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Some Things You Must Understand

The policies outlined in this Employee Handbook are to be considered as guidelines. All employees of Visions, Inc. are subject to the policies, procedures and practices outlined here; and you may be subject to disciplinary action, up to and including termination, if you do not comply. This Employee Handbook replaces and supersedes any and all other company policies—whether written or oral.

This Handbook is not a contract of employment and is not to be construed as one. Visions, Inc., at its option, may change, delete, suspend or discontinue any part of the policies outlined in this Employee Handbook at any time without prior notice as Visions deems appropriate. Any such action will apply to existing as well as future employees. You can access the most up-to-date version of the Employee Handbook on Visions' intranet or check with Human Resources.

It is Visions' intent to comply with federal, state and local requirements regarding employment. In the event of a conflict between the Handbook contents and applicable legislation or other requirements, those requirements will prevail.

No one other than Visions' owners may alter or modify any of the policies in this Employee Handbook. Any alteration or modification of the policies in this Employee Handbook must be in writing. No statement or promise made by any member of management, past or present, may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Some subjects described in this Handbook are covered in detail in official policy documents. Refer to these documents for specific information, as the Handbook only briefly summarizes those guidelines and benefits. Please note that the terms of any written insurance policies are controlling and override any statements made in this or other documents.

This Handbook is not a contract of employment. Your employment is "at will," and this Handbook should not be construed as a contract regarding the duration of your employment. Visions can, at its discretion, change policies, benefits, rules and regulations, and these are not to be construed as creating the terms and conditions of an employment contract—either expressed or implied.

Please note:

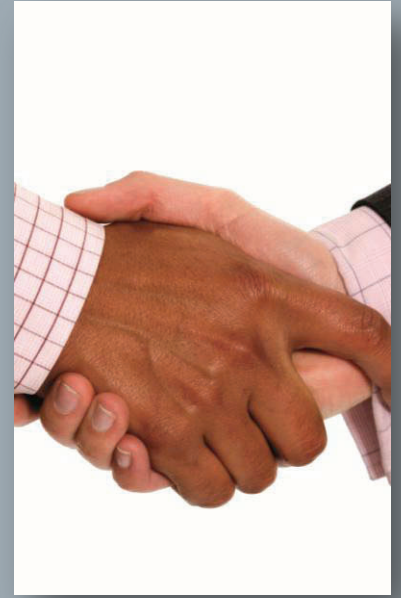
The policies in this Employee Handbook are to be considered guidelines. Visions, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Handbook at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee.

Employees may not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights or privileges beyond the last day worked.

No one other than Visions' owners may alter or modify any of the policies in this Handbook. No statement or promise by a member of management or another employee may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Handbook, but only the subject provision.

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Section I

Our Company



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Section I

1.0 Company Policy

At Visions, Inc. (Visions), we believe we must offer our customers the product of a company which provides quality, efficiency and service. As a customer-oriented company, we strive to uphold the values of Visions' Quality Policy:

"We strive to provide our customer with a Total Quality Experience; our commitment to "Continuous Improvement" is the foundation of a Quality Management System that enhances our understanding of customer needs, and fosters a culture of collaboration and mutual respect."

2.0 Hiring Procedures

2.1 At-Will Employment Relationship

You are an "at will" employee, which means there is no contractual agreement that limits your right to terminate your employment. Likewise, Visions retains the right to terminate your employment or change any term or condition of your employment at any time, with or without cause or prior notice.

You will be assisted in understanding and meeting the requirements of your job as necessary. Failure to meet job requirements may result in reassignment to another position or termination of your employment.

Your needs and the needs of Visions may potentially change. Therefore, the conditions of your employment, including provisions and eligibility requirements for benefit programs, may also change. Please be aware that the Visions' benefits program is subject to government regulations, benefit contracts and other official documents, which must take precedence in administration and interpretation.

2.2 Probation Period

Your first three (3) months of *non-temporary* employment with Visions are considered to be probationary. During this time, neither you nor Visions is committed to a lasting relationship—employment may be terminated by either Visions or you without the customary two (2) week separation notice. This is your opportunity to become acquainted with Visions as well as our opportunity to become acquainted with you. At the end of your three (3) month training period, your supervisor will review your performance with you.

Upon completion of thirty (30) days of this ninety (90) day training period, you will become eligible to participate in the employee benefits program. Successful completion of the probation period does not imply a contract of any type.

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2.3 Open Shop Policy

Union membership is not a requirement for employment with Visions. There is always a chance, however, that in the future a labor union organizer may try to persuade some of our employees to sign union membership authorization cards. For this reason, it is important that you understand our position concerning unions.

To say it simply and clearly, while you have the legal right to join a labor union, you also have the right NOT to join a labor union. At Visions, we prefer to work with our employees informally, personally and directly, rather than through third party outsiders intervening between us. Furthermore, we accept our responsibility to provide good pay, benefits and working conditions to the best of our ability under sound business practices.

2.4 Literature & Solicitation

No one may solicit funds, distribute literature or post notices on company premises without written permission from the Human Resources Department. Human Resources will consider requests for such activities in accordance with the following standards:

3.0 **Equal Employment Opportunity**

Visions is committed to the principles of Equal Employment Opportunity. We believe our continued success depends on the full and effective utilization of qualified persons without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, military service or any other classifications protected by federal, state, or local laws.

If you feel you have not been treated in accordance with this policy, contact your immediate supervisor or Human Resources. No form of retaliation will be taken against any employee who reports an incident of alleged discrimination.

4.0 **U.S. Immigration Law**

The U.S. Immigration Law (IRCA) requires that any employee who is hired or recruited for a fee after November 6, 1986, be subject to a document inspection process. The requirement applies to U.S. citizens as well as non-citizens. The verification process must take place within two (2) business days of hiring. Essentially, you will be testifying that you are:

- A citizen or national of the United States; or
- An alien lawfully admitted for permanent residence; or
- An alien authorized to work in the United States.

You must present documents to prove your identity and employment eligibility, and the company must physically examine the evidence. The documents you provide must meet a level of identification that will comply with Homeland Security's I-9 document. See the I-9 document to determine which types of identification are acceptable.

Section I

5.0 Alcohol & Drug Testing Policy

Visions recognizes that the use of alcohol or drugs inhibits a person from performing their assigned duties safely and effectively. It is our intention to maintain a safe, healthful and productive work environment for all employees.

The purpose of this policy is to protect the health, safety and productivity of our employees, and to protect the workplace from inappropriate use of alcohol and drugs.

5.1 Policy Statement

- The use, sale and/or being under the influence of alcohol on company premises—including parking lots or while operating company machinery, equipment, or vehicles—is prohibited and considered a violation of company policy and can result in disciplinary action, up to and including immediate termination.
- The use, possession, transfer or sale of illegal drugs and/or being under the influence of illegal drugs on company time or on company premises—including parking lots or while operating company machinery, equipment, or vehicles or while on company business—is prohibited and considered a violation of company policy and can result in disciplinary action, up to and including immediate termination.

5.2 Coverage

The Alcohol and Drug Testing Policy contained herein applies to all employees of Visions. All prospective job applicants who have received conditional offers of employment are also subject to drug testing under this policy.

5.3 Notice

All employees must sign the “Acknowledgement of Notice” form upon receipt of this Handbook. Forms will be maintained in Human Resources.

5.4 Employee: Drug & Alcohol Testing Criteria

Visions may require an employee to undergo a drug and alcohol test, personal or facility searches, if the company has “reasonable suspicion” that the employee:

- Is under the influence of drugs and/or alcohol.
- Has violated company policy regarding alcohol and drugs as set forth.
- Has sustained a personal injury or caused another employee to sustain a personal injury.
- Has caused a work-related accident or was operating or helping to operate machinery, equipment or vehicles involved in a work-related accident.
- Is a designated driver for a company vehicle and is, thereby, subject to testing in a random testing pool as prescribed by the Minnesota Department of Transportation.

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5.5 Treatment Program Testing

If an employee is a participant of a chemical dependency treatment program, or they are participating in a chemical dependency treatment program under an employee benefit plan, Visions may require an employee to undergo drug testing, without notice, during the evaluation or treatment period and for a period of up to two years following completion.

5.6 Testing Procedures

Before a drug and/or alcohol test, Visions will issue a form to the employee or job applicant to acknowledge that they have reviewed Visions' Alcohol & Drug Testing Policy, and to indicate any over-the-counter or prescription medications that the individual may currently be taking or has recently taken. They will also be asked to provide information relevant to the reliability of, or explanation for, a positive test result.

The company-designated collection facility will require the applicant to sign a consent release form authorizing the drug and alcohol screening before performing any screening.

All test samples will be subject to an initial screening test. Positive test results will not be reported to Visions until verified by a confirmatory test. No employment decisions will be based on unconfirmed, initial screening results.

The employee or job applicant will be notified in writing of the results from the drug and/or alcohol test within three (3) working days from the date Visions receives the test result report from the testing laboratory. The employee or job applicant has the right to request and receive from Visions a copy of the test result report.

5.7 Right of Job Applicant or Employee to Explain Positive Test Result & Pay for Confirmatory Retest

Within three (3) working days of receiving notice of a positive test result on a confirmatory test, the employee or job applicant may submit additional information to Visions to explain the test result.

Within five (5) working days after notice of the confirmatory test result, the employee or job applicant may notify Visions, in writing, of his/her intention to obtain a confirmatory retest of the original sample at his/her own expense at a licensed laboratory of his/her own choosing. The laboratory conducting the confirmatory retest must be licensed by the Commissioner of Health under Minnesota law.

Visions reserves the right to suspend, without pay, the tested employee pending the outcome of the confirmatory test and, if requested by the tested employee, a confirmatory retest, if Visions believes it is reasonably necessary to protect the health or safety of the employee, co-workers or the public. An employee who has been suspended will be reinstated if the outcome of the confirmatory test or requested confirmatory test is negative.

If an employee tests positive on a confirmatory test or confirmatory retest, if requested, he/she will be terminated.

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5.8 Right of Refusal

An employee or job applicant has the right to refuse to undergo a drug and/or alcohol test.

- An employee who refuses to undergo a drug and/or alcohol test will be disciplined up to and including termination. The termination will be considered a voluntary quit.
- A job applicant who refuses to undergo a drug test will have any conditional job offer withdrawn.

5.9 Confidentiality

Drug test results will be reported to Human Resources and immediate supervisor only. Positive test results may be used in administrative proceedings. Drug test results may also be disclosed to a federal agency or other unit of the United States government as required under federal law, regulation or order, in accordance with compliance requirement of a federal government contract, or to a substance abuse treatment facility in connection with the employee's treatment or evaluation.

Alcohol test results and forms the employee is required or requested to complete in connection with alcohol testing will be kept separate from the employee's personnel file. These documents will be treated as a confidential medical record, except that:

- a) supervisors and managers may be informed of any necessary restrictions on the work or duties of the employee and necessary accommodations;
- b) first-aid safety personnel may be informed, when appropriate, if any disability might require emergency treatment;
- c) government officials investigating compliance with applicable federal and/or state laws will be provided relevant information upon request; and
- d) information may be released for purposes mandated by local, state or federal law.

5.10 Related Matters

Prescribed Medication: Employees must notify their supervisors of any necessary restrictions or alternate accommodations necessary caused by a medical condition or medication that may interfere with the safe and effective performance of his/her job duties. Visions reserves the right to require a medical examination, paid by the employee, or request additional information as allowed by law.

Visions reserves the right to interpret the provisions of this policy and to modify its terms as we deem appropriate and in keeping with applicable law. This policy is not intended to and does not constitute the terms of a contract. It does not in any way restrict the rights of Visions or any employee to terminate employment as either may deem appropriate.

This document is Visions' Alcohol & Drug Testing Policy. This policy is non-discriminatory in intent and application, and is intended to be consistent with the State of Minnesota Drug & Alcohol Testing in the Workplace Act. Definitions to this policy shall be as set forth in the Minnesota Drug & Alcohol Testing in the workplace Act. Additionally, as used herein, "company" or "the company" or "employer" shall mean Visions.

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6.0 Americans with Disabilities Act

It is Visions' policy to comply with the Americans with Disabilities Act.

7.0 Ethical Standards

Employment at Visions carries with it the responsibility to be constantly aware of the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with Visions' best interests. Management reserves the right, however, to determine when an employee's activities represent a conflict with the company's interests and to take whatever action is necessary to resolve the situation—including termination of the employee.

Our successful business operations and reputation are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Therefore, all employees have a duty to their fellow employees and to our organization to act in ways that will merit the continued trust and confidence of customers and the public.

Each of us has the ability to influence Visions' reputation, for better or worse, through our daily interactions with our customers and with each other. In general, you should find that using good judgment based on high-ethical principles will guide you to act appropriately. If you are unsure about the proper course of action in any particular situation, you should discuss the matter with your supervisor or Human Resources.

8.0 Protecting Trade Secrets

Processes, methods, policies, concepts or ideas used at Visions in connection with designing, producing and selling our products is considered to be "proprietary information;" employees are prohibited from disclosing this information to anyone outside the company.

Never discuss with non-company people any engineering, manufacturing, sales or financial aspects of our company. Also, use care in talking about company business in any public place. Proprietary information can be unintentionally leaked in such situations.

In addition, all employees will be required to sign a Confidentiality Agreement as a condition of their employment at Visions, Inc.

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9.0 Security

All Visions' employees will be asked to complete a company-provided security compliance training as a requirement of their employment. This training includes rules for physical security, data security and handling company and customer proprietary information. This training will be conducted during the probationary period.

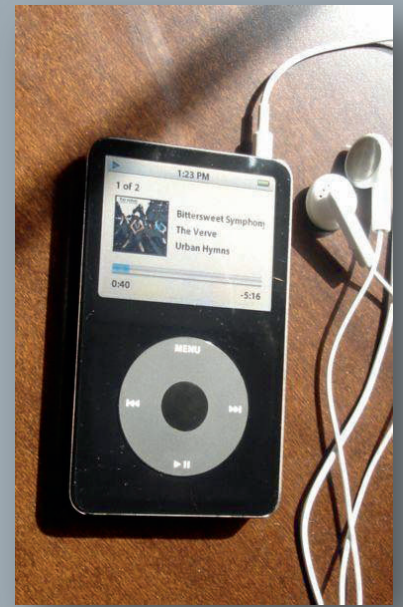
10.0 Treatment of Customers & Vendors

In working with our customers and vendors, keep in mind during your interactions that you represent Visions. With that in mind, employees must treat all customers and vendors with respect and dignity; at no time should you harass, or give the perception of harassing, the customer or vendor with whom you are working. Complaints of harassment from a customer or vendor are taken seriously and may be cause for disciplinary action—up to and including termination.

11.0 Use of Firearms

Visions, Inc. bans guns in these premises.

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Section II

Important Information You Need to Know



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Section II – Important Information You Need to Know

1.0 Outside Employment & Moonlighting

It is required that employment with Visions is the employee's primary responsibility. Outside employment will not be considered an excuse for poor performance, absenteeism, tardiness or refusal to work overtime. Should outside employment cause or contribute to any of these situations it will be considered cause for disciplinary action—up to and including termination.

2.0 Maintenance of Work Area

Personal belongings should be stored in designated areas and not left at workstations. It is expected that employees will exercise reasonable care with respect to their personal property. Visions is not responsible or liable for your personal belongings.

Visions reserves the right to determine which personal items, i.e. calendars, photographs, posters, cartoons and quotations, can be displayed in any work area or office.

3.0 Copy Machine

The company copy machines are primarily for company business only. Employees may use the copy machine for personal use at a cost of \$.05 per copy. Payment can be made to petty cash at the Front Desk.

4.0 Postage

The company postage machine is intended for company business only; however, when necessary, employees may purchase postage needed to mail a package. Checks should be made payable to Visions and given to the Front Desk at the time postage is applied. Postage stamps are also available for purchase at the Front Desk.

5.0 Food & Beverage Policy

5.1 Beverages

Beverages may be consumed at your workstation where allowed. The use of personal coffee makers, hot plates or similar devices in production is not allowed. You are responsible for cleaning your own cups. Do not leave partially consumed beverages in your work area, and dispose of waste properly (do not leave any liquid in the container).

5.2 Food

We recommend that no food be consumed at individual workstations. Lunch and breaks must be taken away from workstations.

Section II – Important Information You Need to Know

6.0 Headphone, Radio & iPod Policy

With the proximity of specific work areas in the facility, the use of radios and/or CD tape players may prove disruptive to other employees. Should this prove to be the case, we may require that their use be discontinued. Please keep the volume down and be sensitive to the wishes of your fellow employees.

Headphones, radios and iPods may not be used by production personnel where their use constitutes a safety hazard. The use of streaming audio or video over company networks for non-business purposes may be prohibited.

7.0 Conference Room

The main conference room is available on a reserved basis. The conference room schedule is maintained at the Front Desk. Please reserve the conference room when you require it.

8.0 Personal Phone Calls/Personal Phone Use

If you have personal calls to make, do so during non-work periods. Ask callers to minimize the number of personal calls you receive.

Visions may, at its discretion, forward in-coming calls or take the caller's name and phone number. No personal long distance calls are allowed utilizing the company phone system. Excessive phone usage or abuse may become a disciplinary matter.

The use of cell phones for non-business calls/texting/browsing/gaming is only allowed during break and lunch periods. It is not permitted when employees are on payable time when performing work-related duties.

9.0 Dress Codes

Each employee is expected to dress appropriately for the job. Supervisors will offer guidance as to proper attire. Supervisors may also establish special requirements for reasons of safety. Failing to observe established standards of dress can bring disciplinary action. If you feel aggrieved by the dress requirements of your department, you may use the Dispute Resolution System. Our employee's physical appearance contributes to the impression that customers, vendors and prospects develop about Visions. A minimum effort to have clean clothing in good repair is required of all employees.

Section II – Important Information You Need to Know

10.0 Bulletin Boards

Bulletin boards are used for official announcements and other communications. Employees who wish to post notices must receive prior permission from Management.

11.0 Smoking in the Workplace

Visions is a no-smoking facility. This includes the use of electronic cigarettes. There will be no smoking or use of electronic cigarettes anywhere in the building or while using any company vehicle or machine. Smoking, including the use of electronic cigarettes, outdoors is allowed during scheduled break time and only in designated areas. There will be no smoking anywhere in the building or while using any company vehicle or machine.

12.0 Sexual Harassment

Sexual harassment of any kind will not be tolerated. Sexual harassment is defined as:

- Unwelcome physical contact
- Sexually-explicit language or gestures
- Uninvited or unwanted sexual advances
- Requests for sexual favors
- An offensive overall environment including the use of vulgar language or presence of sexually explicit photographs or other materials, and the telling of sexual stories

Sexual harassment can come from superiors, fellow employees, vendors or customers. Men, as well as women, can be victims of sexual harassment. We cannot stress enough that we will not tolerate any form of sexual harassment.

Human Resources will be responsible for dealing with harassment incidents. This includes dealing with complaints employees bring to his/her attention, and identifying harassing situations on his/her own.

If an employee feels harassed, they are responsible for reporting the incident to his/her supervisor or to the Human Resources Department. The supervisor will notify Human Resources; the supervisor or Human Resources will investigate the matter. If the allegation is confirmed, the offending employee will be disciplined up to possible termination.

If any employee should be sexually harassed by a vendor or customer, the complaint should be brought to the employee's supervisor or the Human Resources Department. If the behavior continues, the customer or vendor will be denied entrance to the company.

If a complaint is against a supervisor, manager or Human Resource representative, the complaint needs to be brought to the company President.

Section II – Important Information You Need to Know

13.0 Electronic Communication & Internet Use

The following guidelines have been established for using the internet, company-provided cell phones, and email in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g. cell phone, laptops, computers) and services may not be used for transmitting, retrieving or string any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Visions or be contrary to Visions' best interests; or engaging in any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.
- Employees may not use the system in a way that disrupts its use by others.
- Employees should not open suspicious emails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to maintain viruses immediately.
- Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the company.

13.1 Right to Monitor

All company-supplied technology and company-related work records belong to the company and not to the employee. Visions routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

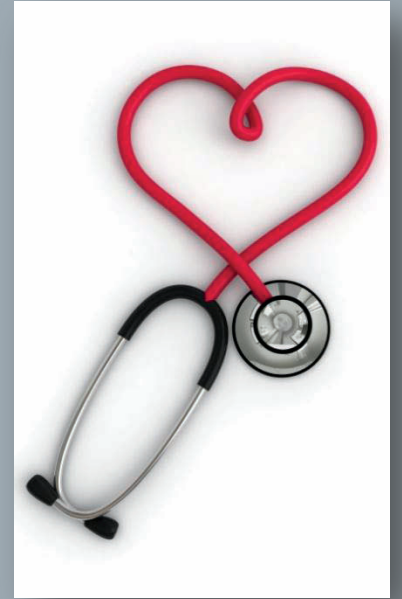
14.0 Social Media—Acceptable Use

Below are guidelines for social media use. Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters: *"The opinions expressed on this site are my own and do not necessarily represent the views of Visions."*

Visions may monitor content on the internet. Policy violations may result in discipline up to and including termination of employment.



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Benefits



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1.0 Your Benefits

- 1.1 Social Security
The cost of benefits provided by Social Security is shared equally by the employee and Visions per IRS requirements.
- 1.2 Worker's Compensation
Visions' employees are covered by Worker's Compensation Insurance at no cost to the employee.
- 1.3 Unemployment Compensation
Visions follows state requirements concerning unemployment benefits.

2.0 Group Hospitalization

Health insurance is available to all employees regularly scheduled to work 30 hours or more each week. This program is optional, and requires an employee contribution—deducted from the employee's paycheck. For further information concerning the available plan, contact Human Resources. The health insurance provider may change as Management sees fit, and employee contributions may also change from year to year.

3.0 Available Additional Benefits

- 3.1 Life Insurance
A company-paid life insurance program is provided for fulltime employees at no cost to the employee. A one-time option for upgraded coverage is available at an additional cost to the employee at time of hire.
- 3.2 Short-Term Disability
An employee-paid, short-term disability insurance program is available for all fulltime employees through our supplemental insurance provider.
- 3.3 Dental Insurance
Dental insurance is available to all employees regularly scheduled to work 30 hours or more per week. This program is optional and is fully paid for by the employee.
- 3.4 Long-Term Disability
Fulltime employees may elect (subject to insurance approval and availability) to purchase long-term disability coverage through our supplemental provider.
- 3.5 Section 125 Plan
We offer a Section 125 Plan. A Section 125 Plan allows an employee to pay his/per portion of health, dental, additional life or other insurance coverages with pre-tax dollars—providing a significant cost savings. In addition, we may offer a flexible spending plan.

The selection of options for health and life insurance must be made within thirty (30) days of employment by Visions. Insurance eligibility begins after an employee has been with the company for thirty (30) days. Coverage for health, dental, life insurance and the Section 125 Plan will be effective on the first day of the month following thirty (30) days of employment.

4.0 Retirement Savings Program (401K)

This optional plan is designed to help you provide and save for your financial security upon retirement.

- Reduce your federal and state income taxes;
- Loan provisions which allow you to access your money, if necessary; and
- A variety of investment vehicles for you to choose from.

To be eligible for this plan, employees must:

1. Have completed twelve (12) calendar months of service;
2. Be 21 years of age or older; and
3. Not be a union member.

Employees may enter the plan at any time after meeting eligibility requirements. Employee contributions may range from 1% to 50% of your compensation, up to a maximum level each year, determined by the IRS.

Visions is not in any way responsible for the ultimate adequacy of your retirement income.

For more information, contact Human Resources.

5.0 Personal/Sick Days

Visions offers up to 16 hours of pay each calendar year to be taken as personal or sick days. Personal days off cannot be accumulated or rolled over. Personal days are available to fulltime employees only.

6.0 Holidays & Paid Time Off (PTO)

6.1 Holidays

As a fulltime employee, you will be given paid time off (PTO) for the following eight (8) holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

All fulltime employees will receive eight (8) hours pay for any holiday. An employee may be allowed, at Management discretion, to work the holiday and take other time off to replace it. In this instance, hours worked on the holiday would be paid at standard time. In the event that an employee is required to work the celebrated day of a holiday, he/she will receive time and one half for the hours worked in addition to the regular holiday pay. The exception to this is for employees working three (3), twelve (12) hour days each week.

Holidays falling on Saturday are normally observed on the preceding Friday. Holidays falling on Sunday are normally observed the following Monday.

Part-time employees are not eligible for holiday pay.

6.2 Paid Time Off (PTO)

Fulltime employees begin accruing 40 hours (one week) paid time off (PTO) at the beginning of their employment with Visions. This increases to an accrual rate of 80 hours of PTO at the beginning of their second year. When beginning the fifth (5th) year of employment, PTO is accrued at the rate of 120 hours per year.

PTO for all employees is calculated from the hire date. PTO is accrued from the start of employment, and is updated and shown on their pay stub. If the amount of used PTO exceeds the actual amount accrued, it will show as negative. Negative PTO will be deducted from an employee's final paycheck, if terminated.

For new hires, PTO during the first six (6) months of employment is only granted with supervisory approval. If employment is terminated during the first six (6) months, any PTO will be deducted from the final paycheck, and accrued PTO is not paid to the employee.

After six (6) months' employment, if employment is terminated or an employee resigns and provided two (2) weeks required notice, accrued PTO will be paid—up to a maximum of 80 hours.

PTO requests shall be approved and scheduled by the department supervisor.

No employee is permitted to take more than two (2) weeks PTO at one time. Therefore, if you have earned three (3) weeks PTO, you must split your PTO taking no more than two (2) weeks at one time.

PTO may be taken in increments of one (1) hour. In order to receive PTO pay, employees must fill out a PTO request form for the days/hours requested, have their supervisor approve it, and give it to the Payroll Department prior to the PTO date(s).

7.0 Leave of Absences

7.1 General Guidelines

A leave of absence may be granted in certain situations which require an employee to be absent from work for an extended period of time. Requests for a leave of absence must be in writing and submitted to the employee's supervisor as far in advance as possible.

Leave of absence requests will be considered on the basis of the reason for the leave, the employee's job performance, and length of service. All requests for leaves of absence must be approved by the department manager and either the President or Vice President of Visions.

All leaves of absence will be without pay, except as specifically noted below. All leaves of more than two (2) weeks duration will also be without company-paid health/medical and life insurance benefits. However, the employee may elect to continue health/medical coverage at their own expense (see Human Resources for details). No employee will accrue vacation during any type of leave.

All leaves of absence will be acknowledged in writing.

7.2 Bereavement Leave

In the event of a death in your immediate family (spouse, son, daughter, sister, brother, mother, father, mother-in-law, father-in-law, grandparents, grandchildren), you will be provided time off, with pay, to make arrangements and/or attend the funeral. We expect the employee to discuss with their supervisor the amount of time actually needed. His/Her recommendation will be submitted to Human Resources for final approval. A maximum of two (2) bereavement days per calendar year may be given to fulltime employees, with additional days taken as PTO.

7.3 Jury Duty

In the event an employee is required to serve jury duty, Visions will not be responsible for payment of lost wages. Visions will, however, attempt to allow for makeup time so that an employee will not suffer financial hardship.

7.4 Military Duty & Leave

Any employee who enters active duty with any branch of the Armed Forces of the United States will be granted a military leave of absence without pay. Employees who have been granted a military leave of absence will be re-employed in accordance with all applicable federal and state laws.

Any employee who is a member of the Armed Forces Reserve component or National Guard unit will be granted a military leave of absence for all required military duty including examinations, battle assembly, training and emergency obligations. Visions will consider this a leave without pay. However, vacation benefits may be taken at this time.

7.5 Family & Medical Leave

This section describes our guidelines under the Federal Family and Medical Leave Act (FMLA). State and/or local leave laws may also apply.

7.5.1 Eligibility

To be eligible for leave, you must be employed by Visions for at least twelve (12) months. During the twelve (12) months immediately preceding the beginning of the leave, you must have worked at least 1,250 hours to qualify for Federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

7.5.2 Amount of Leave Available

Eligible employees are generally eligible for *up to* a total of twelve (12) weeks of protected leave, except for service member family leave, within a rolling 12-month period (measured backward from the date an employee uses any Federal leave for any combination of reasons listed below).

Where leave is taken to care for a covered service member who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, a spouse, son, daughter, parent or next of kin may take up to 26 weeks of unpaid leave during a single 12-month period.

Under the Federal FMLA, spouses employed by the company are jointly entitled to a combined total of twelve (12) weeks of family leave for the birth or placement of a child for adoption or foster care, to care for a parent who has a serious health condition, and for any qualifying exigency regarding active duty of a family member in the military. (The Federal FMLA does not cover care for a parent-in-law). Spouses employed by the company are jointly entitled to a combined total of 26 weeks of family leave to care for a covered service member with a serious injury or illness, for the birth or placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

7.5.3 Types of FMLA Leave Available

- Birth or Placement for Adoption or Foster Care

Family leave is available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Federal leave must be completed within twelve (12) months of the birth or placement.

Non-Continuous Leave. Federal leave for birth or adoption may not be taken intermittently. See below for more details on intermittent leave.

Certification Process. The need for leave must be documented by your treating healthcare provider through our medical certification process (see below) or documented proof of placement of a child.

- Serious Health Condition of Employee

If, as an eligible employee, you experience a *serious health condition* as defined by Federal law, you may take medical leave under this policy (see “Definitions” for the definition of serious health condition). A serious health condition generally occurs when you:

- Receive inpatient care in a hospital, hospice or nursing home;
- Suffer a period of incapacity accompanied by continuing outpatient treatment/care by a health care provider; or
- Have a history of a chronic condition that may cause episodes of incapacity.

Non-Continuous Leave. Medical leave may be taken all at once or, when medically necessary, intermittently (see below).

Certification Process. The need for leave must be documented by the family member’s treating healthcare provider through our medical certification process (see below).

- Qualifying Exigency

If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on active duty, or has been notified that they will be called or ordered to active duty, in the Armed Forces in support of a contingency operation, you may take family leave under this policy.

Non-Continuous Leave. Family leave for any qualifying exigency arising out of the active duty of a family member may be taken all at once or intermittently (see below).

Certification Process. The need for leave must be documented by a certification in a form and in such manner as the U.S. Department of Labor and the Secretary of Defense prescribe (see below).

- Service Member Family Leave

If, as an eligible employee, you need family leave to care for a covered service member who is your spouse, son, daughter, parent or next of kin and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness incurred in the line of duty on active duty, you may take up to 26 weeks of unpaid leave during a single twelve (12) month period under this policy.

Non-Continuous Leave. Service member family leave may be taken all at once or, when medically necessary, intermittently (see below).

Certification Process. The need for leave must be documented by the family member's treating healthcare provider through our medical certification process (see below).

7.5.4 Notifying Human Resources of the Need for Family or Medical Leave

Generally, an application for leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be required from Human Resources at least thirty (30) days, or as soon as practical, in advance of the need. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practical. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is your responsibility to notify Human Resources of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for the company to know that protection may exist under this policy. Failure to provide this information will result in delay and/or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance, etc.

You are required to follow our normal absence reporting procedures when you use FMLA.

7.5.5 Medical Certification Process

In addition to an application for leave, you will be required to complete a medical certification form where leave is for a family member or your own serious health condition. The certification form needs to be signed by the healthcare provider. Second or third certifications from healthcare providers and periodic re-certification at the company's and/or your expense may be required under certain circumstances.

We may also require periodic reports during Federal FMLA leave regarding your status and intent to return to work.

7.5.6 Certification for Active Duty Because of Any Qualifying Exigency

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form and to furnish to the company in a timely manner any certification that your family member is issued regarding their active duty or call to active duty in the Armed Forces.

7.5.7 Coordination with Paid Time Off

The leave may be paid, unpaid or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. Employees who are taking family and medical leave must exhaust any paid time off concurrently with the start of the leave prior to starting unpaid leave, except that they may retain up to 40 hours of PTO. Employees do not receive pay for any holidays that occur during the FMLA leave, nor does the existence of holiday during the leave period extend the amount of leave.

Any other Leave of Absence benefits that may be available to you under other policies, such as workers' compensation leave, will run concurrently with the total time off available. However, you are not required to substitute paid time off for an absence covered under workers' compensation for the days in which workers compensation is paid.

7.5.8 Non-Continuous Leave

Intermittent and/or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency/call to active duty as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced scheduled leave must be scheduled with minimal disruption to your job and the company. To the extent controllable, medical appointments and treatments should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work or disruption to the company's operations.

If you request non-continuous FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, for your own serious health condition, or for service member family leave, you may be required to transfer temporarily to an available alternative position offered by the company for which you are qualified and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits, but will not necessarily be assigned the same duties in the alternative position.

7.5.9 Benefit Continuation During Leave

Visions will maintain certain benefits for up to twelve (12) weeks while you are on FMLA leave whenever such insurance was provided to you before the leave was taken and on the same terms as if you had continued to work. You will be required to pay your regular portion of any insurance premiums. If your leave extends beyond twelve (12) weeks, your benefits will normally be terminated and you may elect to continue them at your own expense through COBRA.

Benefits that are accumulated based upon hours worked do not accumulate during the period of FMLA leave. In some instances, Visions may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

7.5.10 Returning to Work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a Fitness-For-Duty Certification immediately upon return to work.

If you wish to return to work before the scheduled expiration of an FMLA leave, you must notify Human Resources of the changing circumstances as soon as possible, but no later than two (2) working days prior to your desired return date.

If you fail to return to work immediately after the expiration of the leave period, you will be considered to have voluntarily terminated your employment.

7.5.11 Rights Upon Return From Leave

Upon return from FMLA, you will be returned to the position you held immediately prior to the leave, if the position is vacant. Certain exceptions exist for key employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment.

If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other company policies. Unless otherwise required by law, your position will normally be terminated if you have not returned to work after 26 weeks of leave.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

7.5.12 Your Rights & Responsibilities

This policy provides an introduction to the rights and provisions of the Federal FMLA. Please talk with Human Resources if you have any questions.

7.5.13 Definitions for FMLA Leave

Spouse	A husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides.
Parent	A biological parent or an individual who provides or provided day-to-day care and financial support to the employee when the employee was a child. This includes foster parent, adoptive parent, step-parent and legal guardian. Parent does mean a parent-in-law.
Child	A biological, adopted or foster child, stepchild, legal ward, or under the Federal FMLA, the child of a person having day-to-day care and financial responsibility for the child who is under age 18. Child includes a person 18 years of age or older who is incapable of self care because of a mental or physical disability. For Qualifying Exigency Leave or Service Member Family Leave, the child does not have to be a minor (under the age of 18) and can be of any age.
Incapable of Self Care	The child requires active assistance or supervision to provide daily self care in three or more “activities of daily living,” or “instrumental activities of daily living,” including adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating or instrumental activities such as shopping, taking public transportation, maintaining a residence, etc.
Physical or Mental Disability	A physical or mental impairment that substantially limits one or more major life activities of the individual.
Next of Kin	Used with respect to an individual, means the nearest blood relative of that individual, other than the spouse, parent or child.
Serious Health Condition	<p>Illness, injury, impairment or physical or mental condition that involves:</p> <ul style="list-style-type: none"> ▪ Inpatient care in a hospital, hospice or residential medical care facility. ▪ A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves: <ul style="list-style-type: none"> – Treatment two (2) or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by or under the orders of a healthcare provider. – Treatment by a healthcare provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider. The first (or only) visit must occur in person within seven (7) days of the first day of incapacity. – Any incapacity due to pregnancy or for prenatal care. – Chronic conditions requiring periodic treatment by or under the supervision of a healthcare provider which continues over an extended period of time and may cause an episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.). – Permanent/Long-term conditions requiring supervision for which treatment may not be effective (e.g. Alzheimer’s, a severe stroke or the terminal stages of a disease). – Multiple treatments by or under the supervision of a healthcare provider either by restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).

**Serious Injury or
Illness**

In the case of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Family or medical leaves of absence are without pay in all cases, and may be reduced by paid disability so the total leave does not exceed twelve (12) weeks in any rolling twelve (12) month period. An employee may not accept other employment while on family or medical leave.

No employee will accrue vacation for the period while on leave; however, the employee will not lose previously accrued vacation, and may use accrued vacation during leave, if desired.

If you wish to continue group benefits (i.e. health, dental, life), the employee portion of the cost must be paid to Visions by the employee at the time leave begins and the first day of each month thereafter for the duration of the leave.

At the end of the leave, the employee will be reinstated to their previous position or one that is substantially the same if their previous position is no longer available. If the employee is unable to or chooses not to return to work at that time, the employee will be considered to have voluntarily terminated their employment.

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Section IV

Your Job Status



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1.0 Federal Wage Hour Law

Employees are classified as either “exempt” or “non-exempt” under the provisions of the Federal Wage Hour Law. Exempt employees are **not** eligible for overtime pay. Non-exempt employees are eligible for overtime pay. Overtime must be authorized.

To be classified as an exempt employee, your salary, nature of work and duties must meet the following specifications/categories:

- Executive (managerial or supervisory)
- Administrative (technical)
- Outside sales
- Professional

Employees will be notified upon beginning their employment with Visions their status as an exempt or non-exempt employee.

1.1 Fulltime Status

Visions classifies an employee as fulltime if he/she is hired as a fulltime employee and works thirty (30) hours per week on a regular basis.

1.2 Hours of Work

The standard work week for all regular fulltime employees is forty (40) hours. There may be some variation in the daily schedule depending on the department. This schedule will be, in most cases, consistent from week to week. Employees will be notified of any change in their schedule as soon as possible. An employee’s immediate supervisor will advise employees of their work hours as well as their lunch and break periods.

1.3 Lunch

An employee’s lunch period will consist of a twenty (20) minute paid break (.33 hours), provided at a time designated by their supervisor. It is required that all hourly employees punch in and out for their lunch period if it will exceed twenty (20) minutes or if they leave the premises. A break longer than twenty (20) minutes (.33 hours) will become an unpaid lunch break.

1.4 Breaks

A ten (10) minute or two five (5) minute (.17 hours total) daily paid break is provided by Visions. This break is scheduled by your supervisor and cannot be accumulated from day to day. If your break exceeds the allotted time, the total break time will be removed from your timecard entries. (NOTE: A paid break is not required by state or federal law. For the benefit of all employees, please do not abuse this privilege.)

1.5 Overtime

As a condition of employment, you are expected to work overtime when required. Depending on the circumstances necessitating the overtime, an employee will be given as much advance notice as possible. All overtime must be authorized in advance by an employee's supervisor. Overtime hours include holidays.

Overtime begins once a non-exempt employee has worked over 40 hours during a pay period (pay periods are bi-weekly, beginning on Sunday and ending on the second Saturday). Overtime compensation will be 1-1/2 times the standard rate of pay.

1.6 Attendance

The hours worked by all hourly employees are recorded by logging in as you start work, and logging out at the end of your workday. Please observe the following guidelines:

- An employee should not do any work unless they have logged in as required.
- Fraudulent representation of time card entries will be grounds for dismissal.

1.7 Absence or Tardiness

Frequent or unexplained absence from work, or tardiness in reporting to work will be sufficient cause for disciplinary action.

If an absence is necessary due to illness, accident or other unavoidable cause, an employee needs to telephone or otherwise advise the office or their supervisor..

This notification is required for each day absent.

A written release from an employee's physician specifying the dates of disability and return to work date must be presented before returning to work after three (3) or more consecutive days missed.

Failure to abide by these rules will be cause for disciplinary action including termination.

2.0 Performance Standards

It is Visions' policy to conduct performance reviews at least once a year. This review will normally take place at a time scheduled by your supervisor.

2.1 Compensation Administration

Visions will maintain a balanced compensation program applicable to all employees clearly relating to the skill, responsibility, experience and knowledge requirements of each position, performance of assigned duties and competitive pay rates, and salary ranges within the industry and operational area for comparable work.

2.2 Cross Training

As a condition of employment, all Visions' employees may be required to be cross trained in order to perform other job duties as required by business conditions.

3.0 Payday Procedures

3.1 Normal Distribution

Employees will be paid bi-weekly (Thursday) for the two (2) work weeks which ended on the preceding Saturday.

3.2 Holiday Distribution

In the event a holiday falls on Thursday, paychecks for that week will be distributed on Wednesday.

4.0 External Requests for Personal Information

Any external source (i.e. person or corporation outside of Visions) who requests information from an employee's personnel file must first receive clearance from the employee before the data is released.

The only exception to this policy is verification of employment requests for active employees. It is Visions' policy that we verify employment dates and duties to prospective employers, but we will not provide any job references beyond these items.

4.1 Change of Address or Status

In order that all employee records be kept accurate at all times, all changes in status that may affect tax exemptions and insurance (i.e. births, deaths, marriage and change of beneficiary) should be promptly reported to Human Resources.

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Section V

Safety & Work Rules



Section V – Safety & Work Rules

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Section V – Safety & Work Rules

1.0 Safety

Each employee shall comply with occupational safety and health standards as well as all rules, regulations and orders issued which are applicable to their own actions and conduct. Employees are responsible for reading and applying this section of the Employee Handbook as part of their job. Employees have a responsibility to act in a safe manner at all times. This includes, but is not limited to, the following rules:

- Receive full instructions from your supervisor prior to performing the job.
- Report all known physical handicaps to your supervisor so you will not be required to perform tasks that may injure you or someone around you.
- Park in designated parking areas—away from equipment and materials. Visions assumes no responsibility for damage to vehicles.
- Before beginning work, check the work area, vehicles and equipment for unusual occurrences (i.e. vandalism, damaged equipment, etc.). Report any tampering or theft of tools, equipment and materials to your supervisor immediately.
- Do not operate any machinery, equipment or tool unless you have received proper instruction on its use and are thoroughly familiar with all the details of its operation.
- Never turn on electricity, air, water, gas or set in motion any machinery without first carefully checking to see if anyone may be injured by your act.
- You must have a valid driver's license, with any necessary endorsement(s), before operating a licensed company vehicle, and must show it upon request to your supervisor or any of his/her managers.
- Be familiar with the location of the first-aid kit and fire extinguisher.
- Notify your supervisor if your work activities require you to perform a task alone in or around an isolated and/or hazardous location.
- Wear all safety equipment as instructed. Shirts must be worn at all times.
- Report all accidents, near accidents and injuries to your supervisor immediately. It is both you and your supervisor's responsibility to see that prompt medical attention is given to all injuries. If additional attention (other than first aid) is needed, it will be required that you be seen by a physician or clinic designated by Visions.
- Avoid any kind of horseplay, including the reckless operation of vehicles and equipment. Anyone engaging in horseplay will be subject to disciplinary action, up to and including termination.
- Visions is a "no smoking" facility. There will be no smoking in the building or while using any company vehicle or machine. Smoking while handling flammable liquid or waste paper (even in the parking lot) is grounds for dismissal.
- Use only approved tools, equipment and materials that are in good, safe condition. Report any defective tool and/or equipment to your supervisor.
- If your shoes are greasy, muddy or otherwise slippery, clean them before walking up or down any ladder or smooth surface.

Section V – Safety & Work Rules

- Place all air hoses, cables, chains, electrical cords, skids, press carts, etc. so they do not present a tripping hazard.
- Keep your hands, arms and legs away from moving fans or fan belts and/or any moving parts of equipment.
- All guards must be in place before machinery is put into operation.
- Education yourself on appropriate lifting procedures:
 - Bend legs, keeping back vertically straight.
 - Hold the object firmly and close to your body, then lift using leg muscles, not the weaker back muscles.
 - Lift slowly and do not twist. Never lift while in an awkward position.
 - Set the object down in the same manner without putting strain on the back.
 - Get assistance if the load is too heavy to lift comfortably or is too bulky to carry and see where you are going.
- Know or ask for the safest method of doing your job. When in doubt, always ask before proceeding. Think first, then proceed safely. Each worker is responsible for his/her own safety as well as the safety of others. Everyone on your job must work together for this common goal. Warn others when their safety is in danger. Inform other workers when they are committing a hazardous act. Help train new employees in the safety methods of performance and make them safety conscious.
- From time to time, Visions may issue safety bulletins which cover specific conditions. You will be required to follow these guidelines.
- Exercise care in the use of company property, and use such property only for authorized purposes. Negligence in the care and use of company property may be considered cause for termination.
- Never report to work under the influence of alcohol or drugs. Never use alcohol or drugs while on the job. Violation of this rule will be cause for immediate termination.
- Know the location of all fire and safety exits.
- Forklift trucks are intended for one person only. No one other than the driver shall ride on the forklift.
- No firearms, ammunition or similar articles are permitted on Visions' premises.
- Tampering with any machinery is forbidden. In particular, do not attempt to make adjustments on factory settings.
- Removal of locks or danger tags on any machinery is prohibited.
- Use only authorized, labeled containers for chemicals.
- In order to insure their safety, no children under the age of 16 are allowed in the production areas without parental or guardian supervision. This includes press, bindery and shipping.
- It is impossible to cover all hazards in all safety operations, so please use common sense.

Section V – Safety & Work Rules

2.0 Care of Company Property

- Employees are expected to exercise due care in the use of company property, and to utilize such property only for authorized purposes. Negligence in the care and use of company property will be considered cause for termination.
- Unauthorized removal of company property from the premises or its conversion to personal use will be considered cause for termination and prosecution.
- Any employee proven to have knowledge of a theft or vandalism and failed to report it will be terminated.

3.0 Care & Use of Company Vehicles

- Any employee who operates a commercially-licensed vehicle (truck) owned or controlled by Visions must possess a valid driver's license of the proper class as required by law.
- You are responsible for all personal property left in a company vehicle.
- Each employee who operates or has supervision over the operation of any company vehicle has the responsibility for:
 - The vehicle
 - Safety of cargo and/or passengers
 - Defensive driving
 - Physical hazards
 - Security of vehicle
 - Reporting accidents
- As the operator of a company vehicle, you are required to obey all traffic laws, speed limits and rules of driving while operating that vehicle.
- The driver of the vehicle is responsible for the paying of all moving traffic violation fines. Driving behavior is to be professional. The driver can affect the image of Visions.

3.1 Safety of Cargo and/or Passengers

- Carry no more than one (1) passenger in the front seat.
- Permit no one to ride on running boards, fenders, tailgates, bumpers or in any other hazardous location.
- Do not pick up hitchhikers.
- Equipment and material must be secured and the load properly distributed before transporting. Clear mud, rock or other debris from equipment that may fall off during transit.

3.2 Securing Vehicle

- When parking overnight, leave your vehicle in a well-lighted and secure area.
- Make sure your vehicle will not move and that the key is removed when leaving it unattended.
- Do not leave keys in the vehicle.
- The driver is responsible for seeing that each assigned vehicle is parked and locked after work has ended each day.

Section V – Safety & Work Rules

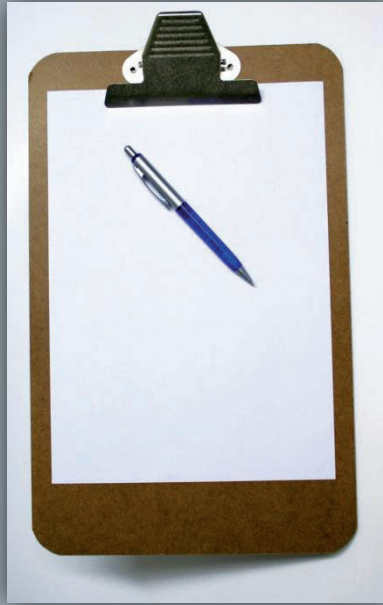
3.3 Reporting Accidents

- If you are driving a licensed company vehicle and are involved in an accident, remove the Accident Report Form from the packet inside the cab and follow the instructions.
- If you hit a parked car or stationary object or obstacle, try to locate the owner. If you are unable to locate the owner, leave a note in a conspicuous place on the vehicle listing your name, address, company name and a brief description of the accident. Have the police check the damage and file a report.
- Report all accidents, thefts, vandalism and damage to your supervisor.
- Failure to report any accident involving a company vehicle is grounds for termination.

3.4 Accident Repeaters

Employees who have a second accident within a six (6) month period, for which they are at fault, are considered accident repeaters. Accident repeaters will be subject to one (1) or more of the following:

- Attend special safety meeting or training courses.
- Termination.
- If Visions' insurance carrier refuses to cover the vehicle because of the record of an accident repeater (whether job or personal accidents), Visions may terminate the individual involved.
- Warning letter.



Section VI

Disciplinary Process & Dispute Resolution



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1.0 Managers & Supervisors

An employee's supervisor is the authority representing management in each respective department. His/Her authority shall include but not be limited to the following:

- The supervisor shall determine the size of the workforce, assign necessary work and determine the individuals necessary to perform such work.
- The supervisor shall be the authority of competency
- In the event a problem arises over an assignment, an employee may appeal the situation to the department. If a reasonable solution cannot be achieved at the department level, Visions' policy provides the opportunity to appeal to higher authorities.

2.0 The Disciplinary Process

Failure to observe established rules and practices can lead to disciplinary action including formal written warnings, suspension, probation and termination.

Every employee has the duty and responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards set forth in his/her job description or as otherwise established.

Visions supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed to be consistent with our organizational values, Human Resource best practices, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Visions reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Visions' progressive discipline process:

- Verbal Warning. A supervisor verbally counsels an employee about an issue of concern. A written record of the discussion is placed in the employee's file for future reference.
- Written Warning. Written warnings are used for behavior or violations that a supervisor considered serious, or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

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- Performance Improvement Plan. Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a Performance Improvement Plan (PIP). PIP status will last for a predetermined amount of time, not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the PIP may be closed or, if established goals are not met, dismissal may occur.

Visions reserves the right to determine appropriate level of discipline for any inappropriate conduct—including oral and written warnings, suspension with or without pay, demotion and discharge.

3.0 Dispute Resolution

Employees who have complaints or disagreements are encouraged to try and resolve these issues by discussing them frankly with their supervisor(s) first, then with Human Resources if necessary. At the same time, Visions recognizes that not all problems can be resolved in this manner. Employees may sometimes be reluctant to approach their supervisor(s).

An employee who has a problem is responsible for reporting that problem to either their immediate supervisor or to a Human Resources' representative. There should be no fear of retaliation at any stage of this process. The supervisor or Human Resources' representative should try to reach a solution through a thorough discussion of the problem with the employee.

If there is no solution at this level, the employee should prepare a written statement of the problem. The Human Resources' representative should provide any necessary assistance in preparing this report. The representative should also personally investigate the problem, discuss the matter with the supervisor(s) and prepare a separate report. These documents should be submitted to the head of the employee's department. It is the department head's responsibility to review the facts and issue a written decision. If agreement still cannot be reached, the problem may be referred in the same manner to successively higher levels of management—up to and including Visions' President and CEO. Any decision made by either of these company officers is final.

4.0 Termination of Employment

4.1 Resignation

As a matter of courtesy, employees who decide to leave Visions are asked to give at least two (2) weeks' notice. Those who do so will receive accrued PTO pay for the current year, up to 80 hours. No PTO pay will be given to employees who leave without giving adequate notice.

4.2 Layoff

Employees who are laid off and are recalled within one (1) year will retain the seniority and benefits to which they were entitled at the time of the layoff.

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4.3 Termination

Employees whose performance or behavior is deemed unsatisfactory can be immediately terminated without notice and without further pay or benefits. No PTO pay will be given to employees who are terminated for gross violation of Visions' policies.

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