

175 STANDARD PARKWAY, BUFFALO, NY 14227

The purpose of these rules and regulations is to define and protect the rights of all and insure cooperation. The following rules will be enforced by the Company in order to maintain good working conditions and conduct on Company premises. Enforcement will be consistent, considering all aspects of every case. Disciplinary action shall be up to, and including discharge.

1. Employees shall be suspended and be subject to disciplinary action after a full investigation of the facts, for the following:
 - (a) Any false statement made on the application for employment or to the medical examiner with intent to deceive.
 - (b) Possession, or being under the influence of intoxicants, on Company premises.
 - (c) Theft or removal from the premises without prior authorization of any Company property or property of another employee.
 - (d) Knowingly punching the time card of another employee, having one's time card punched by another employee, or unauthorized altering of a time card.
 - (e) Fighting or use of abusive language.
 - (f) Promoting or taking part in gambling of any kind on Company property.
 - (g) Unauthorized possession of weapons on Company premises at any time.
 - (h) Indecent or immoral conduct.
 - (i) Producing scrap unnecessarily, wasting materials, careless workmanship, or damaging or defacing equipment or property.
 - (j) Insubordination, refusal or failure to perform work as assigned, or interfering with or countermanding supervisory instructions to employees.
 - (k) Deliberately restricting production or attempting to induce others to do so.
 - (l) Extended absence without permission and without reasonable cause.
2. Employees who violate established safe practices shall be subject to disciplinary action.
 - (a) Failure to wear authorized eye protection or violate the provisions of the eye protection program.
 - (b) Failure to wear Company approved footwear protection from the beginning of shift to the end of shift in the Manufacturing and Shop areas.
3. Employees shall be subject to disciplinary action for infraction of the following rules on the basis of the employees' records and the seriousness of the violations:
 - (a) Entering or leaving plant by entrances or exits other than the one designated for each employee.
 - (b) Loafing, visiting, loitering in toilets, wasting time, or leaving machines or work place while work is in process.
 - (c) Washing up, changing clothes or leaving work area before lunch period, authorized break or quitting time without permission.
 - (d) Failure to report to place of work after punching "IN," or failure to be at work station at end of authorized break or lunch period.
 - (e) Habitual tardiness or absenteeism without permission.
 - (f) Vending or soliciting at any time on the premises unless authorized by Industrial Relations Department.
 - (g) Posting or removal of any matter on Company property unless authorized by Industrial Relations Department.
 - (h) Giving false information for job time cards.
 - (i) Failure or refusal to perform scheduled overtime work unless failure or refusal is supported with a valid reason.

Application of these Shop Rules will not restrict the Company's right to impose penalties for specific actions as outlined in the Contract. In addition to the rules listed above, all generally recognized rules of conduct – which have to do with the health, comfort, or safety of fellow employees or the protection of Company property and interests – shall apply. Penalties for their infractions shall be established by the Company on the merits of each individual case.