



EMPLOYEE MANUAL AND HANDBOOK

An Overview of Meiya Group Global Corporation

Concept

Meiya Group Global Corporation, hereinafter referred to as Meiya, serves a critical need in the aerospace industry. is a diversified aviation investment holding company uniquely positioned for growth into an international aviation solution provider that will pioneer trends in light aircraft production, flight training, business and general aviation (B&GA), and Asia's developing aero-economy. This will sustain corporate growth on an impressive scale. Meiya has enjoyed steady growth over the past three years, accelerating expansion into key markets in North America, Europe, and Asia. The company recognized a need for innovation in the delivery of aerospace products and services; creating buzz while capitalizing demand. Recently, MGG has grown through acquisitions.

Meiya Organization Chart

See Appendix A

What You Can Expect From Meiya

Meiya believes in creating a harmonious working relationship between all employees. In pursuit of this goal, Meiya has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.

3. Compensate all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Paid time off and holidays to all eligible employees.
6. Provide eligible employees with health and welfare benefits.
7. Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with officers of Meiya.
8. Take prompt and fair action of any complaint, which may arise in the everyday conduct of our business, to the extent that is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationships.
11. Provide buildings and offices that are comfortable, orderly, and safe.
12. Create a productive telecommuting environment where employees can work from home or on the road and remain productive.
13. Promote employees on the basis of their ability and merit.
14. Make promotions or fill vacancies from within Meiya whenever practical.
15. Keep all employees informed of the progress of Meiya, as well as the company's overall goals and objectives.
16. Promote an atmosphere in keeping with Meiya's vision, mission, and goals.

What Meiya Expects From You

Meiya needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, efficiently, and with pride. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude. Thirdly, you are to act with the highest ethics and morals, remain honest and do your duties truthfully.

How you interact with fellow employees and those whom Meiya serves, and how you accept direction can affect the success of your department. In turn, the performance of your department can impact the entire product and service offering provided by Meiya.

Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability and follow the direction of your management head.

You are encouraged to grasp the opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed Meiya's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Meiya a company where you can approach your manager, or any member of management, to discuss any problems or questions. We expect you to voice your opinions and contribute your suggestions to improve the quality of Meiya. (Please take a look at the "Suggestions Policy" under the Standards of Conduct section.) We're all human, so please communicate with each other and with management.

Remember, you help create the pleasant and safe working conditions that Meiya intends for you. The result will be better performance for the company overall, and personal satisfaction for you.

Affirmative Action

The affirmative action plan for Meiya is part of an overall equal employment opportunity program designed to meet the company's equal employment opportunity policies and requirements. More about equal opportunity is discussed later in this manual.

Americans With Disability Act (ADA)

The ADA provides a welcome opportunity for Meiya to reaffirm its policy of providing opportunities in recruitment, selection, training, compensation, promotion, and assignments to qualified applicants and employees regardless of their disability.

Immigration Reform and Control Act of 1986 (IRCA)

Meiya conforms to the IRCA and hires only those people who are eligible to work in the United States (US). Thus, we have adopted the following operating procedures:

1. No job applicant may be asked about, or categorized according to citizenship or resident status. Hiring decisions will be made without considering such questions.
2. Candidates offered jobs will be advised that they will be required to produce satisfactory evidence verifying eligibility to work in the US and that such proof will be a condition of employment. A list of acceptable verification documents will be communicated to candidates.
3. Candidates will be required to provide actual documents verifying eligibility to work and to complete INS Form I-9 within three (3) days of their first date of employment. If possible, this process will be completed before the new associate reports to work.

4. Meiya is responsible for verification of work eligibility.
5. Meiya will keep all I-9 forms and produce any or all of them upon request to any properly identified immigration officer or Labor Department official. Each form I-9 must be maintained for three (3) years or the individual's period of employment plus one (1) year, whichever is longer.

Open Communication Policy

Meiya encourages you to first discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your manager to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of open communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat corporate rumors or office gossip. It is more constructive for an employee to consult his/her manager immediately with any questions.

Outside Employment

Employees may not take an outside job, either for pay or as a donation of his/her personal time, with a customer or competitor of Meiya; nor may they do work on their own if it competes in any way with the sales of products or services we provide our customers. If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, Meiya would like to know about it. Before accepting any outside employment or starting a company you are required to discuss the matter with your manager or a designated company representative.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our company can be made a better place to work, our products improved, a new product or service, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your manager. He/ She can help you bring your idea to the attention of the people in the company who will be responsible for possibly implementing it.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

We have created a form to help you communicate your ideas and suggestions. We call it the "Bright Idea Form." You can get a copy of the form from Meiya's company portal, your manager or Human Resources (HR) at any time. It is a template written to help you define the problem or situation, describe an ideal situation and your proposed solution, as well as list the requirements necessary for implementing your plan. The form also insures that you get maximum recognition for your contribution.

Employment

At-Will Employment

Your employment with Meiya is “at-will”. This means that neither you nor Meiya has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Meiya at any time, with or without reason. Likewise, Meiya has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Meiya.

No employee of Meiya can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without approval from the CEO and/or HR department.

Arbitration Policy

If an employment dispute arises while you are employed at Meiya, Meiya requests that you agree to submit any such dispute arising out of your employment or the termination of your employment (including, but not limited to, claims of unlawful termination based on race, sex, age, national origin, disability, breach of contract or any other bias prohibited by law) exclusively to binding arbitration under the federal Arbitration Act, 9 U.S.C., Section 1. Similarly, any disputes arising during your employment involving claims of unlawful discrimination or harassment under federal or state statutes shall be submitted exclusively to binding arbitration under the above provisions. The arbitration shall be the exclusively to binding arbitration under the above provisions. This arbitration shall be the exclusive means of resolving any dispute arising out of your employment or termination from employment by Meiya or you, and no other action can be brought by employees in any court or any forum.

By simply accepting or continuing employment with Meiya, you automatically agree that arbitration is the exclusive remedy for all disputes arising out of or related to your employment with Meiya and you agree to waive all rights to a civil court action regarding your employment and the termination of your employment with Meiya; only the arbitrator, and not a judge nor a jury, will decide the dispute.

If you decide to dispute your termination or any other alleged incident during your employment, including but, not limited to, unlawful discrimination or harassment, you must deliver a written request for arbitration to Meiya within in one (1) month from the date of termination, or one (1) month from the date on which the alleged incident(s) or conduct occurred, and respond within fourteen (14) calendar days to each communication regarding the selection of an arbitrator and the scheduling of a hearing. If Meiya does not receive a written request for arbitration from you within one (1) month, or if you do not respond to any communication from Meiya about the arbitration proceedings within fourteen (14) calendar days, you will have waived any right to raise any claims arising

out of the termination of your employment with Meiya, or involving claims of unlawful discrimination or harassment, in arbitration and in any court or other forum.

You and Meiya shall each bear respective costs for legal representation at any such arbitration. The cost of the arbitrator and court reporter, if any, shall be shared equally by the parties.

Termination of Your Employment

Meiya will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from Meiya,
2. Fail to return from an approved leave of absence on the date specified by Meiya, or
3. Fail to report to work or call in for three (3) or more consecutive work days.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Meiya policies. However, your employment is at-will, and you and Meiya have the right to terminate your employment for any or no reason.

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Acknowledgment of and Agreement with Meiya Arbitration Policy

My signature on this document acknowledges that I understand the above Arbitration Policy and agree to abide by its conditions. I also acknowledge that I understand my employment is at-will and may be terminated at any time, with or without reason, by either Meiya or myself. I further agree that, in accordance with Meiya's Arbitration Policy, that I will submit any dispute – including but not limited to my termination – arising under or involving my employment with Meiya to binding arbitration within one (1) year from the date the dispute first arose. I agree that arbitration shall be the exclusive forum for resolving all disputes arising out of or involving my employment with Meiya or the termination of that employment. I agree that I will be entitled to legal representation, at my own cost, during arbitration. I further understand that I will be responsible for half of the cost of the arbitrator and any incidental costs of arbitration.

Employee Name (printed)

Date

Employee Signature

Manager Signature

Date

Note to the employee: The original of this form will be placed in your personal file. A copy of this form will be given to you by your Manager, and another copy will be forwarded to Meiya legal council. This is a copy and an actual form will be provided to you for your signature.

Confidential Information

Upon accepting employment with Meiya, you were asked to sign a Non-Disclosure/Confidentiality/Non-Compete (NDA) Agreement, which generally provides that you will not disclose or use any Meiya confidential information, either during or after your employment in any way other than for the operations of the firm. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with Meiya assumes an obligation to maintain confidentiality, even after you leave our employ.

Additionally, our customers and suppliers entrust Meiya with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Meiya earns the respect and further trust of our customers and suppliers.

If you are questioned by someone outside the company or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your manager designated company representative. Under no circumstances are you to engage with any member of the press or answer any questions regarding the company without written authorization from your manager. It is the intent of Meiya to keep confidential all information regarding the firm.

No one is permitted to remove or make copies of any Meiya records, reports, or documents without prior management written approval. Disclosure of confidential information will lead to termination, as well as legal action.

Customer Relations

The success of Meiya depends upon the quality of the relationships between Meiya, our employees, customers, suppliers and the general public. Our customers' impression of Meiya and their interest and willingness to purchase from us are greatly formed by the people who serve them. In a sense, regardless of your position, you are a Meiya ambassador. The more goodwill you promote, the more our customers will respect and appreciate; you, Meiya, and Meiya's products and services offerings.

Below are several things you can do to help give customers a good impression of Meiya. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.

4. Take great pride in your work and enjoy doing your very best.
5. When able, promote the goods and services of our partners, vendors and manufacturers when considering personal purchases.
6. Always smile and be positive.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Equal Employment Opportunity

Meiya is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Meiya complies with the law regarding reasonable accommodation for handicapped and disabled employees. Meiya'ss CEO has issued the following policy stating Meiya'ss views on this matter.

It is the policy of Meiya to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Meiya will not discriminate against any qualified employee or HUB applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Meiya will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to sagely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Meiya.

Equal employment opportunity notices are or may be posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that Meiya'ss equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to termination.

Harassment Policy

Meiya intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort – verbal, physical, visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All Meiya employees, and particular managers, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

While Meiya encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your manager immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and potentially including termination. Meiya will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Meiya accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Meiya may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Policy Statement on Sexual Harassment

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct created an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment include, but are not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against Meiya policy to download inappropriate pictures or materials from computer systems and internet.

Meiya prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

Meiya will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

How You Were Selected

Meiya is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to Meiya as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated, you were selected to become a member of our team!

This selection process helps Meiya find and employ people who are concerned with their own personal success and the success of Meiya; people who want to do a job well; people who can carry on their work with skill and ability; people who are comfortable with Meiya and who can work well with our team.

Employee Background Check

Prior to becoming an employee of Meiya, a job-related background check was conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit, criminal, health examination and/or driving record history may have also been obtained.

Credit Investigation

Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts, a federal statute that regulates the activities of consumer reporting agencies and users of credit reports, and protects consumers from invasion of privacy by placing certain restrictions on persons who may use or disseminate credit information about consumers, Meiya conducts a pre-employment credit check only on those applicants for positions that involve financial responsibility. Your employment with us may be conditional upon our review of the information in the credit check. Meiya reserves the right to conduct this credit check at any time after you have been employed. Remember, you have certain legal rights to discover and to dispute or explain any information prepared by the credit checking company.

Criminal Records

In response to Meiya's zero-tolerance Violence in the Workplace Policy, Meiya may conduct a pre-employment criminal check on those applicants for positions that may involve close, unsupervised contact with the public. When appropriate, the criminal record is checked to protect Meiya's interest and that of its employees and customers.

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Meiya from time to time. Any changes in your driving record must be reported to your manager immediately. Failure to do so may result in disciplinary action, up to and including possible termination.

Health Examinations

Meiya reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his/her essential job functions. All such health exams shall be paid for by the company and the results will be kept confidential.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to Meiya and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he/she can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your manager for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or Meiya may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any company rule; any action that is detrimental to Meiya's efforts to operate profitably.
2. Violation of security or safety rules or failure to observe safety rules or Meiya safety practices; failure to wear required safety equipment; tampering with Meiya equipment or safety equipment.
3. Negligence or any careless action, which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on or off company premises and during a workday or after a workday, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on or off duty.
6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company, vendor, or client premises or when representing Meiya elsewhere; fighting, or provoking a fight on company, vendor, or client property, or negligent damage of property.

7. Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of company property or the property of fellow employees, clients, or vendors; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requests by Meiya; alteration of company records or other company documents.
12. Violating the non-disclosure and non-competent agreement; giving confidential or proprietary Meiya information to competitors or other organizations or to unauthorized Meiya employees; working for another business or a competing business while a Meiya employee; breach of confidentiality of personnel information.
13. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
14. Immoral conduct or indecency on company property.
15. Conducting a lottery or gambling on company premises.
16. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your manager.
17. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
18. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of you manager; stopping work before time specified for such purposes.
19. Sleeping or loitering during working hours.

20. Excessive use of land-based and cellular company telephones for personal calls.
21. Smoking in restricted areas or at non-designated times, as specified by department rules.
22. Creating or contributing to unsanitary conditions.
23. Posting, removing or altering notices on any bulletin board on company property without the permission of an officer of Meiya.
24. Failure to report an absence or late arrivals; excessive absence or lateness.
25. Buying company merchandise for resale.
26. Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
27. Speeding or careless driving of company vehicles.
28. Failure to immediately report damage to, or an accident involving, company equipment.
29. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on company premises.
30. Failure to use your timesheet; alteration of your own timesheet or records or attendance documents; punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records.

Disciplinary Actions

This Disciplinary Actions Policy applies to all regular employees who have completed the Introductory Period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, managers are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the company may decide to repeat a disciplinary step.

Discipline Procedure

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with the following manner:

1. Oral Reminder
2. Written Warning
3. Decision-Making Paid Leave/Counseling Session
4. Termination

To insure that Meiya's business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your manager will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur.

Step One: Oral Reminder

Your manager will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet Meiya's expectations.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Your manager will fully document the Oral Reminder, which will remain in effect for three (3) months. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

Step Two: Written Warning

If your performance does not improve within the three (3), or if you are again in violation of Meiya practices, rules or standards of conduct, your manager will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your manager will advise you that you are now at the second formal level of disciplinary action. After the meeting your manager will write a memo to you summarizing the discussion and your agreement to change. A copy of the memo will be sent to your personnel file.

The Written Warning will remain in effect for three (3) months.

Step Three: Job In Jeopardy

If your performance does not improve within the three (3) month period following the Written Warning, or if you are again in violation of Meiya practices, rules or standards of

conduct, you will be placed on Decision-Making Leave. The Decision-Making Leave is the third and final step of Meiya's disciplinary process.

Decision-Making Leave is a paid, one- (1) day disciplinary suspension. Employees on Decision-Making Leave will spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all of the company's practices, rules and standards of conduct, or to quit and terminate their employment with Meiya.

If your decision following the Decision-Making Leave is to return to work and abide by Meiya practices, rules and standards of conduct, your manager will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within the next three (3) months, you will be terminated.

If you are unwilling to make such a commitment, you may either resign or be terminated.

Crisis Suspension

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending an investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft.
2. Falsification of Meiya's records.
3. Failure to follow safety practices.
4. Breach of Confidentiality Agreement.
5. Threat of, or the act of, doing bodily harm.
6. Willful or negligent destruction of property.
7. Use and/or possession of intoxicants, drugs or narcotics.

The provision of this Disciplinary Policy is not a guarantee of its use. Meiya reserves the right to terminate employment at any time, with or without reason. Additionally, Meiya reserves the right to prosecute any employee for any of the above infractions.

Introductory Period

Your first ninety (90) days of employment at Meiya are considered an Introductory Period, and during that period you will be eligible for benefits described in this Employee Manual unless otherwise required by law. This Introductory Period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job position, as well as becoming familiar with Meiya's products and services. Your manager will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a “getting acquainted” time for both you, as an employee, and Meiya, as an employer. During this Introductory Period, Meiya will evaluate your suitability for employment, and you can evaluate Meiya as well. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and Meiya may choose to terminate your employment at any time, with or without reason.

At the end of the Introductory Period, your manager will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on a semi-annual basis.

A former employee who has been rehired after a separation from Meiya of more than one (1) year is considered an introductory employee during their first sixty (60) days following rehire.

Anniversary Date

The first day you report to work is your “official” anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, Meiya may be obliged to terminate your employment.

New Employee Orientation

On your first working day, you will be asked to complete employment paperwork. Depending on your department's workload, your manager will introduce you to your co-workers and office layout. Please feel free to ask your colleagues any questions not answered during your orientation.

Work Schedule

Business Hours

Our regular operating hours are from 8:00 a.m. EST to 9:00 p.m.PST Monday through Friday. The Normal workweek consists of five (5) days, each eight (8) hours long, Monday through Friday.

Your particular hours of work and the scheduling of **your meal period will be determined and assigned by your manager.** Most employees are assigned to work a forty (40) hour workweek. You are required to take a 1-hour break at some point in the day. Should you have any questions concerning your work schedule, please ask your manager.

Attendance

Meiya would like you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours. Please let your manager know if you will be away from your workstation for an extended period of time and when you expect to return.

Absences or Lateness

From time to time, it may be necessary for you to be absent from work. Meiya is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your manager immediately. If you know in advance that you will need to be absent, please request this time off directly from your manager by filling out a time off request form.

When you call to inform Meiya of an unexpected absence or late arrival, simply ask for your manager. If you're arriving to work late, please let your manager know when you expect to arrive or work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for three (3) consecutive days without notifying your manager or the personnel administrator will be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your manager may request that you submit written documentation from your doctor stating that you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your manager know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your manager will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Note: Information on the types of leaves offered and their qualification criteria are included in the “Leaves” section of this Employee Manual.

Meal and Break Periods

You are entitled to two (2) fifteen (15) minute paid breaks each workday. Normally these breaks will be schedule at two different intervals, one prior to your meal period and one after your meal period. These breaks should be scheduled with your manager. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times.

If you work longer than four (4) hours, you will be given an unpaid meal period. The time when meal periods are scheduled varies among departments, depending on the needs of each department. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the CEO or your manager may decide to close Meiya for the remainder of the day. As such, you will be notified as soon as possible by your designated company representative. No loss of pay will occur as a result of early dismissal for this reason. Likewise, if you report to work and find that Meiya is unexpectedly closed due to an emergency, no loss of pay will occur.

Any employee who was on a previously approved leave day during a declared emergency, shall not be charged leave for the emergency period.

Business Travel and On-Road Handling

In the event that you are required to travel, Meiya will pay hourly wage earners between 4 to 8 hours maximum for the day that you worked. Hourly wage earners will not be compensated for travel time between their homes and the final place of business as the company does not compensate hourly wage earners for travel to and from required place of business origination.

Salaried employees will not be compensated any extra for any travel times or any time on the job while traveling.

Employment Classifications

Temporary Employees

From time to time, Meiya may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be

considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as “non-exempt” (see the section titled “Non-Exempt and Exempt Employees” below) who work more than forty (40) hours during any workweek will receive overtime pay.

Non-Exempt and Exempt Employees

At the time you are hired, you will be classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per workweek. These employees are referred to as “non-exempt” in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are managers, executives, professional staff, technical staff, outside sales representatives, officers, directors, owners and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Subcontractors

Meiya will be hiring subcontractors for various job duties on an as needed basis. Please remain as professional with these individuals as their success greatly determines the success of Meiya.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at Meiya has been assigned to Stephanie Erickson, Vice President of Human Resources. Questions regarding insurance, wages, and interpretation of policies may be directed to Stephanie.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed

below, please be sure to notify your manager and your designated Human Resources specialist as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Meiya vehicles.
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License
13. Educational Information

Upon experiencing a family status change, please notify your manager and designated human resources representative within 30 days for benefit modifications, if necessary.

You may see information, which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with Stephanie Erickson, DIRECTOR of Human Resources.

Your Medical Records File

All medical records, if any, will be kept in a separate confidential file. Meiya maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Compensation

The goal of Meiya's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and Meiya needs.

Wage and Salary Policies

Compensation Philosophy

It is Meiya's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and company performance and in compliance with all applicable statutory requirements.

Meiya applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items Meiya considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Meiya pays their employees in comparable positions (internal equity), and individual as well as Meiya performance. It is Meiya's goal to have a current Job Description on hand which broadly defines your job responsibilities.

Pay Period and Hours

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Pay Cycle

Monthly Pay Cycle

Payday is normally on the 1st of every month for services performed during the period ending fifteen (15) days previously for the end of the prior calendar month and the 15th of the month respectively. The monthly pay schedule is made up of twelve (12) pay periods per year.

Changes will be made and announced in advance whenever Meiya holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

Paychecks will be distributed by Stephanie Erickson either mailed to your home address or picked up from her desk on the pay dates specified above. Paychecks will be made available after 4 P.M. on the 1st of the month. If the 1st falls on a weekend or over a holiday, paychecks will be made available after 4 P.M. on the next business day.

Mandatory Deductions From Paycheck

Meiya is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your Human Resources administrator immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Meiya is ordered to make such deductions.

Cell phone over usage

Over Usage of the cell phone above the standard plan will be automatically deducted from your post tax pay.

Payroll Advance

In emergency situations, Meiya may grant you an advance on your next payroll. Please see your manager for further instructions. Repayment of the advance must start immediately at the first paycheck following the advance.

Errors in Pay

Every effort is made to avoid error in your paycheck. If you believe an error has been made, tell your manager immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1½) times your regular hourly wage for approved hours worked over eight (8) hours a day, or forty (40) hours in one week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, PTO day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note that if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty- (40) hour workweek.

All overtime must be approved in advance by your manager.

Work Performed on Company Holidays

Full-time “non-exempt,” employees who are eligible for overtime in accordance with the Fair Labor Standards Act, and who work on a company holiday are considered to have worked overtime on that day and will be paid time and a half for hours worked, regardless of the number of hours worked during that same workweek.

Compensatory Time Off

Meiya gives full time “non-exempt” employees the option of receiving compensatory time off (“comp time”) instead of overtime pay for overtime hours worked. Comp time instead of overtime pay will be allowed if the time off is taken in the same pay period the overtime is worked. All comp time off must be given at the rate of one and one-half (1 ½) hours for each hour of overtime worked. Comp time scheduling will be done on a prior approval basis, and will be scheduled to meet both the needs of the employee and Meiya.

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time sheets. Time sheets are to be turned in at the end of the day to your local office manager.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your manager immediately.

Wage Garnishments

We hope you will manage your financial affairs so that we will not have to be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

Meiya acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Performance and Compensation Reviews

Performance Reviews

Because we want you to grow and succeed in your job, Meiya conducts a formal review four (4) times per year for each employee. New employees may be reviewed near the end of their 90 day Introductory Period. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During a formal performance review your manager may cover the following areas:

- The quality and quantity of your work.
- Strengths and areas for improvement.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.

- Career goals and how you are achieving them.

Additional areas may also be reviewed as they relate to your specific job.

Your review provides a golden opportunity for collaborative, two-way communication between you and your manager. This is a good time to discuss your interests and future goals. Your manager is interested in helping you to progress and grow in order to achieve personal as well as work-related goals – perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your manager an opportunity to suggest ways for you to advance and make your job at Meiya more fulfilling.

Your manager can answer any questions you may have about the performance review process.

Compensation Reviews

Meiya's compensation reviews are usually given with performance reviews. Any applicable compensation increase will appear in the pay period ending after the date granted. Compensation increases may be retroactive in the case of late reviews. Having your compensation reviewed does not necessarily mean that you will be given an increase due to individual and/or company performance.

An individual's pay will depend on how consistently he/she performs over a given period of time. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, Meiya periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position, and those such changes are recognized and adequately compensated.

Other Compensation Programs and Policies

Employee Referral Program

Open positions will be posted near employee gathering places such as bulletin board, break room, and on Meiya's intranet and website. You are encouraged to recommend and refer qualified candidates for employment with Meiya. If you know of someone who would like to work here, we will be glad to consider them for employment. You can get an Employee Referral Form from your Human Resources Administrator.

Should your candidate be hired by Meiya for a full-time regular position, and if that person satisfactorily stays with the company for six (6) months, you will receive a \$100 bonus for the referral. (You still have to be a member of Meiya staff at that time) This bonus entitlement does not apply to individual who are normally responsible for recruiting and hiring functions.

Promotion and Transfer Policy

Meiya has a policy of providing our employees with every opportunity for advancing to other positions within the company. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months. Approval of promotions or transfers depends largely upon training, experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. However, Meiya will continue to look outside the company for potential employees as well.

It is our policy to advise all employees about advancement opportunities. Please submit your request for consideration for a specific position directly to your Human Resources Administrator. You are encouraged to discuss any contemplated transfer with your current supervisor.

Benefits

Meiya is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by Meiya.

A good benefits program is a solid investment in Meiya's employees. Meiya will periodically review the benefits program and will make modifications as appropriate to the company's condition. Meiya reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Coverage is available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

Insurance Coverage

Group Insurance

Currently a group policy will become available in 2017. Once it is available, the handbook will be modified to reflect the change in status. Until then, the section below is not applicable.

Meiya is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for coverage on the 1st of the month following your introductory period.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Medical Care Coverage (beginning on the 1st of the month following your 1st complete month after date of hire)
- Dental Care Coverage (beginning after completion of the Introductory Period)

Applicable employee contributions will be automatically deducted from your paycheck.

According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with Meiya or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult your manager for details.

Individual Insurance

Each employee will be offered the chance to enroll in an individual health insurance plan with the current provider that Meiya is working with. It is required by the Federal Law that all insurance premiums be deducted from the employee's payroll. It is up to the employee to opt out of the plan if he/she so wishes. It is required by law that every employee be given the opportunity to receive health insurance coverage. Please contact your HR director for more information regarding deductibles and maximum coverage amounts.

Government Required Coverage

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing our assigned job duties. This job-injury insurance is paid for by Meiya. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to your manager and the Human Resources Administrator immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

Although Meiya will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Workers' Compensation payments for lost wages are followed by the following Nebraska statute:

Benefits are paid at the same interval as wages were paid at the time of the injury. Payments must be sent directly to the person entitled to compensation or his or her designated representative except where there is an attorney's lien or where child support is due. Benefits are not taxable and not assignable to another person.

Compensation benefits begin on the eighth calendar day of disability due to the injury. Compensation for the first seven days of disability is included in the seven-day waiting period and a partial day of disability need not be consecutive. Time lost from work for less than a day to seek medical care, including physical or medical rehabilitation, is compensated as temporary partial disability.

Employees returning to work after being absent to a work-related injury must report to their manager and the Human Resources representative prior to beginning work and must bring a doctor's clearance for returning to work.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Meiya. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. Meiya pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Meiya is required to deduct this amount from each paycheck you receive. In addition, Meiya matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them online at www.ssa.gov.

Profit Sharing Plan

According to the Meiya Profit Sharing Plan, Meiya may, at its discretion, grant a profit sharing award determined by Meiya's profitability on an annual fiscal year basis. The amount of any award represents a fixed percentage of your eligible base earnings (all eligible employees receive awards based on the same fixed percentage of their eligible base earnings).

All regular full-time employees and part-time employees who work at least on thousand (1,000) hours per year are eligible to participate in the Profit Sharing Plan once they have completed **six (6)** months of employment. Eligible employees who are on the payroll on the last day of the fiscal year will receive an award if one is granted. However, employees must remain on the payroll on the award payment date.

Eligible base earnings begin to accrue on the pay period following the completion of six (6) months of employment, and continue to accrue for the remainder of the fiscal year. Payments for any overtime, commissions, or bonuses are not included in eligible base earnings.

Note: This is a summary of Meiya's Profit Sharing Plan. Meiya will give you complete details on this plan when you meet the eligibility requirements and once the plan is put into place.

Retirement Plan

A retirement plan at current is not available. The employee handbook will be revised once a plan is put into effect. The section below is, therefore, not applicable at this time.

Meiya has a Retirement Plan to provide eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. All regular full-time employees and part-time employees who work at least one thousand (1,000) hours per year are eligible to participate in the Retirement Plan. Participation in the Plan begins on the completion of your Introductory Period.

The details regarding Meiya and employee contributions, vesting, administration, and investments are provided in the Summary Plan Description, which was given to you during your new employee orientation.

Statement of Employee Retirement Income Security Act (ERISA) Rights

As a participant of Meiya's plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan members shall be entitled to:

- Examine all plan documents, at the plan administrator's office, without charge. This includes insurance contracts and copies of all documents filed by the plan with the U.S. Department of Labor. Examples of this include detailed annual reports and plan description.
- Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies.
- Receive a summary of the plan's financial report. The plan administrator is required by law to furnish each member with a copy of this summary annual report.

In addition to creating rights for plan members, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other plan members and beneficiaries. No one including your employer, may terminate you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA. If your claim for a welfare benefit is denied in whole or in part, you must receive a written explanation of the reason for denial. You have a right to have the plan reviewed and your claim reconsidered.

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest area office of the U.S. Labor-Management Services Administration, Department of Labor.

Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your manager for further information.

Paid Leaves

In the interest of maintaining a healthy balance between work and home, Meiya offers eligible full-time employees and part-time employees on a pro-rated basis paid time off.

Time off is paid using your base hourly rate, excluding shift premiums and overtime compensation, if any.

Holidays

Recognized Holidays

Regular full-time employees and part-time employees on a pro-rated basis are eligible for holiday pay.

The following holidays are recognized by Meiya as paid holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
Floating Holiday

Holiday Policies

You may take time off to observe your religious holidays. If available, a full day of unused PTO or personal day time leave may be used for this purpose, otherwise you won't be paid for this time off. Please schedule the time off in advance with your manager.

All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

If a holiday occurs during your scheduled PTO, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence

A floating holiday day has been established for you to take any additional holiday days that were not included in the list off. You are given one of these per calendar year.

Paid Time Off

Paid Time Off (PTO) may be taken as vacation time, to allow you to rest, relax, and pursue special interests. PTO may also be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business appointments which can only be scheduled during business hours. Meiya has provided PTO as one of the many ways in which we show our appreciation to our employees, whom we view as our primary customers.

Only regular full-time employees are eligible to accrue PTO. Part-time employees are not eligible. PTO hours begin accruing on your hire date.

Amount of PTO

Full-time employees are eligible for PTO for each month of service, accruing on your hire date. Accrual is computed as follows:

Years of Employment	Monthly Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
(Less than five (5) years)	6.66 PTO hours accrued per month	80 Hours
(Five (5) to ten (10) years)	10.00 hours accrued per month	120 Hours
(More than ten (10) years)	16.67 hours accrued per month	200 Hours

PTO Policies

Except in the instance of illness, all PTO must be scheduled in advance with your manager. Every effort will be made to grant your request for PTO at the time you desire. However, PTO cannot interfere with your department’s operation and therefore must be approved by your manager in advance. If any conflicts arise in requests for PTO, preference will be given to the first employee who requests the time off.

Normally, only accrued PTO may be taken. You may not receive advance PTO pay (for time off taken in excess of your PTO accrual balance) without written authorization from your manager. Such authorization is at the discretion of your manager, and must be granted in advance of your time off. Any amount of advance PTO paid but not yet accrued at the time of termination of employment, will be deducted from your final paycheck.

If you are on an approved leave of absence for less than thirty (30) days, your PTO eligibility will not be affected. If the leave extends beyond thirty (30) days, PTO will not continue to accrue.

If you have unused and accrued PTO hours upon the termination of your employment with Meiya, you will be paid for that time at your regular base hourly rate.

Accumulation Rights

Employees are encouraged to use their PTO to take regular time off each year. If they do not, PTO will accrue until the employee has reached a maximum of fifteen (15) days of accrued PTO. Accrual will cease until the employee uses PTO hours equal to the amount of accruable during one month at his/her current rate of accrual.

Exceptions to this policy may be made in unusual circumstances. Each case will be considered separately by management.

Other Paid Leaves

Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before and after regular working hours. If necessary, you may take up to two (2) hours leave from work to vote in governmental election or referendum. You will be expected to notify your manager at least one (1) week in advance.

School Visit Leave

Parents or legal guardians of school children from kindergarten through grade twelve (12) are allowed to take up to four (4) hours of paid time off per school year per child to visit the child's school.

Funeral (Bereavement) Leave

Up to four (4) working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

With your manager approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused personal leave or a day of accrued PTO may be used for this purpose.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your PTO occurs on any of the days of absence, you may not receive holiday or PTO pay in addition to paid funeral leave.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your manager within forty-eight (48) hours of receipt of the jury summons and furnish a copy of the summons to your manager.

Meiya will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. Meiya will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your manager. This document is issued by the court.

Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Meiya. It is the policy of Meiya to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count first against your allotted personal days (PTO), as appropriate, in hourly, quarter day, half day or full day increments. Once you have used all of your accrued PTO days, the time out of work will go unpaid. Thereafter, unless specifically accepted, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your manager of an acceptable to reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absences shall be submitted in writing to your manager with adequate time in advance. It is suggested that you give at least two (2) weeks notice. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

Family/Medical Leave of Absence

Meiya will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described within this Family/Medical Leave of Absence Policy, which shall be administered in accordance with applicable state and federal laws as follows:

1. Employees are eligible if they have been actively employed for twelve (12) months and worked at least 1250 hours (an average of twenty-five (25) hours per week) during those twelve (12) months. This twelve (12) month period “rolls back” from the date of leave to the prior twelve (12) month period.
2. Employees may request one (1) or more family care or medical leaves; however, the total amount of leave taken cannot exceed twelve (12) workweeks in any twelve (12) month period. You may request an intermittent leave or reduced schedule leave to

care for a seriously ill family member or if you have a serious health condition that warrants such a request.

3. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious health condition of the employee's child, spouse, domestic partner, or parent.
4. A medical leave shall be granted upon the employee's own serious health condition.
5. In appropriate circumstances, we may require you to be examined by a company-designated physician, at Meiya's expense.
6. In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.
7. Employees shall be required to give thirty (30) days advance notice in the event of foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date.
8. For purposes of this policy, a child is defined as a natural, adopted, foster child, stepchild or legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
9. A parent is defined as the employee's or his/her spouse's natural, adoptive, foster parent, stepparent, or legal guardian.
10. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.
11. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
12. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.

13. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.
14. If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
15. You must use any accrued PTO or other accrued paid time off, during your family care or medical leave. If the leave is related to your own serious health condition, you must use any accrued PTO leave during your medical leave.
16. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. If your leave extends beyond twelve (12) weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
17. Other accumulated fringe benefits such as retirement, service credits, PTO pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.
18. The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which she/he is employed. Disability laws may vary from state to state, and at all times our disability leave policy will be in compliance with the laws of the state in which you are employed.
19. During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.
20. If additional family care or medical leave is required you must, prior to expiration of the family care or medical leave, submit additional certification to Meiya.
21. Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and company needs. Meiya reserves the right to refuse such a request at its sole discretion.

Disability (Including Pregnancy) Leave of Absence

Meiya may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from your manager, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up to ninety (90) days. If necessary, you may request extensions in thirty (30) day increments for a maximum of one (1) year.

Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your manager as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any PTO previously accrued (but not used) at that time will be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) days. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence if group insurance is offered.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Meiya's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

Military Leave of Absence

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your manager as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with Meiya.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within twenty (20) days after discharge.

Military Reserves or National Guard Leave of Absence

Employees who serve in the U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply

accrued personal leave and unused earned PTO time to the leave if they wish, however, they are not obliged to do so.

You are expected to notify your manager as soon as you are aware of the date you will be on duty so that arrangements can be made for replacement during this absence.

Personal Leave of Absence

In special circumstances, Meiya may grant a leave for personal reasons, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your manager. A personal leave of absence must not interfere with the operations of your department or Meiya. Your manager will submit your request to the appropriate member of management for final approval.

A personal leave of absence may be granted for up to twenty (20) days. If your leave is extended for more than twenty (20) days, PTO and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence if group insurance is available. Failure to return from a leave at the time agreed will result in termination of employment.

Accepting Other Employment or Going Into Business While on Leave of Absence

If you accept any employment or go into business while on a leave of absence from Meiya, you will be considered to have voluntarily resigned from employment with Meiya as of the day on which you began your leave of absence.

Insurance Premium Payment During Leaves of Absence-if group plan is present

Meiya will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Meiya, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with your manager to set up a payment schedule.

Safety

General Employee Safety

Meiya is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Meiya will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your manager for assistance. Any suspected unsafe conditions and all injuries that occur

on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each manager make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Meiya strongly encourages you to communicate with your manager regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your manager. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred. (The above-mentioned forms can be obtained through your Human Resource representative).

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents, which occur during the workday. The Nebraska State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about health hazards, which might be present on the job. Should you have any questions or concerns, contact your manager for more information.

Entering and Leaving the Premises

At the time you are hired, you will be advised about the proper entrances and exits for our employees. As well as unauthorized areas, if any. Our insurance company prohibits unescorted or unauthorized visitors in our facilities. If you are expecting visitors, such as clients, customers or friends, please notify your manager. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

Security Checks

Meiya may exercise its right to inspect all packages and parcels entering and leaving our premises.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Meiya activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work. Your manager may post other safety procedures in your department or work area.

Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your manager.

Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Immediately report any suspected hazards and all accidents to your manager. Never use your back to lift heavy items.

Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Trash Disposal

Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in approved containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch you step.

Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Do not make unauthorized connections or repairs. Do no overload outlets.

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Report Injuries

Immediately report all injuries, no matter how slight, to your manager.

Ask Questions

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a manger. Employees will not be asked to perform any task, which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your manager at once.

We strongly encourage employee participation and your input on health and safety matters. Please obtain a Safety Suggestion Form from your manager for this purpose. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of Meiya's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of Meiya's safety rules and will result in immediate disciplinary actions.

Weapons

Meiya believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Meiya prohibits all persons who enter company property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by Meiya to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your manager if an extinguisher is or has been used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

In case of Fire

If you are aware of a fire, you should:

- Dial 911 or local fire department
- IF possible, immediately contact your manager. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building you should:

- Stop all work immediately
- Contact outside emergency response agencies if needed
- Shut off all electrical equipment and machines, if possible
- Walk to the nearest exit, including emergency exit doors
- Exit quickly but do not run. Do not stop for personal belongings
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.

Do not re-enter the building until instructed to do so.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times – it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor, which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your manager immediately.

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator or electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Property and Equipment Care

It is your responsibility to understand the machine used to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Meiya. If you find that a machine is not working properly or in any way appears unsafe, please notify your manager immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment. **Please wash your hands after eating and before using any machine, computer or device. This assures a long life of the system and minimizes oil and dirt buildup.**

Restricted Areas

In the interest of safety and security, certain portions of Meiya's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. Some areas may be designated no smoking areas as well.

Smoking

Smoke only in designated smoking areas. Please be courteous and concerned about the needs of your fellow employees and others. Please do not smoke in restricted areas.

Please remember to conform to our customer's smoking policies when working at a customer's site.

All employees are expected to abide by this policy while at work.

Separation of Employment

Termination

Meiya operates under the principle of at-will employment. This means that neither you nor Meiya has entered into a contract regarding the duration of your employment. You are free to terminate your employment at Meiya at any time, with or without reason.

Likewise, Meiya has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Meiya. Meiya requires a written 30 day notice if you chose to terminate your employment with Meiya.

Meiya hopes and expects that you will give at least two (2) weeks notice in the event of your resignation. Any accrued but unused Paid Time Off (PTO) will be paid after the last paycheck is paid to you during the normal paycheck payment cycle.

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Meiya or loss of eligibility to remain covered under our group health insurance program (if we offer one), you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Consult manager for additional details.

Exit Interviews

In a termination situation, Meiya management would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about Meiya. During the exit interview, you can provide insights into areas for improvement that Meiya can make. Every attempt will be made to keep all information confidential.

Return of Company Property

Any Meiya property issued to you, such as product samples, client files, computer equipment, keys, parking passes or company credit cards must be returned to Meiya at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose. Meiya reserves the right to report property as stolen if the abovementioned policy is not followed.

Former Employees

Depending on the circumstances, Meiya may consider a former employee for re-employment. Such applicants are subject to Meiya's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Meiya.

Reinstatement of Benefits (Bridging)

If you were an employee of Meiya with at least twelve (12) months of continuous employment, and were rehired within twelve (12) months of your termination date, you will be eligible to continue your benefits at the level you enjoyed at the time of your termination of previous employment with Meiya (provided we offer group benefits).

Post-Employment Inquiries

Meiya does not respond to oral requests for references. In the event your employment with Meiya is terminated, either voluntarily or involuntarily, your manager, may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of Meiya, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to your manager.

Workplace Policies

This employee Manual is designed to answer many of your questions about the practices and policies of Meiya. Feel free to consult with your manager for help concerning anything you don't understand.

Bonding Requirement

If your employment with Meiya requires you to handle other people's property or to deal with money in any capacity, Meiya may require that you be bonded. It is your responsibility to assure that you are bondable. Meiya will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal. Your HR director will provide bonding information should you require it.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Meiya methods of communication, including the Employee Manual, bulletin boards, discussions with your manager, memoranda, staff meetings, newsletters, training sessions, and company e-mail and Intranet.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from Meiya. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information, which will keep you up-to-date on the events here at Meiya.

Community Activities

Meiya recognizes the importance of community participation. Our business is dependent upon the community for employees and for customers, and the community is dependent on our business for employment opportunities, tax revenues and for our products and services.

Meiya encourages and supports your participation in service activities that contribute to the community. We will allow you to take two (2) days of normal work time to participate in an approved community service activity each six (6) months. The time must be scheduled at least two (2) weeks in advance and approved by your manager.

Please provide your manager with a statement indicating the date and amount of time volunteered to the community organization. It would be interesting and helpful if you included the results of your activities and any photographs, quotes or other information so you can be acknowledged for your effort. You will also have to provide proof that you fulfilled your volunteering engagement.

Some eligible service activities might include:

- American Cancer Society
- American Lung Society
- Blood Drive
- Community health screening
- Community clean-up projects
- Big Brothers / Big Sisters activities
- Food drive
- Toys for Tots
- United Way drives
- Community recycling center
- Homeless shelter
- Local museum
- Red Cross
- School activities
- Assisting physically challenged or confined individuals (This must be through a community organization)
- Assisting elderly citizens (This also must be through a community organization)
- Junior Achievement

Company and Department Meetings

On occasion, we may request that you attend a company sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee, and attend a meeting held during your non-working hours, you will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting.

Computer Software (Unauthorized Copying)

Meiya does not condone the illegal duplication of software. The copyright law is clear. The copyright holder has certain exclusive rights, including the right to make and distribute copies. Title 17 of U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the users’ right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250, 000 and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. Meiya licenses the use of computer software from a variety of outside companies. Meiya does own this software and its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Meiya employees shall use the software only in accordance with the software publisher’s license agreement.
3. Meiya employees learning of any misuse of software or related documentation within the company must notify their manager or Meiya legal counsel immediately.
4. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Meiya employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Computers Electronic Mail, and Voice Mail Usage Policy

Meiya makes every effort to provide the best available technology to those performing services for Meiya. In this regard, Meiya has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by Meiya employees with the use of Meiya's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by Meiya.

Meiya property, including computers, electronic mail and voice mail, should only be used for conducting company business.

Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Messages which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although Meiya provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as company records.

Meiya also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, Meiya must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because Meiya reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that Meiya or its designated representatives will not have a need to access and review this information. Individuals using Meiya's business equipment should have no expectation that any information stored on their computer – whether the information is

contained on a computer hard drive, computer disks or in any other manner – will be private.

Meiya has the right to, but does not regularly monitor voice mail or electronic mail messages. Meiya will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by Meiya if necessary within or outside of Meiya.

Given Meiya's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Meiya's CEO will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Contributions

From time to time, Meiya makes donations to worthwhile charities and colleges in its own name. Contributions considered worthwhile include United Way, health drives, community youth activities and so forth. Contributions are made only in communities where our employees will benefit. All decisions concerning contributions will be made by an officer of Meiya, sometimes with input from all employees.

Dress Code and Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing Meiya. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our company image. When working at a customer's site, please dress appropriately according to their corporate culture.

Personal appearance should be a matter of concern for each employee. If your manager feels your attire and/or grooming is out of place, you may be asked to leave your

workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Keep in mind the discomfort your manager would feel if he/she had to address this issue with you.

MEN-Dress Requirement

In Office: dress slacks at all times, no rubber soled shoes or tennis shoes, dress shirt with or without tie. Suit is preferred but not required.

At Client Site (Engineers): dress slacks either khaki or black and a Meiya shirt, dress shirt, or suit. Appropriate dress shoes and belt are necessary. No tennis shoes or hats. All attire must be clean and properly ironed.

At Client Site (Sales): suit must be worn at all times when on-site unless the client culture does not require the use of a suit.

WOMEN-Dress Requirement

In Office: dress or suit and dress shoes

Client Site (Engineers): same as males

(Sales): Suit or nice dress and shirt combination. Heel not to be excessive.
Clean and professional purse.

Men and women's clothing should not be revealing.

Employees working in Meiya's industrial settings, maintenance or production

All employees must wear full length pants, long sleeve shirts, and fully enclosed shoes.

Drug-Free Workplace Policy

Meiya is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Employee Manual. Meiya has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Meiya's site and/or client sites or as a part of Meiya's activities. Meiya will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

It is the goal of Meiya to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, Meiya has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.

2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, his/her manager of any criminal drug statute conviction they receive.
4. If an employee receives such a conviction Meiya shall:

Take appropriate personnel action against the employee, up to and including termination and/or require the employee to participate satisfactorily in an approved drug-abuse assistance or treatment program.

- a. Meiya provides information about drug counseling and treatment.
- b. Meiya reserves the right to search and inspect for the maintenance of a safe workplace.
- c. Any drug related consumption or anything on your own personal time or work time is unacceptable.
- d. Meiya reserves the right to drug test at any time without any warning.

Health Risks of Alcohol and Other Drug Use

Even though specific physical and mental responses to alcohol and drug use differ, the consequences for using with are usually similar. Negative health reactions can result from both abusive and moderate use of any substance. While on-going health problems are often associated with long-term misuse and abuse, acute and traumatic instances can occur from one-time or moderate use.

Alcohol

Ten (10) percent of adults can be classified as heavy drinkers. That is, they consume on average of two or more drinks per day. Virtually all body systems are affected by the long-term abuse of alcohol. Heavy constant consumption may result in handovers and serious health consequences. Another sixty (60) percent of the population are moderate drinkers. The most common negative health consequences from occasional drinking are trauma related and involve both the drinker and non-drinker victims. The consumption of alcohol is involved in 200,000 deaths in this country per year, ten (10) percent of the US annual mortality. Half of all traffic deaths are alcohol related and driving under the influence is the number one killer of American teenagers.

Narcotics

The most serious medical consequences of opiate abuse is toxic reaction, more commonly known as overdose. Generally incurred accidentally, overdose leads to death when the respiratory and circulatory systems slow down to the point of ceasing to

function. More common health consequences of opiate abuse occur not from the chemicals themselves, but from the lifestyles that frequently accompany their use.

Hypnotics and Anti-Anxiety Drugs

Such prescription medications as Nembutal, Seconal, Quaalude, Miltown and Equanil have serious negative health consequences when abused. The most common is toxic overdose which results in depressed central nervous systems, cardiac and respiratory functioning.

Stimulants

Abusers of stimulant drugs are more likely to experience drug-induced psychiatric disturbances than are other abusers. Differences in health-related responses to stimulant drugs are dependent on the mode of ingestion. Nasal and intravenous uses create more acute responses than does oral use.

Marijuana

Chronic long-term use affects most body systems resulting in bronchitis and other respiratory difficulties, decreased strength of heart contractions, possible negative consequences on the immune system, acute memory impairment, and possible reduction on growth-hormone production. Episodic use of marijuana can result in panic reactions including feelings of anxiety, fears of losing control or going crazy, or fears of physical illness.

Hallucinogens

The most common health-related responses to hallucinogen use include panic reactions, flashbacks and toxic reactions with ingestion of high levels of some compounds.

Legal Implications of Alcohol and Other Drug Use

A variety of implications surround the use of alcohol and other drugs. This summary is designed to alert you to some of the legal risks you assume when you use alcohol or other drugs. Penalties for illegal use will also be described. However, this summary is only a descriptive document. It should not be interpreted as legal advice or counsel. The regulations summarized here are those most likely to affect employees of Meiya.

Possession and Use

Check with city or county counsels' offices for specifics of alcohol consumption and use as maximum levels differ from location to location.

Anyone under twenty-one (21) years of age who buys alcohol is committing a misdemeanor. It is also an infraction of the law for a minor to attempt to buy alcohol.

Public intoxication which interferes with the personal safety or use of public ways is a misdemeanor crime.

It is unlawful to drive a motor vehicle or ride a bicycle on a highway with a blood alcohol content (BAC) level of .10 percent or above. Punishment is greater if a child fourteen (14) years of age is in the vehicle at the time.

It is unlawful for a person under the age of eighteen (18) who has a BAC of .05 percent or more to drive a vehicle.

The act of driving implies consent to be tested for BAC by a law official.

It is unlawful to operate a water vessel, to water ski, or to use an aquaplane, with a BAC of .05 percent if the operator is under eighteen (18) years of age.

It is unlawful to operate an aircraft in the air or on the ground or engage in sport parachuting with a BAC of more than .04 percent.

Marriage licenses will not be issued to applicants under the influence of alcohol or other drugs.

It is unlawful to manufacture controlled substances in the home or in any other unregulated facility.

Growing or processing peyote is punishable by imprisonment in county jail for not more than one (1) year.

It is a felony to use alcohol or drugs to aid the commission of a felony, including rape and other sex offenses.

Applicants for professional licenses must not be addicted to alcohol or other drugs at the time of application.

Distribution

It is a misdemeanor crime to sell, give or furnish alcohol to anyone under twenty-one (21) years of age.

It is a misdemeanor crime to sell or furnish alcohol to a common drunkard or incompetent.

Only eating establishments and holders of retail liquor licenses may sell or expose for sale alcoholic beverages within one (1) mile of a university or state college.

It is unlawful for sellers of alcoholic beverages by the drink to employ a person for the purpose of encouraging the sale of such beverages.

Manufacture, distribution and receipt of "imitation controlled substances" or any drug that is falsely advertised, adulterated or misbranded is unlawful.

Possession of paraphernalia is unlawful as is providing a minor with paraphernalia for the ingestion of tobacco or any controlled substance.

It is illegal to use the postal service or other interstate conveyance to offer to sell or transport, import or export paraphernalia.

It is unlawful to import controlled substances except for medical or scientific purposes.

It is unlawful to export controlled substances to any country that has a treaty with the United States prohibiting such exports. Penalties vary depending on the country involved.

Consequences

Carriers of motor vehicle insurance can increase premiums, or cancel or deny renewal as a result of driving under the influence convictions.

In certain cases employers' motor vehicle coverage can also be canceled or renewal denied if employees have been convicted of driving under the influence of alcohol or other drugs.

The Department of Motor Vehicles may refuse or revoke driver's licenses of practicing alcoholics or addicts or those convicted of alcohol or drug related offenses.

Refusal to submit to blood alcohol content tests will result in a six-month suspension of driving privileges, two-year suspension if there has been a prior such offense within seven years, and three-year suspension for two or more offenses within seven (7) years. In such cases, vehicles can also be impounded and sold as nuisances.

Employers may refuse to hire or may fire an employee who cannot perform job duties or endangers his/her or others' health or safety due to current use of alcohol or other drugs. State disability retirement allowances are not paid if the disability is due to the intemperate use of alcohol or other drugs.

No addict or person in danger of becoming an addict may be employed as a peace officer.

Drunkenness on duty, intemperance or addiction are causes for discipline for any employee.

Examinations for certifications can be refused and certifications withdrawn by the State Personnel Board for anyone who is addicted to alcohol or other drugs.

Discharge from employment "as a result of an irresistible compulsion to use or consume intoxicants" disqualifies claimants from receiving unemployment benefits, as does any institutionalization as a drug addict.

Disability insurance benefits may be denied “for any loss sustained or contracted in consequence of the insured’s being intoxicated or under the influence of any controlled substances unless administered on the advice of a physician.”

Permanent or probationary employees of Meiya may be terminated, demoted, or suspended for addiction to controller substances or drunkenness in the workplace.

Penalties for the manufacture, distribution or dispensing of, or possession with intent to manufacture, illegal drugs vary significantly depending on the substance and the amount in question. Both fines and incarceration are imposed.

Drug traffickers lose federal benefits for five (5) to ten (10) years to life after conviction. Drug possessors lose benefits for up to one (1) year and can be required to enter treatment, undergo testing and/or perform community service.

Where to Get Help

A number of community resources are available to help you, including:

Community Resources

Employee Assistance Program

Alcoholics Anonymous

Narcotics Anonymous

National Council on Alcoholism and Drug Dependence

County Bureau of Alcohol and Drug Services

This document is intended solely as a resource. Meiya does not endorse programs and/or agencies listed on this document and accepts no responsibility for treatment provided by these agencies/programs, nor does it guarantee insurance coverage of treatment.

This document is not a comprehensive listing of alcohol/chemical dependency treatment programs. Other sources for both in-patient and out-patient alcohol/chemical dependency treatment programs may be located by consulting your family physician, local telephone directory under the heading “Drug Treatment Programs,” or through the National Council on Alcoholism and Drug Dependence at 212-206-6770.

Expense Reimbursement

You must have your manager’s written authorization (usually by way of requisition or purchase order) prior to incurring an expense on behalf of Meiya. To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by original receipts and your manager must approve it. Please submit your expense report or voucher each week, as you incur authorized reimbursable expenses. In order for Meiya to keep records and accounting accurate and current, expense reports or vouchers older than one (1) month old will not be honored.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give unauthorized gifts to customers or suppliers, except for certain promotional “premiums” (such as t-shirts, coffee mugs, pens or key chains) imprinted with the Meiya logo or sales information. If you receive or win a gift while on company time, the gift becomes the property of Meiya. Any violation of this is just cause for disciplinary action.

Personal Use of Company Property

In some instances, employees may be allowed to borrow certain Meiya tools or equipment for their own personal use while on our premises. In no instance may this be done off our premises, or without prior management approval. You understand and agree that Meiya is not liable for personal injury incurred during the use of company property for personal projects. As a Meiya employee, you accept full responsibility for any and all liabilities for injuries or losses, which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Relatives

If you and members of your family are employed by Meiya, one may not supervise the other nor work in the same department. If the employees are unable to develop a workable solution, the CEO of Meiya will decide which employee may be transferred in such situations. Family members include the employee’s spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee’s life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee’s spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

Should two employees who work together or supervise each other enter into a personal no-work related relationship, one or both employees may have to be transferred.

Solicitations and Distributions

Solicitations for any cause during work time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature without management approval.

Persons not employed by Meiya are prohibited from soliciting or distributing literature on company property or from being on Meiya property.

Spouse Accepts Employment-or works for a Competitor

Should your spouse be employed with a Meiya competitor, Meiya reserves the right not to hire you or terminate you employment immediately.

Use of Company Vehicle

If you are authorized to operate a Meiya vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must hold a current, valid drivers license in the state the car is registered in.
2. You must maintain weekly mileage reports.
3. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
4. Meiya provides insurance on company vehicles, however, you will be considered completely financially responsible for any accidents, fines, moving or parking violations incurred.
5. You must keep the vehicle clean at all times. You must also wash and vacuum the vehicle as often as necessary. You will be reimbursed for you reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursement.
6. Persons not authorized or employed by Meiya cannot operate or ride in a company vehicle or private vehicle while you are performing your duties, or using the vehicle for business use. Meiya is in no way responsible for any damages made to unauthorized riders.
7. Prior to operation of any company vehicle, your manager will train you on the appropriate steps to take if you are involved in an accident – filling out the accident report, getting names of witnesses and so on.

Notes: Please see the Driver's License and Driving Record Policy in the "Employment" section of this Employee Manual for further information.

Violence in the Workplace Policy

Meiya has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Meiya or which occur on Meiya property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Meiya, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on Meiya's premises, regardless of the relationship between Meiya and the parties involved.
2. All threats or acts of violence occurring off Meiya's premises involving someone who is acting in the capacity of a representative of Meiya.

Specific examples of conduct, which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destruct Meiya's property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

Meiya prohibition against threats and acts of violence applies to all persons involved in Meiya's operation, including, but not limited to, personnel, contract, and temporary workers and anyone else on Meiya property. Violations of this policy by any individual on Meiya property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your manager.