

Mid-Atlantic

P R I N T E R S



EMPLOYEE HANDBOOK

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Welcome From The President

Welcome to Mid-Atlantic Printers - a company with a tradition of success created through the efforts of dedicated employees. Over the years this company has had opportunities to grow and prosper. As a result of these opportunities our employees have had the opportunity to advance as well. We hope that you will work to continue this tradition that benefits company and employees alike.

Quality and service are our main objectives. Each employee plays an integral role in achieving these goals. Every job is directly related to the success of our products. Our products are instrumental elements in affecting people's lives every day, making quality paramount. We know that we can provide the best quality printing products because we have quality employees at Mid-Atlantic Printers. Our benefits and compensation are structured to allow us to choose from the best candidates in the market. In addition, we are committed to providing modern and efficient equipment, and a pleasant and safe work environment for all employees.

Certain policies and regulations are required to establish the necessary framework to continue our successful pursuits in meeting our customers' needs. This publication has been produced to assist you in becoming aware of those policies as well as benefits. It is every employee's responsibility to understand and observe those requirements. If you have any questions concerning the contents of this booklet you should discuss them with your immediate supervisor. Please feel free to follow the steps in our open-door policy if the first or subsequent answers are not satisfactory.

Sincerely,

Rob Poindexter

President / Owner

Nancy Edwards

Owner

YOUR EXPECTATIONS

As you begin what we hope will be a long and rewarding work experience with Mid-Atlantic Printers, we know you have questions about what you can expect from the company. Our philosophy is to treat all employees with dignity and respect.

In any organization, open communication is critical. Mid-Atlantic Printers understands the importance of good communication between employees and employer, and we encourage you to discuss your ideas, concerns, or problems with your supervisor at any time.

Mid-Atlantic Printers believes that employee involvement in the decisions regarding quality, safety, efficiency, work performance, etc. are necessary to ensure Mid-Atlantic Printers' success in competing in the marketplace. To that end, Mid-Atlantic Printers will promote employee involvement whenever and wherever possible.

By working together, we will grow and prosper.

EQUAL OPPORTUNITY

Mid-Atlantic Printers maintains a policy of equal opportunity regardless of race, color, creed, religion, sex, national origin, age, handicap, or veterans' status.

If you have any questions regarding personnel policies or procedures, your supervisor will be available to assist you.

Mid-Atlantic Printers provides you with the best working environment, pay and benefits.

PERSONNEL POLICIES

OPEN DOOR POLICY

Mid-Atlantic Printers maintains an Open-Door Policy. This means you have the freedom and encouragement to communicate openly with management. If you need to share ideas, suggestions or concerns with your immediate supervisor or other company management, they will be available to do so.

PERSONNEL RECORDS

Mid-Atlantic Printers maintains a personnel file for each employee. It contains biographical information, work history, compensation records, appraisals, commendations, reprimands, training history and other employment information. The file belongs to Mid-Atlantic Printers, and its contents will not be made available to other employees or outsiders except as required by law, or as it relates to the conduct of Mid-Atlantic Printers' business and responsibilities. If you wish to review your file, you should contact your facility manager.

INTERNAL COMMUNICATIONS

All employees are encouraged to read bulletin board notices to keep well informed. Bulletin boards are located in your facility.

ATTENDANCE

Because each employee at Mid-Atlantic Printers plays a vital role in contributing to the industry's finest printing products, it is essential that every employee be at work every day. Your presence is needed to maintain Mid-Atlantic Printers dedication to quality and craftsmanship.

HOURS OF WORK

Your working hours will depend upon business and production demands. Management will advise you of your actual working hours, lunch and break times, and weekend work when necessary.

EXCUSED ABSENCES

There may be times, due to illness, personal reasons, or emergencies, when you cannot come to work. You should contact your supervisor before scheduled shift starting time to request permission to be absent. If you are unable to reach your supervisor before shift starting time, continue to call until contact is made. Your supervisor may excuse your absence for a legitimate reason.

However, repeated absences, even if excused, may be considered chronic, and if so, will be treated as a disciplinary problem. It is the responsibility of the employee, not a third party, to personally contact your supervisor when you are unable to report to work on schedule.

UNEXCUSED ABSENCES

If you do not tell your supervisor in advance that you will be absent, or your supervisor does not give you permission to be absent, your absence will be unexcused. Each supervisor is required to keep attendance records of all employees. If you have one unexcused absence, you will receive a written reprimand. Four written reprimands, for any reason within a 12month period, are grounds for termination. Also, if you are absent for two working days in a row without contacting your supervisor, you will be considered to have voluntarily quit. In this case you would lose company seniority and would have to be rehired to continue employment.

TARDINESS

If you are going to be late for work, you must contact your supervisor. If you are repeatedly late for work without an acceptable reason, you may receive a written reprimand.

LEAVING WORK

During your regularly scheduled work hours, you should remain in your department. If you need to leave your work area for any reason, you should contact your supervisor. If you leave the company premises without prior permission from your supervisor, you will be considered to have voluntarily terminated your employment with Mid-Atlantic Printers.

LOITERING

Loitering on company premises is prohibited, not only by outside individuals, but also by employees of Mid-Atlantic Printers. Loitering is defined as idly spending time on the premises of the company.

PERSONAL BUSINESS

There may be times when you will need to take time during working hours to conduct personal business. Any personal time must be requested in advance and approved by your supervisor.

PERSONAL USE OF TELEPHONES

Our telephone system is a vital business tool for communicating with customers; therefore, it is important that these lines remain open for business use.

Please inform your family and friends that you may not receive calls at work other than for emergencies.

LEAVE OF ABSENCE

There may be a time when you will need to request a leave of absence. The reason may be personal, medical or for military service. Leaves of absence require approval by the facility manager. The approved reasons for 12 weeks of unpaid leave under the Family and Medical Leave Act are as follows:

- 1) Birth/placement (adoption or foster care) within 12 months of birth or placement*
- 2) Serious health condition of employee*
- 3) Serious health condition (not Death) of spouse, son, daughter, or parent of employee (does not include in-laws). A leave of absence may be approved by the facility manager or a designated person in his or her absence. Mid-Atlantic Printers calculates FMLA eligibility on a "Rolling Back" 12-month period. This means that if you request FMLA leave, we will calculate your eligibility by "rolling back" twelve months from the day you request leave to determine how much of your 12 weeks of leave you have already used during that period. You should make arrangements for your leave through your supervisor. Leaves of absence must be approved by Rob Poindexter, President and Owner.*

MILITARY LEAVE

Members of Reserve or National Guard unit will be granted time off to participate in weekend drills, required annual training and emergency active duty. If your military pay for required annual training is less than your scheduled work week's pay, you will be paid the difference between your military pay and normal wage. You will be required to provide a voucher or other approved documentation of your military pay.

If you take a military leave to enter the U. S. Armed Forces, applicable federal law governs your rights to reinstatement, benefits, etc.

FUNERAL LEAVE

Mid-Atlantic Printers provides "replacement income" for an employee who is absent from work on a normal scheduled workday as a result of a death of an

immediate family member. Immediate family members include an employee's spouse, children, son-in-law, daughter-in-law, stepchild, parent, grandparent, stepparent, brother, half-brother, stepbrother, sister, half-sister, step sister, father-in-law, mother-in-law, brother-in-law (husband of an employee's sister or brother of an employee's spouse) or sister-in-law (wife of an employee's brother or sister of an employee's spouse). An employee is not eligible for pay for days which were not scheduled days of work.

An additional paid day will be granted in case of death of the employee's mother, father, mother-in-law, father-in-law, spouse, or child, either the day before or the day following the funeral.

JURY DUTY

In the event you are called for jury duty, you will be excused from work and be paid for 50% of the time missed from work (up to 8 hours) for each day served on jury. Contact your supervisor immediately so that arrangements can be made to cover your job.

COMPENSATION

Mid-Atlantic Printers understands the importance of paying competitive wages. Rates of pay for all jobs are determined by considering many variables that include job responsibilities, skills, dexterity, physical requirements, and other related factors.

We believe our rates of pay must be fair, and at the same time competitive with other jobs in our industry. Your specific rate of pay is determined by the job to which you are assigned. Our goal is to offer a pay structure that will allow Mid-Atlantic Printers to attract and retain the most qualified people available.

PAYDAY

The payroll period covers a two-week period from Wednesday to Tuesday and employees are paid on a bi-weekly basis, every other Friday. In the event you are unable to pick up your paycheck and wish to have someone other than yourself pick up your check, you must provide written permission in advance to the payroll department.

According to existing laws, there are certain legal deductions that must be made from your earnings including Federal Income Tax, State Income Tax, Social Security and Medicare.

OVERTIME

Production requirements may result in your being required to work overtime. Overtime hours will be paid according to the following guidelines: Employees who have already worked 40 hours during the one-week period from Wednesday to Tuesday will be paid time-and-a-half for every extra hour worked over 40 hours within that payroll week.

Employees required to work on Sunday (either because work is not available on Saturday, or the employee works their scheduled hours on Saturday) will be paid double time for the hours worked on Sunday. Employees asked to work on a paid holiday will be paid time-and-a-half in addition to eight hours of holiday pay, for the hours worked on the holiday.

For weekend shift, the same policy applies with Thursday being treated as Sunday for pay purposes.

EVALUATION PERIOD

Your first 60 calendar days at Mid-Atlantic Printers are a period of evaluation. You will be learning your job responsibilities and expectations. At the same time, your supervisor will evaluate you. This period of introduction gives both you and Mid-Atlantic Printers the opportunity to see if you are comfortable and qualified for your specific job. Mid-Atlantic Printers will present you with good opportunities should you meet the requirements. We cannot guarantee employment during or following the evaluation period. If, for any reason you wish to terminate your employment, you may do so. Mid-Atlantic Printers reserves a similar right to terminate an employee.

JOB OPPORTUNITY

At Mid-Atlantic Printers, your success, advancement, and career development are determined by your job performance. We encourage you to discuss job opportunities with your immediate supervisor at any time. Your supervisor can review job possibilities and selection criteria with you, as well as provide career and job counseling.

PERFORMANCE APPRAISAL

Your immediate supervisor continually appraises your job performance. It is formally evaluated at least once a year and is available to you in written form for your review.

UNEMPLOYMENT COMPENSATION

If you are laid off from work, through no fault of your own, you may be eligible for state unemployment compensation benefits. The rules, regulations

and benefits of this insurance are governed by the state agency that administers the program. Mid-Atlantic Printers pays the premiums for unemployment compensation insurance.

GRIEVANCE PROCEDURE

In the event of a misunderstanding or question, please consult your supervisor first. If you are not satisfied with the answer received, you may then express your grievance to a member of management. If you are still not satisfied, you may then request a meeting to discuss your concerns with Rob Poindexter, President and Owner. Your immediate supervisor will be requested to attend that discussion in an attempt to resolve the grievance.

TERMINATION

You will be terminated from service at Mid-Atlantic Printers if you receive three written reprimands, for any reason within a twelve-month period. You will usually receive counseling and/or written reprimands before being terminated for any disciplinary reasons. Certain violations could result in immediate termination.

BUSINESS POLICIES

ETHICAL BUSINESS CONDUCT

You are expected to conduct business within the boundaries of all laws and regulations established in the United States and foreign countries. Mid-Atlantic Printers' business and ethics policies for all employees include the following:

The use of funds, goods, or services in support of political parties or candidates is not allowed.

Employees may not use company property for their own benefit, or other inappropriate purposes. Bribes, gifts, favors and other behavior used to influence others outside or within Mid-Atlantic Printers are prohibited.

PROFESSIONALISM AND CONFIDENTIAL INFORMATION

It is important that you familiarize yourself with the policies and activities of the company. Should a question arise on a subject with which you are not familiar, you should direct the question to your immediate supervisor. You should be proactive in helping our customers obtain accurate information.

We often acquire important and confidential information about individuals and about businesses, due to the nature of the printing industry. It is essential

that this information remain confidential. When we safeguard information, our customers will begin to trust us and from that foundation we build long, lasting relationships. It is imperative that we do not discuss the business of the company or its customers and employees outside of the company.

OUTSIDE EMPLOYMENT

Employees of Mid-Atlantic Printers are permitted to obtain and have an additional job if the following guidelines are met:

The job may not interfere with the employee's job with Mid-Atlantic Printers in terms of work schedules, hours of work, or result in the employee not being able to perform at peak levels, to the satisfaction of his/her respective supervisor.

Employees may not seek outside employment with a company which is in competition with Mid-Atlantic Printers or may be competitive in nature with Mid-Atlantic Printers.

NO SOLICITATION-DISTRIBUTION

Solicitation by employees on Mid-Atlantic Printers' property is prohibited when the person soliciting, or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks.

Distribution of literature by employees on company property in nonworking areas during working time, as defined above, is prohibited. Distribution of literature by employees on company property in working areas is prohibited.

SEXUAL HARASSMENT

Sexual harassment of other employees, of customers, and of other third parties doing business with Mid-Atlantic Printers is strictly prohibited and should be reported immediately to your supervisor or other management representative. Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that is in any way intimidating or offensive. Conditioning or attempting to condition employment, compensation or any personnel action based upon granting of sexual favors is strictly prohibited. Sexual harassment of employees by customers or third parties doing business with Mid-Atlantic Printers should be reported to your supervisor immediately.

Mid-Atlantic Printers' Sexual Harassment Policy is posted as a permanent notice in your facility and provides information concerning procedures for employee complaints.

ALCOHOL/SUBSTANCE ABUSE

Alcohol and drug abuses are serious health problems in the United States. In addition, many workplace accidents can be directly attributed to alcohol and drug abuse.

In order to provide a safe work environment, Mid-Atlantic Printers has an alcohol and substance-free workplace policy. It provides disciplinary action for any employee who sells, uses, possesses, manufactures, distributes, dispenses, or purchases drugs or alcohol on company property. It also provides disciplinary action for any employee found to be involved in off premises conduct having to do with the manufacture, distribution, sale, use or purchase of illegal drugs.

Mid-Atlantic Printers would encourage you to contact your supervisor or another member of management if you do have a substance abuse problem. We want to help you, and your treatment will be handled with the strictest confidentiality.

Every employee is required to acknowledge that he or she has read, understood, and will abide by the Mid-Atlantic Printers Substance Abuse Policy.

BENEFITS

The benefits you receive will provide you with the security of knowing that assistance with medical expenses is available. It also provides a program to help employees to prepare for retirement through a 401k program

You will receive booklets to explain your insurance, 401k program and other benefits in greater detail if you are a full-time employee.

PAID VACATION ELIGIBILITY

Paid vacation is based on length of employment with the company. Vacation leave is on a calendar year basis; therefore, the first year of eligibility is prorated based on the actual period worked during the year. A new employee must work one year before becoming eligible for vacation. Unpaid leave will be left to the discretion of the employee's supervisor and must be requested two weeks in advance. Vacation leave is calculated as follows:

<i>Year of Service</i>	<i>Earned Vacation Time</i>
<i>First Year</i>	
<i>Years 2-4</i>	<i>One Week</i>

Year 5	Two Weeks
Year 6	Two Weeks. One Day
Year 7	Two weeks, Two Days
Year 8	Two Weeks, Three Days
Year 9	Two Weeks, Four Days
Year10	Three Weeks

Employees are asked to sign-up for vacation by February 1st.

However, if this is not possible, a two-week notice should be given to the immediate supervisor for approval. There may be times when it is not convenient for an employee to take vacation due to production needs. If more than one person from the same department requests the same dates for vacation, the person with the most seniority will be given priority. The company will strive to arrange workflow so that requests for vacation can be honored. No less than 1/2 day (4 Hours) of vacation may be taken at any time. Any unused vacation at the end of the calendar year will be forfeited.

If you separate from the company prior to June 1, you will be paid one half (1/2) of your eligible vacation less any vacation previously taken.

HOLIDAYS

Paid holidays for full-time employees include New Year's Day (New Year's Eve for second shift), Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and the following Friday, and two days at Christmas to be determined annually.

If you are absent before or after a paid holiday, you are required to bring in a medical excuse; otherwise, holiday pay will not be paid. This does not apply in situations where vacation requested was approved in advance.

TAX DEFERRED SAVINGS PLAN

The Mid-Atlantic Printers 401(k) Plan provides you with a way to save money using pre-tax dollars. You are eligible to participate after one full year of service. You may contribute one to fifteen percent of your base salary to the plan. Due to regulations, you may be restricted to contributing less than 15 percent. You will be notified if such a situation arises.

HEALTH CARE INSURANCE

Full time employees have thirty days from date of hire to enroll in our health coverage. After that period, enrollment occurs on an annual basis.

WORKERS COMPENSATION

You are protected by Worker's Compensation Insurance. It is paid for by Mid-Atlantic Printers and is required by state law. You will be covered by this plan should you become injured or ill because of your work.

SOCIAL SECURITY

Social Security benefits are administered under a program controlled by the Federal Government. Benefits are available which provide income and health care in case of disability or retirement.

DRESS CODE

All employees are expected to dress in accordance with individual job specifications and safety requirements. No open toed shoes, crocs, sleeveless shirts, or graphic material are to be worn at any time, by any employee.

Employees are expected to maintain a neat and professional appearance.

MEALS

Meal periods vary according to job responsibilities and department; however, every employee is entitled to a minimum of 30 minutes for lunch or dinner. Employees who keep hourly time records are required to clock out during meal periods.

Employees may leave company premises during lunch or dinner periods.

YOUR SUPERVISOR

Your supervisor is an important member of management and has achieved the position through hard work and the ability to get along with people. Your respect for this individual is necessary. Your supervisor should be your first source of information, guidance, support, and advice. If a problem arises, you are encouraged to make sure your supervisor has all the facts so that a fair solution can be reached. While your supervisor will always try to help you, he or she is responsible for the work of many people and must remain fair to all. You can rely on your supervisor to honor your confidence and give the proper consideration to your idea or problems.

SAFETY AND HEALTH

Mid-Atlantic Printers takes great pride in maintaining an excellent safety record. We will therefore strive to provide you with a healthy and safe work environment.

For your benefit, it is important that you follow safety rules and wear any required safety equipment. When an accident occurs, you must report it immediately to your supervisor, or another member of management, regardless of how insignificant the accident or injury may seem. Documentation of accidents is necessary to ensure proper payment of any medical or disability expenses. We encourage you to suggest ways in which safety and health of employees can be enhanced.

At Mid-Atlantic Printers, our goal is to prevent accidents and illnesses on or off the job through awareness and education.

SAFETY PROGRAMS

Today, all employers are required by the Occupational Safety and Health Act of 1970 to provide a safe place of employment. This congressional act recognizes that both employers and employees have obligations in establishing a safe work environment.

If you need protective equipment on your job such as safety glasses, hearing protectors or respirators, the company will provide it for you. Your help is needed to make sure that no safety hazards are overlooked. We are all working toward the common goal of a safe work environment.

SAFETY PRECAUTIONS

- 1. Follow all instructions. If you are unsure about any procedures, ask your supervisor.*
- 2. Keep your work area clean.*
- 3. Wear all safety/protective equipment provided to you. Remember loose clothing and jewelry can be dangerous around machinery.*
- 4. No "horseplay." It is dangerous and against company rules.*
- 5. Make sure any machinery being repaired is properly locked and tagged.*
- 6. Do not repair any machinery while it is in operation.*
- 7. Establish safety procedures with your supervisor and know what to do in case of an accident.*
- 8. Be aware of exits, emergency evacuation routes and fire extinguishers.*

Any violation of safety rules will result in disciplinary action.

COMPANY RULES

Rules of behavior are necessary when people work together. Rules provide standards of conduct that protect the safety and rights of all employees. While on company property, all employees are expected to follow company rules. Failure to follow company rules will result in disciplinary action, including termination of employment.

Mid-Atlantic Printers has plant rules posted on permanent bulletin boards. Every employee is encouraged to read the plant rules. You should discuss these rules with your supervisor or other company manager if you do not understand any of the rules.

Employees are not to release or use any confidential information relating to Mid-Atlantic Printers' products, plans or business decisions in any way that would be adverse to the best interest of the company. If you are aware of any unethical business conduct by another employee, you should inform management so that proper action may be taken.

THIS HANDBOOK HAS BEEN DEVELOPED TO INTRODUCE YOU TO THE POLICIES, PROCEDURES, PRACTICES AND BENEFITS OF MID-ATLANTIC PRINTERS. IT IS, IN FACT, AN OVERVIEW OF THE COMPANY AND IS NOT A COMPLETE MANUAL OR FINAL STATEMENT. MANY OF THE DESCRIPTIONS ARE DESIGNED TO GENERALLY ACQUAINT YOU WITH VARIOUS PLANS. DETAILS OR MORE CURRENT INFORMATION REGARDING THESE PLANS ARE INCLUDED IN SEPARATE MATERIALS THAT YOU MAY OBTAIN FROM YOUR SUPERVISOR OR OTHER COMPANY MANAGERS AND OFFICIALS.

Mid Atlantic Printers Handbook

***Acknowledgement of Receipt and
Understanding***

Employee Name:

Signature:

Date:
