims in any twelve-month period

Use of EPPB vehicle must be for official EPPB business only. Incidental use associated with official business is strictly limited.

Drivers are responsible for immediately reporting all accidents or any damage to state vehicles.

EPPB will periodically review driving record for compliance.

Drivers who have poor driving records should not be permitted to operate a company vehicle, operate a personal vehicle on company business, or drive a leased vehicle on behalf of your company.

11. Firearms or weapons

Even though the state of Texas allows any person who can legally possess a handgun to carry it in their vehicle, the Company’s policy is very clear and prohibits the possession of firearms in the building or in the parking lot.

Company employees are expected to abide by these safety rules. Compliance is a condition of employment. Violations will result in disciplinary action up to and including immediate termination.

D. HAZARD COMMUNICATION

- Maintain the Hazard Communication Plan found in this program for each jobsite supervised.
- Conduct Hazardous Chemical Inventories. Maintain and preserve the Chemical Inventory
- List found after the Hazard Communication Plan in this program.
- Supervise the proper procurement of all hazardous chemicals to be present in the jobsite supervised. Receive and check all shipments of hazardous chemicals for SDS and labels.
- Verify that labeling is properly done. Maintain a supply of labels and other hazard warnings.
- Train all employees under his or her supervision as required by this Hazard Communication Plan. Prepare a Training Report for each hazardous chemicals training done, which certifies by each employee's signature the training received. Keep the training record on file in this Safety & Health Program.
- Coordinate hazard communication with other employers, such as subcontractors, in a company jobsite as needed to protect company employees.

E. TRAINING

- Employees will be trained in hazard communication.
- The training will be handled through (Alchemy/ software) or by the supervisor.
- Employees will be trained in the following areas:
 - Chemical Storage
 - Container Labels
 - Emergencies and Spills
 - Housekeeping
 - Safety Data Sheets (SDS)
 - General Chemical Usage
 - Specific Chemical Hazards and Precautions

THIS IS A REQUIREMENT BY OSHA, OUR INSURANCE CARRIER AND IS SIMPLY FOR YOUR PERSONAL SAFETY.

IV. SPECIAL SERVICES

A. Health Insurance Offered

El Paso Paper Box provides benefits to eligible employees and their dependents based on completion of the 90-day probationary period.

The table below provides enrollment information for various benefit plans available to employees.

Health care plan available to eligible employees and dependents

- An allowance of \$30.00 towards the cost of the premium
- Dual plans for US / Mexico available
- Enrollments are after 90-day probationary period completion, there after once-a-year Enrollment are held in April.

Optional Care Plans Available

Americas - Dental

- Dental

- Vision
- Life, accident, and other types of supplemental insurance.
- Enrollments are after 90-day probationary period completion, there after once a year.

B. Employee Loans

Loans are available for emergency purposes only, with the maximum amount based on each individual's net base pay. These loans are to be authorized by the area Manager and the President and repaid through a scheduled payroll deduction as determined upon receipt of your loan. If termination occurs before final payment is made, the employee's last week pay is to be applied to the unpaid balance. If there still remains any unpaid balance, the former employee is still responsible to pay.

C. Bulletin Boards

Located throughout the facilities are certain bulletin boards used by the Company as a means of making information available to you. You are asked to look at the boards frequently, as many items of interest will be placed on them. All bulletins or notices must be approved by the HR Manager. A separate bulletin board for employees is located in the employee lunchroom. All notices posted should have a date for removal.

D. Lost and Found Articles

Anyone finding personal articles, clothing, etc., should bring them to Personnel. Those who lose articles should report the loss to Personnel so that if the item is found it may be returned to the owner.

E. Recreational and Social Activities

The Company sponsors various activities away from work, such as summer outings and Christmas parties. The Company prefers that activities include the employees' families and encourages participation by all those eligible. Advance notice will be provided for all activities appropriate dress and behavior will be expected of all people attending these activities.



V. ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received a copy of the El Paso Paper Box Employee Handbook and have either read it or have had it read to me carefully. I understand all of its notices, rules, policies, terms, and conditions and agree to abide by them. I realize that failure to do so may result in disciplinary action and/or termination. I understand that nothing in this Handbook in any way creates an expressed or implied contract of employment, but rather is intended to provide only the purpose of fostering a better work environment while the employee/employer relationship exists.

I understand that the policies and benefits in the Handbook, communicated to me in any fashion, are subject to interpretation, review and change by management at any time and without notice.

I further agree that this document shall not bind El Paso Paper Box to employ me now or hereafter. I understand that no representative of El Paso Paper Box has any authority to enter into any agreement for employment for any specified period of time or to assure any other benefits or terms or conditions of employment, or any agreement contrary to the foregoing. I also understand and agree that this agreement may not be modified orally, and that only the President may make a commitment for employment and that if such an agreement is made, it must be in writing and signed by the President or by the designated agent of the President, with such agency evidenced in writing.

EMPLOYEE SIGNATURE AND DATE

EMPLOYEE NAME