**POLICY AND PROCEDURES MANUAL**

TABLE OF CONTENTS

# ATTENDANCE POLICY

## Basic Policy:

Excellent attendance is an expectation of all employees of WeRComputers, Inc. Daily attendance is especially important for hourly employees whose customers and coworkers have the expectation of on-time product shipping and delivery. Emergency personal time is made available to employees for such unscheduled events as personal illness, immediate family member illness, and doctor appointments.

## Emergency Personal Time:

Employees accrue 2.15 hours of emergency personal time per pay period. On an annual basis, this equates to the equivalent of 56 hours. Employees may use emergency personal time up to 56 hours. If an employee leaves employment at Your Company, with a negative accrual balance, hours used, yet not accrued, will be subtracted from an employee’s final paycheck. Emergency personal time that is accrued at the time an employee leaves Your Company will not be paid out.

Employees who are using emergency personal time must call and talk with their supervisor as soon as possible, but no later than sixty minutes after the start of their shift. If the supervisor is unavailable, employees may leave a message for the supervisor with a phone number where they can be reached. The supervisor will then return their call. Failure to call in on consecutive days is considered to be a voluntary resignation from employment at Your Company.

The number of minutes and / or hours an employee misses or is tardy for work, from lunch, or from breaks, will be subtracted from personal time accrued. A tardy occurs when an employee is not at his or her work station, working, on time as scheduled.

When an employee misses a punch, the employee should see his or her supervisor immediately. His or her time worked will be dealt with as if the employee has just arrived at work from the moment they report to the supervisor. Time missed will also count as a tardy.

Whenever possible, and as long as the time missed does not affect fellow employees or customers adversely, hourly employees may schedule time off in advance for such needs as to attend a doctor’s appointment, classes, household repair appointments, parent-teacher meetings, and religious events and services.

When possible, within the normal plant schedule, the employee may make up the time missed during the week in which the time was missed. Employees must have the permission of their supervisor to make up time. Otherwise, vacation time must be scheduled in advance to cover these events.

No emergency personal hours accrued may be carried over into the next calendar year.

## Consequences of Overuse of Emergency Personal Time:

The accumulation of twelve tardies in a “rolling” year (any consecutive twelve months) is grounds for employment termination. Disciplinary action, that may lead up to and include employment termination, may start when the sixth tardy in a three month time period is recorded.

Disciplinary action, up to and including employment termination, will commence, for the overuse of emergency personal time, when 56 hours of absences have been accumulated. The disciplinary action will consist of a written warning for the next eight hours missed, then a three-day suspension without pay for the next eight hours missed, followed by employment termination when an employee has used up any hours over 72.

# BEREAVEMENT LEAVE

## Funeral Leave for an Immediate Family Member:

When a death occurs in an employee’s immediate family, all regular full time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day. The Company may require verification of the need for the leave.

## Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee’s spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

## Non-family Member Funeral Leave:

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. The pay for time off will be prorated for a part-time employee if the funeral occurs on scheduled work days. The supervisor should confirm that the time is recorded accurately on the timecards. The Company may require verification of the need for the leave.

## Additional Time Off:

The Company understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual’s responsibility for funeral arrangements.

# BUSINESS CASUAL DRESS CODE

WeRComputers, Inc objective in establishing a business casual dress code, is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our customers, potential employees, and community visitors. Business casual dress is the standard for this dress code.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Certain days can be declared dress down days, generally Fridays. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed.

## Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business causal attire for work, please ask your supervisor or your Human Resources staff.

## Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

## Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

## Shirts, Tops, Blouses, and Jackets

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

## Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe are not acceptable in the office. Closed toe and closed heel shoes are required in the manufacturing operation area.

## Jewelry, Makeup, Perfume, and Cologne

Should be in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

## Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

# Conclusion

If clothing fails to meet these standards, as determined by the employee’s supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

# DISCIPLINE (PROGRESSIVE DISCIPLINE)

### Definition:

Progressive discipline is a process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.

The process features increasingly formal efforts to provide feedback to the employee so he or she can correct the problem. The goal of progressive discipline is to improve employee performance.

The process of progressive discipline is not intended as a punishment for an employee, but to assist the employee to overcome performance problems and satisfy job expectations. Progressive discipline is most successful when it assists an individual to become an effectively performing member of the organization.

Failing that, progressive discipline enables the organization to fairly, and with substantial documentation, terminate the employment of employees who are ineffective and unwilling to improve.

Typical steps in a progressive discipline system may include these.

* Counsel the employee about performance and ascertain his or her understanding of requirements. Ascertain whether there are any issues contributing to the poor performance, that are not immediately obvious to the supervisor. Solve these issues, if possible.
* Verbally reprimand the employee for poor performance.
* Provide a written verbal warning in the employee's file, in an effort to improve employee performance.
* Provide an escalating number of days in which the employee is suspended from work. Start with one day and escalate to five.
* End the employment of an individual who refuses to improve.

# INTERNET AND EMAIL POLICY

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Company business. Some job responsibilities at WeRComputers, Inc require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for Company purposes, may use the Internet or access additional software.

## Software Access Procedure

Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by the IT department. If you need access to software, not currently on the Company network, talk with your supervisor and consult with the IT department.

## Internet Usage

Internet use, on Company time, is authorized to conduct Company business only. Internet use brings the possibility of breaches to the security of confidential Company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the Company, potential access to Company passwords and other confidential information.

Removing such programs from the Company network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use.

Additionally, under no circumstances may Company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

## Email Usage at Company

Email is also to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. You are also not to conduct personal business using the Company computer or email.

Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

## Emails That Discriminate

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy.

These emails are prohibited at the Company. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

### Company Owns Employee Email

Keep in mind that WeRComputers, Inc owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

# EMPLOYMENT AT WILL POLICY:

WeRComputers, Inc does not offer tenured or guaranteed employment. Either WeRComputers, Inc or the employee can terminate the employment relationship at any time, with or without cause, with or without notice.

This at-will employment relationship exists regardless of any other written statements or policies contained in this Handbook or any other Company documents or any verbal statement to the contrary.

## Exceptions to the Employment at Will Policy:

No one except WeRComputers, Inc CEO/President can enter into any kind of employment relationship or agreement that is contrary to the previous statement. To be enforceable, such relationship or agreement must be in writing, signed by the CEO/President, and notarized.

# SMOKE FREE WORKPLACE POLICY

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, WeRComputers, Inc shall be entirely smoke free effective today. Additionally, effective today, the use of all tobacco products, including chewing tobacco, is banned from WeRComputers, Inc workplace, except as designated in this policy.

Smoking is prohibited in all of the enclosed areas within WeRComputers, Inc worksites, without exception. This includes common work areas, the manufacturing facilities, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities.

The only designated smoking area in WeRComputers, Inc is outdoors, on the far west end of the building, within the fenced-in area. No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may employees smoke at the picnic tables nor outdoors in any of the grassy areas or the parking lots.

Additionally, employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on WeRComputers, Inc premises.

While WeRComputers, Inc makes these areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting partners and customers.

Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination.