

HONDA

Honda Transmission Mfg.
of America, Inc.

Associate Handbook

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Honda Transmission Mfg. of America, Inc.

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PURPOSE OF THE HANDBOOK

Welcome to Honda Transmission Mfg. of America, Inc. (HTM). It is HTM's belief that our success depends on mutual respect, teamwork and open communication among all associates. This handbook was designed to encourage communication and convey important information to associates by providing a summary of many HTM programs, policies and procedures. The contributions of all associates are important in building a strong HTM team. The policies in this handbook are intended to be fair and consistent in their application. They were designed to be simple to understand and provide for flexibility in responding to individual circumstances. **It is each associate's responsibility to read and understand these policies.** If you have any questions on policy content or intent, please contact any member of your department management or a member of Administration - Associate Relations.

On occasion, HTM policies may need to be revised to respond to business or associate needs. Accordingly, HTM reserves the right to make modifications to any or all of the policies contained herein, at its sole discretion, at any time.

RESPECT FOR THE INDIVIDUAL

The human being is born as a free and unique individual with the capacity to think, reason and create - and the ability to dream. "Respect for the Individual" calls on Honda to nurture and promote these characteristics in our company by respecting individual differences and trusting each other as equal partners. Respect for the Individual recognizes the following core concepts: Initiative, Equality, and Trust. Honda is comprised of individuals working together for a common purpose. Each individual, acting appropriately within his or her role, must translate the philosophy into actions. It is this contribution from each associate that contributes to the company's success, and every associate should be honored for these efforts. The belief of Respect for the Individual should be applied to our relationships with fellow associates and with the people and companies with whom we conduct our business.

HONDA PHILOSOPHY

Honda Motor Co., Ltd., was founded in 1948. The company began by making engines, which were clipped onto bicycles. Since those modest beginnings, Honda has grown to take a leadership position in the areas of motorcycle, automobile and power products design and manufacturing.

A driving force behind Honda's growth came from the leadership of the founders: Mr. Soichiro Honda and Mr. Takeo Fujisawa. The most valuable thing the founders gave the company was the Honda philosophy. It is this philosophy that serves as the basis of Honda's business endeavors past, present and future.

Honda is now engaged in business activities on a global scale. It is necessary for Honda associates worldwide to understand, respect, share and implement a unifying philosophy. The Honda philosophy should be the base of action and judgment for all companies and associates within the Honda group.

The Honda philosophy would be meaningless if it were to remain no more than words. Words alone are not important; what is important is for the intended meaning of the words to be fully understood and translated into action so that this philosophy takes root as the corporate culture in each company. It is Honda's belief that accomplishing this will lead us to a strong future.

The Honda philosophy is expressed in this illustration.



The center of Honda's philosophy is the Company Principle. Underlying the Company Principle are two fundamental beliefs:

- Respect for the Individual
- The Three Joys

Surrounding the Company Principle are the management policies, which help guide our daily actions and surrounding everything are the values that make up the Honda philosophy.

COMPANY PRINCIPLE

Maintaining a global viewpoint, we are dedicated to supplying products of the highest quality yet at a reasonable price for worldwide customer satisfaction.

FUNDAMENTAL BELIEFS

- Respect for the Individual
- The Three Joys
 - Ø The Joy of Buying
 - Ø The Joy of Selling
 - Ø The Joy of Creating

MANAGEMENT POLICIES

- Proceed always with ambition and youthfulness.
- Respect sound theory, develop fresh ideas and make the most effective use of time.
- Enjoy your work and encourage open communication.
- Strive constantly for a harmonious flow of work.
- Be ever mindful of the value of research and endeavor.

OPERATING PRINCIPLES

- **Quality in All Jobs**
Learn, Think, Analyze, Evaluate and Improve
- **Reliable Products**
On time, with Excellence and Consistency
- **Better Communication**
Listen, Ask, and Speak Up

OPERATING PRIORITIES

In all areas of manufacturing operations, HTM observes the following priorities:

1. Safety
2. Quality
3. Production

“Action without philosophy is a lethal weapon; philosophy without action is worthless.” - Soichiro Honda

THE HONDA VISION --- POWERED BY DREAMS

Soichiro Honda faced a faltering economy and a very limited amount of money for investment when he founded Honda Motor Co. at Hamamatsu, Japan in 1948. Driven by a burning personal interest in the internal combustion engine and an unstoppable desire, he started supplying Japanese consumers with a simple, efficient and economical form of transportation, which was critically needed at the time - bicycles powered with small, war-surplus engines.

The odds were clearly against Mr. Honda at the start of his company, but he continued to focus on the future by designing and manufacturing his own engines and motorcycles. With his vision solidly in place, it quickly became clear that Honda was on its way to becoming an innovative force in the transportation industry.

WORLDWIDE REPUTATION

Honda earned a reputation for quality, performance and reliability in Japan, but had yet to gain the respect and confidence of the world. This changed in 1959, when Honda surprised well-established British and European motorcycle companies by winning some of the most prestigious motorcycle races in the world. The Honda name became the trademark for superior quality and outstanding performance throughout the international motorcycling industry.

Worldwide motorcycle sales immediately reflected Honda's accomplishments on the challenging motorcycle racing circuits. Within a few years, Honda motorcycle sales surpassed those of the older European and U.S. manufacturers.

Honda's challenging spirit continued with Mr. Honda's desire to expand into the automobile industry. The first Honda autos produced in 1960 were small sports cars. Like the motorcycles that preceded them, they enjoyed an excellent reputation for quality and performance. Production of a small sedan began in 1966 and four years later Honda exported its first automobile to the United States, the Honda N600. Honda engineers developed another small car for the U.S. market that was introduced in 1973 as the Honda Civic. It quickly became popular with U.S. consumers, as did the Honda Accord when introduced to the United States in 1976. Based on a core philosophy of respect for the individual, Honda continues to manufacture automobiles, motorcycles and power products that exceed customer expectations. Honda associates are encouraged to work as a team to produce highly engineered products with superb quality, as efficiently as possible. The philosophy of Respect for the Individual carries through with respect for society and the environment. Honda has been the leader in fuel-efficiency and vehicle safety, and is in the forefront of producing vehicles that minimize the impact on the environment. The company succeeded under Mr. Honda by viewing product engineering as a means to an end. Under this philosophy, it is important to first determine the needs of consumers and society, and then pioneer innovations in technology to meet those needs.

In addition, the Honda challenging spirit combines the competitiveness of the individual with the cooperative effort of the team. Each member of the Honda team is viewed as an intelligent, creative and energetic associate who can make endless contributions to the company's overall success.

HTM History

When Honda of America Manufacturing (HAM) decided to manufacture automobiles in Marysville, it began a search for U.S. suppliers to supply component parts and assemblies. After further studies and discussion, Honda decided to create a new business in Ohio to assemble seat parts. As a result, American Honda negotiated with Tokyo Seat and Sankei Giken of Japan to form a joint venture called Bellemar Parts Industries. Bellemar was incorporated in December of 1981 and started production in Marysville in October of 1982. Two other facilities were built in 1984 and 1987. The Russells Point facility started operations in July of 1985 and the Canadian facility in September of 1988.

In 1994, planning began to assure the long term stability of Bellemar. Due to the lack of research and development capabilities, it was difficult to be competitive in the products Bellemar was producing. As a result, a plan was made to transfer Bellemar's seat business to other companies.

The most important part of the plan focused on establishing Bellemar as Honda's center of automatic transmission production in North America. This new business allowed our associates to secure their future with a stable product that would be a core part of the automobile. Shortly after establishing our first automatic transmission line in July 1996, Bellemar became wholly owned by American Honda and changed its name to Honda Transmission Mfg. of America, Inc. (HTM) effective January 1, 1997.

HTM has continued to produce quality transmissions and has expanded our drive train components to include gears and four-wheel drive rear differentials.

BUSINESS PRACTICES

HTM's compliance and ethics *Business Practices Policy* is intended to emphasize Honda's philosophy and commitment to good corporate citizenship and appropriate business conduct. Consistent with this philosophy, it is the policy of Honda Transmission Mfg. of America, Inc. (HTM) to comply with both the letter and the spirit of all laws. As a corporation, HTM acts through associates, and it is the responsibility of each associate to comply with all laws and HTM policies. Further, associates are expected to observe high standards of business ethics when acting on HTM's behalf.

All associates are not only encouraged, but are obligated to call to HTM's attention any situation in which this policy may be violated. Any associate who has questions about this policy or who needs to report a known or suspected violation of this policy should do one of the following:

- Contact your supervisor or manager
- Contact the functionally responsible section (e.g. Safety and Health, Environmental, etc.)
- Contact Administration
- Contact the Corporate Compliance & Ethics Office at:

937-843-5555 ext. 2000 or 1-800-642-5524; or the Honda North America Corporate Compliance Office at 855-462-2236, 24 hours a day, 7 days a week. Callers have the option of remaining anonymous. Associates who call the 1-800 Line or leave a voice message must provide sufficient information to enable HTM to conduct an investigation (e.g., shift, area, names, etc.)

HTM will undertake an investigation of any suspected violation of the compliance and ethics *Business Practices Policy*. Violations may result in corrective action up to and including separation from employment. Retaliation or adverse action against any associate for reporting a suspected violation of HTM policy is prohibited. HTM policy also prohibits associates from knowingly making false reports.

Please refer to the compliance and ethics *Business Practices Policy* for additional details.

EQUAL EMPLOYMENT OPPORTUNITY

HTM is an equal opportunity employer that does not tolerate discrimination against any person based on race, color, religion, genetic information, gender, sexual orientation, national origin, age, disability, military status, or any other protected characteristic, in accordance with applicable law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, associate development, transfer, promotion, compensation, and corrective action.

All associates must comply with this policy. If you believe that you have been the target of, or may have observed discriminatory conduct, you must report it promptly to any member of management, Administration - Associate Relations, or the Compliance & Ethics Line.

EMPLOYMENT OF DIRECT RELATIVES

Direct relatives of HTM associates are eligible for hire. For purposes of this policy, direct relatives are: parents, children, spouse, brothers, sisters, halfbrothers, half-sisters, grandparents and grandchildren. These relatives are also considered direct if they become relatives through a legal adoption.

HTM will assign direct relatives to different supervisors as defined by your department. Direct relatives may not have supervisory responsibilities over the other person, nor shall associates be required to take direction from a direct relative. It is your responsibility when requesting a transfer, to notify Administration - Associate Relations if any direct relatives work in the area of interest.

EMPLOYMENT REFERENCES

Requests for information about a current or former HTM associate should be referred immediately to Administration. Associate employment information is considered confidential; therefore, strict observance of this policy is expected of all associates.

LAYOFF AND RECALL

HTM's intention is to offer stable employment and only hire associates when there is a reasonable likelihood their employment will continue. However, HTM's ability to operate is dependent upon materials, market demands, and other matters beyond its control. As a result, even the best efforts cannot prevent the possibility of a reduction in workforce. During periods of material shortages, inventory adjustments, breakdown of machinery or equipment, or other factors, HTM may need to reduce

production. For temporary reductions in production, the payroll week may be reduced before any associates are laid off; should a reduction in workforce beyond one (1) full pay period become necessary, HTM will follow the procedures below:

Temporary Layoff Procedure

In the event the temporary reduction in production continues for longer than one (1) full pay period, HTM may layoff associates whose services are not required for up to 21 consecutive calendar days without regard to their associate service date. When a temporary layoff extends beyond 21 consecutive calendar days, HTM will follow the Indefinite Layoff Procedure.

When a production associate is temporarily laid off for more than 160 hours in a calendar year, HTM will either:

- Offer that production associate a transfer to the job held by the production associate with the least amount of associate service, or
- Reduce the workforce in accordance with the Indefinite Layoff Procedure.

Indefinite Layoff Procedure (Production)

In the event HTM needs to reduce production for an indefinite period, HTM will lay off those associates with the least amount of associate service. In order to maintain the efficiency and quality of production, HTM may transfer retained associates, as deemed necessary.

HTM will recall production associates in order of associate service. As production associates are recalled, HTM may transfer production associates as necessary to maintain the efficiency and quality of production.

Indefinite Layoff Procedure (Equipment Service)

If it becomes necessary to reduce the number of Equipment Service associates, HTM will first displace trainee associates according to their length of service as Equipment Service associates. If further reductions are necessary, HTM will displace Maintenance/Equipment Service associates with the least amount of Maintenance/Equipment Service, providing the remaining Maintenance/Equipment Service associates have the abilities and/or licenses necessary to perform the required work. If their associate service allows, displaced Equipment Service associates will be transferred to Production, provided they formerly worked a Production position. Equipment Service associates will be recalled in order of their Maintenance/Equipment service.

Extended Coverage for Insurance

All insurance provided by HTM will be extended for one (1) full calendar month following the month of layoff. Medical insurance will be extended for an additional period of time as indicated in the following chart. Insurance coverage will only be extended for those who were eligible for insurance at the time of layoff. After the extended coverage, you may be entitled to continue coverage at your expense under COBRA.

Continuation of Service and Insurance during Layoff

	Associate Service Prior to Layoff			
	Less than 6 months	6 months to 1 year	1 year to 2 years	2 years or more
Maximum continuation of associate service during one (1) layoff period	1 year	1 year	2 years	3 years
Extended coverage for all insurance (Basic Life, Accidental Death and Dismemberment, Dental, Vision and Disability)	1 month	1 month	1 month	1 month
Additional extended coverage for Medical and Major Medical (Medical and prescription)	1 month	2 months	4 months	6 months

REHIRE POLICY

Former full time associates who resigned from the company in good standing may be considered for full time positions in Equipment Service, Die Service and exempt roles.

NON-HARASSMENT

HTM's philosophy of *Respect for the Individual* is based on the fundamental belief in the uniqueness of the human being. HTM believes the diversity of its workforce is a source of strength, and harassment of any kind undermines this principle. HTM provides a work environment where all individuals are treated with respect and dignity. HTM prohibits any form of unlawful harassment, including harassment that relates to a person's race, religion, color, national origin, age, disability, genetic information, sex, sexual orientation, military status, or other protected characteristics in accordance with applicable law.

Sexual harassment is prohibited by law and usually involves unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

All HTM associates are responsible for complying with HTM's prohibition against harassment. HTM expects all associates to object to inappropriate conduct by stating clearly and firmly to that person that his or her particular behaviors, actions, or statements are unwelcome.

If you feel you cannot object to the unwelcome conduct or, if after stating objections, the conduct continues, you must promptly report the incident to: any member of management; Administration - Associate Relations; and/or The Compliance & Ethics Line at 937-843-5555 ext. 2000 or 1-800-642-5524; 24 hours a day, 7 days a week

HTM will not retaliate, nor permit any associate to retaliate against anyone who either objects to unwelcome conduct, or reports harassment. HTM also prohibits associates from knowingly making a false complaint of harassment. Any associate who has violated any part of this policy may be subject to corrective action up to and including separation from employment.

ASSOCIATE STANDARDS OF CONDUCT

In order for HTM to maintain a productive organization and to ensure a cooperative and professional work environment, a number of Standards of Conduct have been established. While it is not possible to list all of the expected Standards of Conduct in the workplace, the following are the minimum Standards of Conduct that HTM expects from each associate. These Standards of Conduct apply to everyone at HTM, and if violated, may result in corrective action up to and including separation from employment. If multiple violations exist, the result may be considered gross accumulated misconduct and could result in separation of employment.

Violation of these standards occurs if you:

1. Report late to shift start; leave early for or return late from breaks or lunch; or stop work before the end of shift
2. Fail to comply with HTM's Solicitation/Distribution policy
3. Report to the work area without wearing your HTM uniform and/or any required personal protective equipment

4. Fail to observe established safety rules
5. Fail to report a work-related injury/illness on the day your injury/illness occurs to your supervisor or the HTM Nurse
6. Are absent for three (3) consecutive workdays without notifying HTM or fail to return to work within three (3) workdays following a leave of absence or notification to return to work
7. Leave the work area during assigned working hours without first notifying your supervisor
8. Steal, willfully damage, or hide any property belonging to other associates or HTM
9. Willfully deface, damage or sabotage any HTM product or property
10. Park inappropriately or outside of the designated associate parking areas
11. Interfere with the work of another
12. Work below the standard for either quality or quantity of work
13. Sleep or loaf while on the job
14. Tamper with or deliberately misuse emergency or production equipment
15. Obtain property, money or other privileges from HTM through fraud or misrepresentation, or engage in this type of activity while conducting HTM business
16. Refuse to comply with the legitimate instructions of management and/or supervision
17. Use abusive or threatening language either to, or about, fellow associates
18. Misrepresent facts or falsify records or reports, such as personnel records, medical records, leave of absence documentation, inventory counts, quality control reports, etc. Misrepresenting includes additions, deletions, or modifications made to the original document
19. Gamble on HTM premises
20. Remove, deface or change posted notices or bulletins
21. Purchase or attempt to purchase, sell or attempt to sell, consume, or are under the influence of alcohol while on HTM property
22. Possess, purchase, sell or use any illegal drugs; distribute or misuse prescription drugs while on HTM property, or report to work under these influences
23. Create a flame or use any tobacco products, including smokeless tobacco, or similar products/devices outside designated smoking areas
24. Bring weapons or other related paraphernalia onto HTM premises
25. Use cameras, video equipment, or recording devices without proper authorization while on HTM premises
26. Fail to comply with HTM's leave of absence requirements
27. Inappropriately obtain or share confidential information with anyone who does not need to know it
28. Interfere with or fail to participate in an authorized HTM investigation, or because of an investigation, participate in any form of retaliation activity

29. Bring or remove tools or equipment to or from HTM premises without proper authorization
30. Remove from the premises any HTM property without proper authorization
31. Fight with or attempt to injure another associate while on HTM premises
32. Indulge in horseplay or practical jokes while on HTM premises
33. Fail to comply with HTM's established attendance guidelines
34. Create an intimidating, hostile or offensive working environment, or retaliate against a fellow associate in any way
35. Willfully scan another's identification card
36. Use another associate's locker or store anything in your personal locker other than personal possessions and uniforms
37. Duplicate any HTM keys without proper authorization
38. Use HTM electronic communication tools inappropriately
39. Place signs, notes, papers, or any materials not required for production in or on any products

ASSOCIATE COACHING AND COUNSELING

At HTM, the focus of coaching and counseling is to correct or improve unacceptable job performance or workplace behavior. In most circumstances, you will be given the opportunity to improve an area of concern through a coaching or disciplinary counseling process as explained below:

Coaching:

If improvement in any area is necessary, your team leader, supervisor and/or an Administration - Associate Relations representative may meet with you to discuss the concern. HTM regards this discussion as coaching. During the coaching, you and your team leader, supervisor and/or Administration - Associate Relations representative will try to identify solutions to help improve the situation.

Counseling:

The counseling process is a formal way of documenting when improvement is necessary. You and your supervisor and/or an Administration - Associate Relations representative will have a formal discussion about correcting an area of concern or addressing conduct that is not consistent with associate Standards of Conduct. The HTM counseling system is generally progressive, but may not be, depending upon the nature of a situation. In serious cases when good business practices require, or the welfare of other associates is at stake, counseling may occur at any level.

If you receive any level of counseling, you will lose promotion privileges for 12 months from the date of the counseling as well as the right to transfer departments. In certain circumstances, HTM may reassign and/or demote you.

The three (3) levels of progressive counseling:

Associate Relations Counseling (Level I)

Whenever your work performance, or workplace behavior is unsatisfactory, or you violate HTM Standards of Conduct or policy, an Administration - Associate Relations representative and/or your immediate supervisor will discuss the situation with you, define the acceptable behavior, and provide improvement expectations.

Manager Counseling (Level II)

If your behavior or performance continues to be unacceptable, and a Manager Level Counseling is appropriate, an Administration - Associate Relations representative and your Manager or Assistant Manager will hold a counseling session with you to discuss the situation, emphasize acceptable behavior, and reaffirm improvement expectations.

Manager Counseling and 3-Day Suspension (Level III)

If your behavior or performance continues to be unacceptable, an Administration - Associate Relations representative and your Manager or Assistant Manager will hold another counseling session with you after which you may be suspended for a period of three (3) working days without pay. Your failure to have corrected your performance and/or behavior may result in additional corrective action up to and including separation from employment. You will not be permitted to cover the suspension with PTO.

SEPARATION REVIEW PANEL

Occasionally, it becomes necessary for HTM to separate an associate from employment. A decision to separate an associate is a serious matter, and it is HTM's policy to give a non-exempt associate who has been separated the opportunity to appeal the decision to a Review Panel. The Separation Review Panel does not apply to cases involving separation if you: (1) are unable to return to work after 2 years on an authorized leave of absence; (2) violate HTM's Drug and Alcohol Free Workplace policy; (3) violate HTM's Workplace Violence policy; or (4) create an intimidating, offensive or hostile work environment.

If you are separated, and wish to appeal your separation, you must request an appeal from Administration - Associate Relations within three (3) working days of being notified of the separation, including the day notified.

HTM processes an appeal as quickly as possible and normally conducts a Review Panel within five (5) workdays. In turn, you must be able to attend a Review Panel within thirty (30) days of the separation date, or relinquish right to the appeal. Once a Review Panel is scheduled, it can only be re-scheduled for a serious and unexpected hardship. If you fail to appear on time for the Review Panel, you will forfeit your right to a Review Panel.

The Review Panel allows you the opportunity to state your position concerning the separation. Only HTM associates with a role in the specified Review Panel are permitted to participate in the Review Panel. At the conclusion of the Review Panel, each panel member will vote, by secret ballot, on whether the separation should be upheld or reversed. If the majority of the panel votes to uphold the separation decision, your appeal will end, and your separation will be final. However, if the

majority of the panel votes to reverse the separation decision, HTM will reinstate you. The Review Panel's decision is considered final.

PERFORMANCE MANAGEMENT

To ensure performance expectations are communicated and an evaluation of that performance is provided formally, HTM has established an annual performance review for Exempt and Non-exempt Staff level associates with an additional mid-year progress check for Exempt associates. These discussions will enable you and your supervisor to have specific two-way communication regarding key issues related to your performance. You are expected to constructively participate in this process.

CONFLICT OF INTEREST

HTM relies on associates to act professionally with the highest standards of ethics, integrity, honesty and fair dealing, and to avoid any appearance of impropriety. HTM must rely on associates involved in company decisions to act professionally and avoid any appearance of impropriety.

You must avoid involvement in situations which create, or appear to create, conflicts with the interests of HTM. A conflict of interest occurs whenever an associate allows the possibility of direct or indirect personal gain to influence his/her judgment in conducting any HTM business. Associates must be sure not to create even the appearance of a conflict of interest.

You are prohibited from accepting gifts of any kind from suppliers, competitors or others with whom we have a business relationship, or are seeking to do business with HTM, if the value of the gifts exceeds \$50.00 or entertainment of any kind if the value of the entertainment exceeds \$100.00. If associates have any reason to believe that they or any one else may be in a conflict of interest situation, they must immediately report the conduct to their Department Manager, an Associate Relations Representative, or HTM's Compliance and Ethics Line at (937) 843-5555 ex. 2000 (24 hours a day, 7 days a week) or in-plant at extension 2000. Please refer to the Business Practices Policy for additional information.

UNIFORMS

HTM provides uniforms to associates to ensure:

- Product quality by avoiding scratches and other deformities
- A team environment among all associates
- A clean and attractive work environment that projects a favorable image to visitors, customers and dealers when they visit the work site
- Personal protection from specific hazards
- Wear shirt sleeves down to promote personal safety

All HTM associates are responsible for wearing the required uniform as outlined in this policy. While uniforms are intended for HTM work only, you may wear your uniform when commuting to and from work. However, you should not wear your uniform for any other purpose or in any other place outside HTM.

HTM uniforms are provided by another company who supplies, cleans, and repairs the uniforms at no cost to the associate. Only the supplier may alter a uniform.

You are responsible for wearing the appropriate uniform (blend, cotton, Fire Retardant (FR) Arc Flash C-2) to ensure your safety and promote team unity. Uniforms should be worn appropriately in order to maintain a favorable image. Only the top button may be open on shirts and undershirts should be waist length, or if longer, tucked into the pants. Pant legs may not be rolled up. Some areas of production may require wearing a hat, bump cap or hard hat. When you wear a hat in the plant, wear a HTM company hat. Open toe or open back shoes, such as clogs or flip-flops, are not permitted to be worn in any work area at HTM. Associates may purchase the official HTM hooded sweatshirt to wear in work areas as needed. In some cases HTM may provide outside wear (e.g., hats, jackets, etc.). Department management must approve all outside wear requests. Other types of jackets or outside wear are not permitted to be worn in work areas.

FR Arc Flash C-2 uniforms serve as the primary personal protection for designated associates who may be exposed to Arc Flash hazards. The red tag marking on the FR Arc Flash C-2 uniform is solely intended to identify the uniform as a HTM approved FR Arc Flash C-2 uniform; the marking provides no indication of the level, qualifications or capabilities of the associate. At all times, the designated associates must:

- Wear HTM FR Arc Flash C-2 red tag uniform;
- Wear shirt sleeves in the down and snapped position;
- Wear only natural fabric under-layers and under garments; and
- Launder the FR Arc Flash C-2 uniform per the instructions provided in the HTM ESRWP training and the HTM FR Arc Flash C-2 uniform laundering guide.

If you desire extra uniforms above the allotted amount for your position, contact a uniform supplier representative for the specific cost that will be deducted from your pay.

LOCKERS

HTM provides you with space for personal belongings that is secure and away from the production area. You are responsible for keeping your personal belongings away from production areas. You must use only your assigned locker and key provided by Administration. If the key is lost or broken, you must obtain a replacement by notifying Security. Lockers are the property of HTM and the company reserves the right to search an associate's locker for reasonable cause at any time. You should not use your assigned locker for storage of anything other than your personal possessions and uniforms.

LUNCH AND REST BREAKS

The HTM cafeterias are available for associate meals and break periods. If you bring your meal, there is ample refrigerated space in the cafeterias and some break

areas for storage. Associates must eat and/or drink only in designated lunch, break, outside picnic areas or approved meeting rooms. Dishware may not be removed from any cafeteria.

The lunch break is thirty (30) minutes in duration. If you leave HTM premises during this time, you must scan out as you leave and scan in when you return. Additionally there are two (2) ten (10) minute break periods in each eight (8) hour shift (one before and one after lunch). Break periods may be added or altered for associates working in departments scheduled for a twelve (12) hour shift, or when overtime is scheduled.

COMPANY-ISSUED POOL CARS

HTM may provide company automobiles for business travel. An associate must hold a valid driver's license to be eligible to use a company-issued pool car. Company automobiles must be operated only by the associate and in accordance with all federal and state requirements. You are responsible for any traffic violations and fines or other penalties incurred while driving. You must immediately notify Administration - Associate Relations in the event of an accident involving the vehicle. You will be responsible for paying the insurance deductible in the event of any loss or damage determined to be caused by your negligence. While using the automobile, you must keep it clean and report any unusual findings while the vehicle is in your care.

SOLICITATION AND DISTRIBUTION

The United Way campaign is the only solicitation that may take place during work time. You must limit all other solicitations and distributions to lunch, break, or off-shift hours. The distribution of literature is only permitted in the lunch and break areas and at the associate entrances. Unattended items for solicitation and distribution are subject to standard safety/housekeeping practices. Use of HTM business tools for the purpose of solicitation/distribution (other than for United Way) is prohibited.

TELEPHONE CALLS AND PERSONAL COMMUNICATION DEVICES

In the interest of safety, quality, and confidentiality, the use of personal electronic devices is prohibited in the manufacturing work area, or in any other work area designated as confidential by management. Limited use of electronic communication devices, with or without photographic capabilities such as personal pagers, personal computers, cell phones, smart phones, PDAs blue tooth technology, e-readers, etc., in these work areas may be acceptable with prior management approval for business purposes or in some instances medical conditions.

Camera and recording device use is prohibited without proper management authorization while on HTM property. Inappropriate use or communication of Honda proprietary or confidential information is a violation of HTM

policy and is subject to corrective action up to and including separation of employment.

Due to the heavy volume of business calls, you should ask your friends and family not to call during business hours.

Occasionally, you may need to receive an emergency phone call during business hours and you will be contacted to receive or return the call. If it is necessary for you to place a telephone call during work time, you must first obtain permission from your supervisor before leaving the work area. If placing a phone call during non-work time, you may use a public telephone or your personal electronic communication device outside the manufacturing area.

BUSINESS TRAVEL

It may be necessary for associates to travel on company business. All associate business travel must be requested through a Trip Request form. This form must be completed by the associate and approved by a member of management. Additionally, you must complete an ACH (Automated Clearing House) form so any travel expenses may be reimbursed through direct deposit into the account of your choice.

Whenever your business travel includes an airline flight and/or overnight lodging, Administration will make all necessary arrangements and reservations for you. HTM will reimburse expenses which are properly documented with receipts and comply with the Travel and Entertainment policy. To receive reimbursement, you must submit a Travel Expense Report within 14 days following your business trip. Referenced forms may be accessed on the HTM intranet in the QMS master listing. If you are conducting HTM business and/or representing HTM off HTM property, you are expected to conduct yourself in an appropriate and responsible manner. Unacceptable behavior or conduct will be addressed appropriately in accordance with HTM policies and procedures.

PLANT SHUTDOWN (WEATHER OR EMERGENCY)

In the event severe weather or other conditions require the delay or shutdown of plant operations, associates may obtain information by calling the HTM Plant Status line at (888) 237-3307. See Plant Shutdown (Plant Emergency) matrix on the following page.

Note: If HTM announces a two (2) hour delay but subsequently cancels the entire shift, the HTM Plant Status Line will be updated as soon as possible.

In addition, you can also register to receive plant status updates through a mass notification system. In the event of a delay or cancellation, HTM will send an automated message or text to the telephone number(s) and/or email address(es) that you have provided by registering on the mass notification website.

Mass notification is a voluntary program. To participate, you must register (and update) your contact information on the mass notification provider website. Information on registration is available on the HTM intranet site, website or in Administration. It is the responsibility of each associate to ensure contact information is accurate.

The Plant Status Line will remain HTM’s primary method of communication. This system is another method to receive production status information.

If the plant is closed during your scheduled shift, time off will not be paid and will not require the use of PTO. In cases where an emergency closing is not declared, associates who choose not to report to work or who are late will be subject to the provisions of the Attendance Policy.

As a reminder, HTM does not use radio or news media to notify associates that the plant will be closed and you must contact the HTM Plant Status line for accurate information.

Emergency Plant Shutdown Matrix

OPERATING STATUS	SHUTDOWN DESCRIPTION	TYPICAL CAUSES OF A SHUTDOWN	ASSOCIATES WHO <u>DO NOT</u> REPORT FOR WORK	ASSOCIATES WHO <u>DO</u> REPORT FOR WORK

NON-EXEMPT WAGE SYSTEM

HTM offers a competitive total compensation package to all associates who are classified as “non-exempt” under the Fair Labor Standards Act. At HTM, non-exempt associates usually hold non-management positions in Production, Equipment Service and Support areas.

Non-exempt associates’ total compensation package includes a base hourly wage that may be supplemented by additional pay in the form of overtime, shift premiums, attendance bonus, Spring Earnings Payment and bonus sharing. The non-exempt compensation package is reviewed semi-annually and adjustments may be made based on HTM’s overall financial condition, competitive position, and the market situation.

Production

Production has one wage rate for all production associates. The wage rate has a progression schedule that relates to an associate’s service.

Equipment Service

Equipment Service has one wage rate, which has a progression schedule that relates to service in the Equipment Service group.

Non-exempt Staff

Non-exempt Staff Associates have wage rates based upon role and responsibility. The wage rates have a progression schedule that relates to an associate’s service.

EXEMPT COMPENSATION

HTM provides a competitive compensation package to associates who are considered “exempt” under the Fair Labor Standards Act (FLSA). Exempt associates typically perform managerial, professional, or administrative functions at HTM and are provided a base salary for all hours worked in a payroll week. Exempt Level I and II associates are eligible to receive overtime pay, as described in the Overtime Pay policy. Exempt associates’ compensation package includes participation in the HTM bonus sharing program and merit payment. Adjustments to exempt base salary are reviewed once a year. Such adjustment decisions are impacted by HTM’s overall financial condition, competitive position, the market situation, and an associate’s performance. It is HTM’s policy to fully comply with the FLSA. In keeping with this commitment, HTM will pay exempt associates their full salary for any pay period in which they perform work, subject only to deductions permitted by law. HTM will promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the FLSA. Exempt associates should review their pay statement carefully upon receipt. Any discrepancies or deductions that appear to be improper should be reported to their supervisor or Administration-Associate Relations as soon as possible. Any deductions determined to be improper will be adjusted.

PAYROLL

The payroll week begins on Thursday at 12:00 a.m. (Wednesday night at 8:00 p.m. for third-shift associates) and ends 168 hours later. The normal work week consists of five (5) days, eight (8) hours per day. Typically, you will be paid on Thursday of each week. HTM's practice is to pay associates the week following when the hours are worked.

The amount of your paycheck is determined by your regular rate of pay, bonuses and premiums that may apply, and any overtime you may have worked. HTM is required by law to deduct all applicable taxes and to remit them directly to the appropriate agencies. No other deductions will be made unless required or allowed by law, or associate obligation or request. Associates may have voluntary deductions taken from their pay in accordance with HTM-supported plans, such as United Way, Credit Union, 401(k), etc.

You should review your pay statement carefully upon receipt. Any discrepancies or deductions that appear to be improper should be reported as soon as possible. Any deductions determined to be improper will be adjusted.

IDENTIFICATION CARDS

All HTM associates are responsible for retaining their identification card at all times while on HTM property. Use your identification card for the following purposes:

- Identification while on HTM property
- Access HTM facilities
- Scan in/out when reporting for/leaving work (for all associates eligible for overtime)
- Check your Paid Time Off balance

Associates are not permitted to use an identification card belonging to another associate for any purpose.

If you lose or damage your identification card, you must replace it within three (3) workdays.

OVERTIME

Overtime Pay

All HTM non-exempt and exempt level I and II associates are responsible for scanning in and out and obtaining the approval of their supervisor to work overtime in order to claim overtime pay.

Non-exempt and exempt level I and II associates are eligible for overtime pay as follows:

ELIGIBILITY/TYPE	NE	EX I	EX II
<ul style="list-style-type: none"> • Shutdown 	1.0	1.0	1.0
<ul style="list-style-type: none"> • On Saturday • Excess of normal daily shift (usually 8 hours per day) • Excess of 40 hours per week 	1.5	1.5	1.0
<ul style="list-style-type: none"> • HTM observed holiday or Sunday 	2.0	2.0	1.5

Overtime Scheduling

When business conditions require overtime, HTM expects associates to support these needs. Daily overtime may be worked at either the beginning or the end of the regular shift. Generally, daily overtime will be announced before the end of the preceding day. In some cases, same day notice may be necessary. Generally, weekend overtime will be announced by the end of shift on the preceding Wednesday. In some cases, later notice may be necessary. Those associates who normally perform the work (as identified by line, area, team, department, etc.), or those associates identified as the affected group, will be scheduled to work the overtime.

When overtime is voluntary, department management should select associates on a rotating basis by associate service of those who are trained and able to perform the required work. Once you volunteer for overtime, you become scheduled and are subject to the provisions of the attendance policy. Mandatory or voluntary overtime is not guaranteed for the length of time scheduled. The end of shift will be declared when business conditions are met.

ATTENDANCE BONUS

Monthly

HTM hires only the number of associates needed to meet work-scheduling demands. In order to achieve both short and long-term objectives, HTM relies upon you to contribute to your fullest potential. One important aspect is excellent attendance.

The Attendance Bonus emphasizes the importance of regular attendance and rewards those associates who maintain perfect attendance. All full-time, non-exempt associates qualify for an Attendance Bonus if they have had perfect attendance for all regularly scheduled hours during any consecutive four (4) week period. However, you will forfeit the Attendance Bonus if you fail to scan in or out, are absent, tardy or leave early from work for any reason, unless HTM directly compensates such time. Absences not counted against the Attendance Bonus generally include approved time off for jury duty, bereavement, holiday and PTO. Associates on an approved Military Leave for annual training will receive bonus credit throughout their leave. Associates on approved HTM Medical Leave, Personal Leave or FMLA will not receive bonus credit.

Associates who arrive to work on time and work for a full shift, but forget to scan in or out, may protect their bonus by either using two (2) or four (4) hours of PTO. However, if you forget to scan out at the end of your scheduled shift, you may return and scan out within eight (8) hours following the end of your scheduled shift, provided your supervisor can verify the time.

Associates who are late to work, or who leave early, may use PTO in accordance with the PTO policy to cover their absences/tardiness and to protect their bonus. If you have four (4) consecutive weeks with Attendance Bonus credit, you will receive your Attendance Bonus in your regular pay statement. If you miss a week of the Attendance Bonus credit, you must start over again to earn four (4) weeks in a row.

Annual

In addition to the Monthly Attendance Bonus, associates who maintain 52 consecutive weeks of perfect attendance will receive an Annual Attendance Bonus.

PERFECT ATTENDANCE

Based upon cumulative calendar years of perfect attendance, eligible associates may qualify for the following:

Years of Perfect Attendance	Award
1 - 2 years	\$30.00
3 years	\$40.00
4 - 9 years	\$55.00 plus birthday off
10 - 14 years	\$55.00 plus birthday and anniversary day off
15 years	\$55.00 plus birthday and anniversary off, and watch (or cash equivalent)
16 - 19 years	\$55.00 plus birthday and anniversary off
20 years	\$55.00 plus birthday, anniversary and one day off of your choice, and ring (or cash equivalent)
21 years plus	\$55.00 plus birthday, anniversary and one day off of your choice

Perfect Attendance will not be earned during a calendar year in which an associate takes FMLA, Medical Leave, Personal Leave or Absence. Associates will retain credit for their cumulative number of years of perfect attendance.

Birthday and/or anniversary days in this policy may be taken anytime during the calendar year after it is earned and must be pre-scheduled and approved by your department. Only one birthday and/or anniversary can be taken each year.

SERVICE RECOGNITION

The service award is intended to recognize associates who have contributed to HTM's continuing success.

Each HTM associate who has completed the years of service below will receive the following service award for achieving each significant service milestone:

- 10 yrs - \$300
- 15 yrs - \$600
- 20 yrs - \$1000
- 25 yrs - \$1500
- At retirement, \$200 per full year of service after 25 years will be paid to the associate (maximum of \$3,000).

SHIFT PREMIUM

HTM will pay a shift premium for all hours worked on a scheduled second or third shift. Any shift beginning on or after 12:00 noon, but before 4:00 a.m. will be considered a second or third shift.

REPORTING PAY

HTM will pay you for the inconvenience of reporting to work when the scheduled shift is canceled without sufficient notification. This policy does not apply when work is canceled due to weather; power, gas, water failures; natural catastrophes; computer system failure; or any other circumstance beyond HTM's control.

To be eligible for reporting pay, you must have reported for a scheduled shift by scanning in on the time clock and the shift must have been canceled (without sufficient notification) prior to the shift or within the first four (4) hours of the scheduled shift. HTM will pay reporting pay of four (4) hours at a straight time rate, or overtime rate for overtime days in lieu of pay for actual hours worked.

Your department may assign you to alternate work. If your department gives you the option to leave, instead of performing alternate work, and you choose to leave, you will be paid for actual hours worked and will forfeit reporting pay. If alternate work is not available the reporting pay policy will apply.

CALL BACK PAY

HTM pays a minimum to associates for the inconvenience of reporting back to work after completing a scheduled shift. To be eligible for call-back pay, you must have worked your previous scheduled shift and left HTM property. However, if you are still on the premises, and are requested to return for additional work, call back pay does not apply.

HTM will pay you a minimum of four (4) hours at the straight rate or your actual hours worked at the applicable rate, whichever pay is greater.

If the work for which you are called back to perform does not provide you with the equivalent of four (4) hours of regular pay, department supervision may assign you alternate work. If alternate work is not available, the supervisor may authorize you to leave and call back pay will apply.

If the supervisor gives you the option to leave instead of performing alternate work, and you choose to leave, you will be paid for actual hours worked and will forfeit the call back pay.

If you are called in prior to your scheduled shift and work into your shift, call back pay does not apply. However, if you are called in prior to your scheduled shift, but do not work your full shift because HTM does not supply the work, you will receive overtime pay for the hours worked prior to your scheduled shift.

HOLIDAY / SHUTDOWN PAY

Generally, full-time, active associates are eligible to receive their regular rate of pay for each observed holiday and shutdown day (“Holiday Pay” and “Shutdown Pay”). Such associates must work their last scheduled shift (complete shift) before, and their next scheduled shift after a holiday or shutdown period in order to receive holiday or shutdown pay. For the purposes of this policy, the term “work” includes scheduled PTO, call-in PTO (2 hrs. maximum), or HTM-compensated time away from work (bereavement, jury duty, and military). Associates working a regularly scheduled twelve (12) hour shift should contact their department management for their Holiday/Shutdown pay policies. ****Reference page 70 for the impact on pay of absence or Leave of Absence before, during or after a holiday/shutdown.**

Associates who work during a **HTM-observed holiday** may choose one of the following overtime options:

OPTION #1

- (a) Holiday Pay (8 hours of regular, straight time pay);
- (b) Non-exempt and Exempt I associates also will receive straight time (1.0) pay for all regular shift hours worked. Exempt II will receive half time (0.5) pay for all regular shift hours worked.
- (c) Non-exempt and Exempt I associates will also receive double time (2.0) pay for any hours worked beyond regular shift hours. Exempt II associates will receive time and a half (1.5) pay for any hours worked beyond regular shift hours; and
- (d) Deferred PTO for shift hours worked (given in increments of 4 or 8 hours).

OPTION #2

- (a) Holiday Pay (8 hours of regular, straight time pay);
- (b) Non-exempt and Exempt I associates will receive double time (2.0) pay for all regular shift hours and hours worked beyond regular shift hours. Exempt II associates will receive time and a half (1.5) pay for all regular shift hours worked and hours beyond regular shift hours worked.

Associates who work during a **HTM shutdown** may choose one of the following overtime options:

OPTION #1

- (a) Shutdown Pay (8 hours of regular, straight time pay);
- (b) No pay for regular shift hours worked; Normal overtime pay for hours worked beyond regular shift hours;
- (c) Deferred PTO for shift hours worked (given in increments of 4 or 8 hours).

OPTION #2

- (a) Shutdown Pay (8 hours of regular, straight time pay);
- (b) Straight time pay (1.0) for all regular shift hours worked; Normal overtime pay for hours worked beyond regular shift hours.

Once you volunteer to work a holiday or shutdown day, you become scheduled and are subject to the provisions of the attendance policy. Associates working a regularly scheduled twelve (12) hour shift should contact their department management or the Payroll Department for information related to their Holiday/Shutdown compensation.

MEDICAL TREATMENT FOR WORK-RELATED INJURY/ILLNESS

Any on-the-job injury/illness must be reported the day of injury to the HTM Nurse and your department supervisor. Any medical treatment provided on-site will be administered by the HTM Nurse or a member of the Medical Response Team. You are required to cooperate with the HTM Nurse or any other treating health care professional in connection with a claim for Worker's Compensation and treatment of any work-related injury. HTM provides paid time away from work if you require medical treatment for work-related injuries/illness, provided that the treatment is authorized by HTM. Immediate reporting of an injury ensures that the Nurse or Medical Response Team can evaluate the injury and either administer immediate treatment or arrange to transport you for further medical attention. In all cases, you and appropriate HTM representatives must complete an Accident/Incident Investigation Report.

Paid/Unpaid Time for Work-Related Medical Treatment/Attendance at Hearings

Type of Occupational Treatment	How		When		Pay	
	HTM Referral of Associate for treatment	Associate own Choice for treatment	Treatment during regular shift hours	Treatment during scheduled overtime	Pay for time spent in treatment	Pay for remainder of regular shift (if unable to return to work)
Initial Treatment: First time associate is seen for reported injury	X		X		Regular rate	Yes
	X			X (Pre-shift)	Overtime rate for 1/2 hr.	Yes, pay at regular rate
	X			X (Post-shift)	Overtime rate for 1/2 hr.	No
	X			X (Saturday / Sunday)	Overtime rate	No
		X	X	X	Unpaid	None
Initial visit to a specialist (if cannot be scheduled during off-shift hours)	X		X		Regular rate	Yes
		X	X	X	Unpaid	No
Follow up treatment with physician or specialist (if cannot be scheduled during off-shift hours)	X		X		Regular rate	No
Diagnostic testing / Physical Therapy (if cannot be scheduled during off-shift hours) (i.e., EMG, CT Scans, etc.)	X		X		Regular rate	No
		X	X	X	Unpaid	No

Type of Occupational Treatment	How		When		Pay	
	HTM Referral of Associate for treatment	Associate own Choice for treatment	Treatment during regular shift hours	Treatment during scheduled overtime	Pay for time spent in treatment	Pay for remainder of regular shift (if unable to return to work)
Independent Medical Exam ("IME") - Company required	X	N/A	X		Regular rate and mileage	No
	X	N/A		X	Overtime rate and mileage	No
BWC required examination					No Pay No Penalty	No
Industrial Commission hearing			X	X	No Pay No Penalty	No
Appointment with physician of injured workers choice			X	X	Unpaid	No

EDUCATIONAL REIMBURSEMENT

Educational reimbursement is intended to encourage associates to improve current job performance, increase job-related knowledge, and broaden future potential within Honda by attending courses of study at an approved (Accredited, Licensed, approved by program administrator) educational institution. The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality. Associates can verify an institution's accreditation status at the following link: <http://ope.ed.gov/accreditation/>.

All active associates who have completed three (3) months of employment are eligible to receive educational reimbursement. An associate must submit an Education Reimbursement Request form and class description at least one (1) week before the course start. For classes starting immediately after a planned shutdown, forms must be received prior to the last day of work. Associates are responsible for paying the educational institution. To be eligible for reimbursement, coursework must be related to the associate's current job at HTM, or potential future job assignment within Honda. Potential future job assignments are considered those that are held by a Honda associate, not assignments that are held by contractors (e.g. massage therapists, truck drivers, etc.). Failure to comply with these requirements may result in denial of request for reimbursement.

Upon successful course completion, you must submit copies of itemized receipts and grade reports to Administration within sixty (60) days. Grades below C, Incomplete, Withdrawals, changed or dropped courses are not eligible for reimbursement. Reimbursement is limited to no more than 100% of the costs of tuition, books, and required fees up to the maximum of \$5250 per calendar year. The reimbursement will be applied against the allotted amount in the calendar year the reimbursement is paid.

If you receive educational reimbursement and subsequently separate employment (voluntary and non-voluntary) within certain time periods, you must repay HTM the portion of educational reimbursement outlined below:

Time Period	Percent Due to HTM
Within the last 12 months	100%
More than one 1 year but less than 2 years	67%
More than 2 years but less than 3 years	33%
More than 3 years	No repayment

*The time period is based upon the last reimbursement date to the associate and the last date of employment.

JOHN GEESE MEMORIAL SCHOLARSHIP

John Geese joined the Bellemar/HTM team in February 1982 as its first Associate and served as the first Plant Manager. He assumed many duties in Administration, Purchasing, Accounting, Construction Management and Policy Development; although his great love was serving associates through Human Resources Management. John was a “people person” and cared about his family, job, company and every associate.

Because of John’s great contribution to the company, his love of people, his belief in education, and his vast skills in Human Resources Management, the company has established the John Geese Memorial Scholarship.

- The guidelines and conditions for awarding the scholarships are as follows:
- A recipient must be a full-time HTM Associate with at least six (6) months of service, or the spouse or dependent of a full-time HTM Associate with six (6) months of service.
- The recipient must be a full-time student of an accredited college or university pursuing a Bachelor of Arts or Bachelor of Science degree in Business Administration with an emphasis in Management/Human Resources.

- The scholarship consists of an annual grant of \$2,500. Recipients may apply for subsequent annual grants for up to 4 years.

To receive a subsequent annual grant, a recipient must have an overall grade point average and major grade point average of 2.5 on a 4.0 scale.

ASSOCIATE INVOLVEMENT

HTM encourages associates to be involved in HTM's daily operations with an emphasis on constant improvement and associate development, and to extend their involvement to volunteer activities to improve their community. Associates who contribute to the following activities may be eligible to receive incentives, grants or awards.

A.W.A.R.D. (Appreciate Work And Recognize Dedication) Program

This program is intended to inspire associates to identify and make improvements at HTM in the areas of productivity, safety, environment, quality, delivery, cost, and morale.

NH-Circle (Now, New, Next Honda)

NH-Circle activity is a small group of associates voluntarily working together to resolve problems or make improvements which relate to their work area or other areas at HTM. NH-Circles will work together through a step-by-step process. All HTM full time production, Non-exempt Staff and Exempt associates are eligible to be team members in an NH-Circle.

Hero Volunteer Program

This program encourages associates and their spouses to volunteer with a nonprofit/charitable organization. If an associate or his/her spouse volunteers a minimum of 50 hours during a 12-month period to one eligible organization, HTM will provide a grant of \$250.00 to that organization. See Associate Relations - Administration for more information about this program.

ASSOCIATE ASSISTANCE PROGRAM (AAP)

With concern for the well-being of all associates, HTM sponsors the Associate Assistance Program (AAP) to help you or your eligible dependents that are experiencing personal difficulties. The AAP is an independent assessment, referral, and follow-up service provided through various contracted health care service providers. There is no cost for the initial assessment, and all contact with the AAP is strictly confidential. If an AAP counselor decides that additional services are required from an outside source, AAP assists in the referral to a network provider. The HTM medical plan may cover some of the expense. You should refer to HTM's medical plan for details of coverage. Contact Administration for more information.

ATTENDANCE

HTM does not hire more associates than necessary; therefore, it is vital that you maintain excellent attendance. HTM expects 100% attendance of all associates. An attendance occurrence is defined as an absence from any scheduled work not covered by PTO or other approved time away from work. If you fall below 98%, or have four (4) or more occurrences during a six month period, HTM will work with you to improve your attendance through the progressive counseling system. The purpose of coaching and counseling for attendance is to confirm your understanding of the attendance policy, and to help correct the attendance situation. Generally, HTM will follow the progressive counseling steps as outlined in the counseling policy. If progressive counseling is not effective in improving your attendance trend, HTM may take additional corrective action up to and including separation of employment.

REPORTING ABSENCES

If you know that you will be absent or late for work you must call the Attendance Reporting Line toll free at (877) 843-1486. This will allow HTM to cover your position for that time, avoid unnecessary overtime and hardship on other associates, and minimize the impact on production. If you need to leave prior to the end of your shift, you must get approval from your department supervision.

From time to time, you may not know of an absence or lateness in advance. In this case, you must call the Attendance Reporting Line prior to the start of your shift or as soon as practicable.

Prompt absence reporting is expected. Failure to report absences for three (3) consecutive work days could result in separation from employment.

PAID TIME OFF

HTM recognizes that all associates benefit from having company Paid Time Off. Paid Time Off (PTO) is provided to associates for personal time away from work. You will earn PTO as listed below:

New Associates (with one year or less of service)

Months of Service	Available PTO
3 Months	8 Hours
6 Months	8 Hours
9 Months	8 Hours
12 Months	48 Hours

Associates (with more than one year of service)

Complete Years of Service	Available PTO
2 Years	80 Hours
5 Years	88 Hours
6 Years	100 Hours
8 Years	120 Hours
10 Years	128 Hours
12 Years	140 Hours
15 Years and More	160 Hours

The PTO year begins on the first day of your anniversary month and continues for a period of twelve (12) consecutive months. You are eligible to use PTO on the first day of your anniversary month following the year in which you earned the PTO.

You must work a minimum number of base hours in a year (starting with your month of hire your “anniversary month”) to earn PTO. If you work less than a full year, you will receive PTO based on the number of base hours you have for that year. Base hours include regular, holiday/shutdown, PTO, military duty, jury duty and bereavement. Base hours are outlined in the table below:

1560+ hrs worked	100% PTO earned
1300 - 1559 hrs worked	75% PTO earned
1040 - 1299 hrs worked	50% PTO earned
1039 hrs or below	No PTO earned

Scheduling PTO

The PTO scheduling year is January 1 through December 31. You should use an Associate Activity Form to schedule PTO. A PTO request is any number of consecutive workdays that are not separated by a holiday or shutdown. You may schedule PTO in four (4) or more hour increments. The four (4) hour increment may be scheduled for the first, middle or last four (4) hours of the shift. Associates may schedule two (2) hour increments up to 16 hours maximum per anniversary year.

If you are on leave of absence during a period of time when your PTO was previously approved, the PTO request will be cancelled and made available to another associate.

In November of each year, Associates may exercise their length of service to request preferred PTO for the following year. If you are on leave of absence during the November scheduling period and wish to schedule PTO for the upcoming year, it is your responsibility to submit your request to your department during the scheduling period.

During the November request period, your supervisor will complete the PTO approval process in accordance with associate service, dates of availability and department scheduling requirements.

The options will be reviewed by your supervisor in associate service order (from highest to lowest) beginning with each associate's requests. If your requested date(s) is available, it will be granted. If your requested date(s) is not available, other dates will be considered for availability. Your supervisor will ask you for additional options to be considered prior to confirming the next associate's request.

After the initial PTO scheduling is completed, you may request to schedule PTO for the calendar year at any time during the calendar year, and it will be granted if the date is available. Review is on a first-come, first-approved basis. PTO should be requested and approved no later than the end of the work shift prior to the day you have requested.

In some cases, scheduled PTO may be granted on the same business day based on a departments business needs. You must obtain your supervisor's approval to utilize a PTO day to leave work early once you have reported to work for your scheduled shift. The Supervisor may approve same business day requests by the department PTO guidelines once business needs have been confirmed for the shift.

When you request a transfer to a new area and/or new position (transfer, shift change, promotion, or team change within the department), the department will only honor the previously approved PTO if sufficient manpower is available. When HTM requests the associate transfer based on business needs or reduction in workforce, the associate's new department will make every attempt to honor the previously approved PTO. Therefore, you should request PTO as soon as possible after arriving in your new area. In November, if you are aware you will be changing departments, you should submit your PTO requests to your new department.

If you have previously scheduled PTO for at least the last eight (8) hours on the Friday before or the first eight (8) hours on Monday after a scheduled Saturday/Sunday, you will not be required to work on the scheduled Saturday/Sunday. The PTO must have been approved before the scheduled Saturday/Sunday is announced, and you must use the PTO you scheduled unless previously cancelled.

Cancelling PTO

If you do not plan to use your scheduled PTO, you must notify your supervisor as soon as possible, but no later than lunch the day before the scheduled PTO. The supervisor will then review denied PTO requests (in the order they were received) and offer other associates the opportunity to use the now available PTO time.

The cancellation provision does not apply to PTO requests made the day prior to the PTO time requested. If you schedule PTO the day prior and report to work, you lose the ability to use your PTO, unless you notify your supervisor prior to shift start.

If there is a pattern of failure to cancel scheduled PTO which affects the

opportunity of others to schedule time off, your ability to request and/or cancel PTO in the future may be limited.

Call-In PTO

The intent of call-in PTO (provided you have available PTO hours) is to cover emergency or unforeseeable circumstances that require you to be tardy or absent from work without prior notification.

Associates will earn call-in PTO as listed below:

- New associates may borrow one (1) day of call-in PTO during their first 12 months of employment
- Associates with one or more years of service may use up to four (4) days of their PTO as call-in PTO each year.

You must contact HTM prior to the start of your shift and schedule 2, 4, 6, 8 or 12 hours of call-in PTO.

Only two (2) hours of Call-in PTO can be used for tardiness at the start of your shift. If you have exceeded your allotted number of two hour PTO occurrences, you will be charged with 4 hours of call-in PTO.

Cash-In PTO / PTO Carryover

You may elect to cash-in available PTO at any time throughout the year. The minimum amount of PTO cash-in is eight (8) hours.

You may carry over a maximum of eighty (80) hours of PTO to the following anniversary year. Any remaining, unused PTO will be paid to you by the third pay period of the following anniversary year.

Call-In PTO may not be exchanged for cash until the end of the associate's anniversary year.

Call-In PTO may not be exchanged for PTO until the Associate has eight (8) hours or less PTO available for that anniversary year.

LEAVES OF ABSENCE

HTM recognizes that an associate may, on occasion, need to be away from work for an extended period of time. HTM provides for this need by offering several types of Leaves of Absence. The type of Leave appropriate for a situation will depend on the associate's need. All HTM leaves must be:

- Requested in a timely manner;
- Supported by proper documentation; and
- Approved by HTM's leave administrator, Sedgwick

Generally, approved leaves must extend three (3) or more consecutive workdays.

If you require a leave of absence, you must meet all requirements for obtaining and extending a leave. If you have questions concerning HTM's leave of absence policies or concerning a particular leave, you should contact HTM's leave administrator, Sedgwick, at 1-888-538-2732, HTM Administration or refer to the Leave of Absence Application. A call to Security will not be accepted as a request for a leave of absence. A leave of absence to cover a period during which you are incarcerated or restricted by law enforcement for any reason will not be approved.

OBTAINING A LEAVE OF ABSENCE

If you need a Leave of Absence, you must request a leave by contacting the HTM Attendance Reporting Line at 1-877-843-1486, or HTM's leave administrator, Sedgwick, at 1-888-538-2732. A call to HTM Security WILL NOT be accepted as a request for a leave of absence.

Your request must be made in a timely manner as follows:

- If your need for Leave is foreseeable, you must request the Leave at least thirty (30) days in advance of the Leave start date. If thirty (30) days is not possible, notice must be given as soon as practicable. "As soon as practicable" means within one or two work days after the need for Leave became known to you.
- If your need for a Leave is not foreseeable, you must request a Leave of Absence no later than the end of your shift on the third work day missed. The first day missed counts as day one (1). Scheduled Saturdays and Sundays count as workdays.
- If you need to miss work intermittently for an episode of incapacity, you must contact Sedgwick prior to the start of your shift and provide the case number to have this time considered for approval. If you are at work and need to use intermittent leave, you should notify your supervisor before leaving work, and report the absence to Sedgwick within two (2) hours of leaving work. Receipt of confirmation number ensures you have reported your time, however it does not confirm approval of the time. A Leave of Absence Application (LOA Application) will be mailed to you after calling HTM's leave administrator. You will receive a LOA application due date and a case number. This number confirms the call and activates the request. LOA applications are also available in Administration.

You must complete and return the Leave of Absence request form and all required medical or other supporting documentation to Sedgwick within twenty-one (21) calendar days after you activate the leave of absence application. The day after you activate your request counts as day one (1). Failure to request a Leave of Absence or return supporting documentation timely is a violation of the Leave of Absence policy and may result in the delay or denial of your Leave. If the LOA application due date falls on a weekend or over a holiday/shutdown, you must provide the completed documentation by the next regularly scheduled workday following the weekend or holiday/shutdown. It is your responsibility to contact HTM's leave administrator to confirm receipt of your documentation. You will be notified in writing when the Leave request has been approved or denied.

It is a violation of HTM's policy to misrepresent facts related to a leave of absence or to falsify or alter any document related to a leave of absence.

EXTENDING A LEAVE OF ABSENCE

If you need additional leave time, you must request an extension of an existing leave from Sedgwick by calling 1-888-538-2732 within three (3) consecutive work days following your scheduled return-to-work date on file. Scheduled Saturdays and Sundays count as workdays.

You must also submit medical or other documentation supporting the leave extension within twenty-one (21) calendar days of your original return-to-work date to Sedgwick. Your scheduled return-to-work date counts as day one (1). Failure to request an extension of your leave timely is a violation of the Leave of Absence policy and may result in the delay or denial of your extension. Each request for extension of your leave is subject to review and approval by Sedgwick. You will be notified in writing when the leave extension has been approved or denied.

UNAUTHORIZED LEAVE OF ABSENCE

If you are absent for three (3) or more full consecutive workdays without covering the time missed with paid time off (PTO) or an authorized leave of absence, corrective action up to and including separation from employment may occur.

RETURN TO WORK

When returning to work from a Leave of Absence for your own health condition, a return-to-work slip from your health care provider must be provided to the HTM Nurse, or if unavailable, to Administration. The health care provider must have completed the return-to-work slip within fourteen (14) calendar days prior to your return to work.

Third shift associates returning to work from a leave of absence for their own health condition will not be allowed to work until the actual calendar date of the return-to-work slip from the health care provider.

If you intend to return to work before your scheduled leave ends, you must notify Administration two (2) consecutive work days in advance so that the company can prepare for your return. If you return to work from your leave of absence with medical restrictions, HTM has programs that may result in a medical accommodation for you. Additional information regarding these programs is available by contacting a member of Administration - Health & Safety.

TYPES OF LEAVE

FAMILY LEAVE (FMLA)

Family and Medical Leave Act

FMLA is mandated by the Family and Medical Leave Act of 1993. The law defines the manner in which family leaves are granted and administered.

Eligibility for FMLA

- At least 12 months of service with HTM and
- At least 1250 hours worked during the twelve (12) months immediately preceding the leave.
- Maximum of 12 weeks per rolling 12 month period
- 26 work weeks of leave during a single 12 month period for an associate who is the spouse, adult child, parent, or “next of kin” to care for a covered service member injured while in the line of duty.

Complete details are available from Sedgwick or Administration - Payroll and Benefits.

Qualifying Reasons

FMLA is for your family-related situation (i.e., to care for an immediate family member, such as a spouse, parent, or child, with a serious health condition; to care for your newborn child; or for the placement of a child with you for adoption or foster care). FMLA will also apply for your own health condition (work related or non-work related) as defined by the Family and Medical Leave Act of 1993.

All leave requests that are eligible and qualifying will be designated as FMLA leaves.

- FMLA granted for you to provide care for a family member requires completed medical certification related to the family member.
- In cases where an intermittent FMLA is approved for medical appointments, you must make reasonable efforts to arrange the least disruptive schedule.
- In cases involving bonding time for birth, adoption or foster care:
 - Leave time must be taken in one (1) continuous period and within 12 months of the qualifying event.
 - Where both parents are associates, a combined maximum of 12 weeks leave may be taken.

PTO in conjunction with FMLA intermittent leave

In conjunction with FMLA, associates who take unscheduled, intermittent leave will be required to use all but five (5) days or forty (40) hours of available PTO concurrently with their FMLA Leave. When PTO is used in conjunction with FMLA, it can be taken in one (1) hour increments.

Non-discrimination and harassment under FMLA

HTM will not tolerate any harassment, discrimination, or retaliation against any associate exercising his or her rights under FMLA or against any associate opposing any practice made unlawful by FMLA or against any associate participating in any proceeding related to FMLA.

MEDICAL LEAVE

Medical Leave is for you when you are incapacitated from working three (3) or more consecutive business days due to your own health conditions. Associates must receive in-person medical treatment during the period of incapacity and provide a complete medical certification (medical facts about condition start and end dates of incapacity, treatment, and treatment dates) must be provided to Sedgwick. When an associate is on HTM Medical Leave longer than twenty-four (24) consecutive months, he or she may be separated from employment. If an associate returns to a regularly scheduled work shift for forty-five (45) consecutive work days, the twenty-four (24) month limitation will end (or is reset).

PERSONAL LEAVE

Personal Leave requests will be considered for those associates who have serious, unexpected hardships that require time away from work not covered by any other means (e.g. other types of leave or PTO). You are eligible to apply for Personal Leave, regardless of your length of service; however, HTM requires associates to use all remaining PTO first. You should direct all requests for a Personal Leave to Administration - Associate Relations.

MILITARY LEAVE

HTM supports time off for duty in the uniformed services and provides military leave for enlistment, training, and call to duty.

For training and call to duty:

- You must request a leave of absence from Sedgwick and supply the appropriate documentation from your military unit;
- The return to work date is established by the documents provided and the Uniformed Services Employment and Re-Employment Rights Act (USERRA) guidelines.

For enlistment (voluntary or drafted):

- You must request a leave of absence from Sedgwick and supply the appropriate documentation from your military unit;
- The enlistment period must not exceed a cumulative five (5) year period unless the enlistment is the result of a national emergency or an Act of Congress;
- Re-employment must be requested within the appropriate time frame from the end of military service (per USERRA guidelines);
- A DD-214 indicating the type of discharge must be supplied with the request for re-employment; and
- HTM reserves the right to deny your reinstatement if you are less than honorably discharged.

Military Leave Supporting Family Members

If you are supporting family military service, in addition to rights granted under FMLA for military exigency and military caregiver leaves of absence, under Ohio law you may be eligible for an unpaid leave of absence for 10 days when your spouse, child, ward or former ward has been called to active duty in the uniformed services or has been injured, wounded, or hospitalized while serving on active duty in the uniformed services. Complete details are available from Sedgwick or Administration - Benefits.

<p>Family Leave (FMLA)</p>	<ul style="list-style-type: none"> • 12 months of HTM service • 1250 hours worked during the last 12 months 	<ul style="list-style-type: none"> • Serious health condition, as defined by the FMLA, of an associate • To care for an immediate family member (spouse, child, or parent) with a serious health condition, as defined by the FMLA • Birth/care of an associate's new born child • Placement with associate of a child for adoption or foster care • While a covered military member (parent, spouse or child) is called to or is on covered active duty* in order to deal with a qualifying exigency • To care for spouse, child, parent or "next of kin" who is a covered service member ill/injured 	<ul style="list-style-type: none"> • If need for leave is foreseeable, advance notice or within 1-2 business days of learning of your need for leave • If need for leave is not foreseeable, notice within three (3) consecutive work-days of absence. The first day missed counts as day one (1). • If you need to miss work intermittently for an episode of incapacity you must notify HTM's leave administrator prior to the start of your shift or if at work you must notify your supervisor before leaving and HTM's leave administrator within two (2) hours of leaving work. • Medical treatments and appointments require advance notice to HTM's leave 	<ul style="list-style-type: none"> • Leave of Absence Request form • Certification of Health Care Provider form • Authorization to Release Information form • Certification of Military Exigency or Military Caregiver Leave 	<ul style="list-style-type: none"> • Return per approved leave notice • Medical documentation releasing associate to return-to-work if on FMLA for own health condition • The health care provider must have completed the return-to-work slip within 14 calendar days prior to your return-to-work 	<ul style="list-style-type: none"> • Attendance Bonus unprotected • Unpaid leave 	<ul style="list-style-type: none"> • Continuous • Intermittent • Reduced schedule



<p>Medical Leave (Not FMLA Eligible)</p>	<ul style="list-style-type: none"> • Active HTM associate 	<ul style="list-style-type: none"> • Incapacity of the associate for a minimum of three (3) full consecutive workdays • Must receive in-person treatment during the period of incapacity 	<ul style="list-style-type: none"> • Advanced notice means as soon as practicable but no later than the end of the shift the day before the scheduled appointment date • If need for leave is foreseeable, 30 day advance notice or or within 1-2 work days of learning of your need for leave • If need for leave is not foreseeable, notice requesting leave is required within three (3) consecutive workdays of absence. The first day missed counts 	<ul style="list-style-type: none"> • Leave of Absence Request form • Certification of Health Care Provider form • Authorization to Release Information form 	<ul style="list-style-type: none"> • Medical documentation releasing associate to return-to-work • The health care provider must have completed the return-to-work slip within 14 calendar days prior to your return-to-work 	<ul style="list-style-type: none"> • Attendance Bonus unprotected • Unpaid leave 	<ul style="list-style-type: none"> • Continuous
<p>Personal Leave</p>	<ul style="list-style-type: none"> • Active HTM associate 	<ul style="list-style-type: none"> • For associates who have serious, unexpected hardships • Situations that cannot be covered by any other means (i.e., other types of LOA) • Situations that generally require at least three (3) consecutive workdays to resolve 	<ul style="list-style-type: none"> • If condition is foreseeable, 30 day advance notice or within 1-2 work days of learning of your need for leave • If condition is not foreseeable, notice requesting leave is required within three (3) consecutive work-days of absence. The first day missed counts as day one 	<ul style="list-style-type: none"> • Leave of Absence Request form • Supporting documentation 	<ul style="list-style-type: none"> • Return per approved leave notice 	<ul style="list-style-type: none"> • Attendance Bonus unprotected • Unpaid leave • Use of available paid time off (PTO) 	<ul style="list-style-type: none"> • Continuous



			Notice or Leave Request Requirements	Documentation	Return-to-Work	Impact on Pay or Attendance Bonus	in Which Leave may be Taken
Ohio Military Leave	<ul style="list-style-type: none"> • 12 consecutive months of HTM service • 1250 hours worked during the last 12 months 	<ul style="list-style-type: none"> • Associate's spouse, child, ward or former ward is a member of the uniformed services and is called to active duty for a period longer than 30 days • Associate's spouse, child, ward or former ward is a member of the uniformed services and is injured, wounded, or hospitalized while serving on active duty 	<ul style="list-style-type: none"> • Notice requesting leave at least 14 days prior to taking the leave for activity duty • Notice requesting leave at least two (2) days prior to taking the leave due to an injury, wound, or hospitalization • Leave time for a family member's call to active duty can occur no more than two (2) weeks prior to or one (1) week after the deployment date of the family member 	<ul style="list-style-type: none"> • Leave of Absence Request form • Certification of Military Deployment or Health Condition of Military Service Member 	<ul style="list-style-type: none"> • Return per approved leave notice 	<ul style="list-style-type: none"> • Attendance Bonus unprotected • Unpaid leave 	<ul style="list-style-type: none"> • Continuous, once per calendar year, up to 10 days
Military Leave* (for training)	<ul style="list-style-type: none"> • Active HTM associate 	<ul style="list-style-type: none"> • Annual ordered training 	<ul style="list-style-type: none"> • Notice requesting leave as soon as practicable,** prior to leave 	<ul style="list-style-type: none"> • Appropriate documentation from the associate's military unit • Associate must submit their Leave and Earnings statement to receive payment as defined by the policy 	<ul style="list-style-type: none"> • Per USERRA guidelines 	<ul style="list-style-type: none"> • Attendance Bonus protected • Paid difference between base pay and basic military pay for two (2) weeks per military fiscal year 	<ul style="list-style-type: none"> • Continuous

COMP DAY

An associate who is required to work a full weekend schedule (a minimum of 8 hours on Saturday and Sunday) may take one unpaid day off (“Comp Day”) either the Thursday or Friday prior to the weekend worked or during the following regular work week (Monday through Friday). If an associate takes a comp day in the following week on Thursday or Friday, their pension and 401K contributions will be negatively impacted that week.

A Comp Day must be pre-scheduled and approved by your Coordinator. Comp Days are included in the total PTO allowance for the department. Due to manpower availability, your department may be unable to approve your request for a Comp Day. In the event there are more requests for a Comp Day than a department can approve, associate length of service will determine who receives a Comp Day.

Associates who receive department approval for a Comp Day must complete a Comp Day Request Form, submit the form to their Coordinator for approval and turn it in to Administration - Payroll & Benefits Department.

BEREAVEMENT

HTM recognizes the emotional difficulties associated with the death of a family member. HTM will provide time off from work with pay to allow the associate and family members time for grieving.

In the event of a family member’s death, you should notify HTM of your absence by calling the Attendance Reporting Line. Bereavement is provided for only the family members listed below:

Relationship	5 days	3 days	1 day
Spouse or Same Sex Domestic Partner (SSDP)	X		
Child, Child of SSDP, Adopted Child or Step Child	X		
Parent or Step Parent	X		
Brother / Sister, Step Brother/Sister, Half Brother/Sister	X		
Step Grandparent		X	
Grandparent		X	
Grandchild or Step Grandchild		X	
Parent-In-Law		X	
Son/Daughter-In-Law		X	
Step Parent-In-Law		X	
Brother/Sister-In-Law			X
Grandparent-In-Law			X

NOTE:

Bereavement days do not have to be taken consecutively. Contact Administration - Payroll & Benefits for clarification, or for any situations not addressed by this policy. If you lose more than one (1) family member listed in the chart above on the same day, or within days of each other, you may receive bereavement for each death. If you are on PTO at the time of a family member's death, you may cancel the PTO time and substitute bereavement.

HTM observed holidays, shutdown days and days on an approved leave of absence will be considered workdays. Bereavement will not be paid for these days; nor will additional time off be granted.

If you are called away from a shift due to a death in the family, you may receive a full day of bereavement pay for that day, in addition to the pay for actual hours worked. If a production Saturday falls the day before, during, or after the bereavement timeframe, you will not be scheduled for work that day, and this will not be considered a workday.

HTM will provide either a floral arrangement or contribution to a designated organization or charity in respect for your loss. Please contact Administration with details of the funeral arrangements.

JURY DUTY

HTM will compensate associates for time away from work to serve on required jury duty. You must provide initial notification of jury duty to your supervisor prior to the court date.

First-and second-shift associates will be entitled to take off the entire shift. Third-shift associates may take either the shift before, the shift after, or four (4) hours of the shift before and four (4) hours of the shift after the court case as paid time off for rest.

After the court date, provide the "Certificate to Employer" document to Administration - Payroll & Benefits within seven (7) calendar days of serving. If you report for jury duty and discover that the case has been canceled, you must obtain documentation that states the case was canceled and you must then immediately report to your scheduled work shift. You will be compensated for your time away from work if you comply with both of these requirements. If you begin the jury selection process, but are later dismissed, you are not required to report to your regularly scheduled shift. However, you must still provide the "Certificate to Employer" document to Administration - Payroll & Benefits within seven (7) calendar days of serving.

COURT-ORDERED APPEARANCES

HTM will provide you with time away from work for court-ordered appearances, provided you meet the following eligibility requirements:

- You are not a named party in the proceedings; or
- You are accompanying your minor child or stepchild who has been subpoenaed to testify as a witness in a court proceeding; or you are subpoenaed to appear as a witness in that proceeding unless the request is due to the actions of your minor child or stepchild; or

- You are the victim of a crime, or are the family member or representative of a victim of a crime and you have been subpoenaed to attend a trial or hearing, or you have received a written request from a criminal prosecutor to participate in the preparation for a trial or hearing.

You are responsible for notifying your department and Administration - Payroll & Benefits in a timely manner of subpoenaed witness obligations.

You must bring documentation that verifies you have been subpoenaed to be a witness to Administration - Payroll & Benefits three (3) to seven (7) days in advance of the appearance date. Administration - Payroll & Benefits will review the document to determine if you are eligible for authorized time away from work under this policy.

After your court appearance, you must bring to Administration - Payroll & Benefits the “Certificate to Employer” document that states the court date and time of appearance.

If you report for witness duty and discover the case is canceled, you should obtain documentation that states the case was canceled, submit the document to Administration - Payroll & Benefits and return to your scheduled shift.

COMMUNITY SERVICE

HTM encourages all associates to become involved in their communities. When community involvement affects your attendance, HTM may provide unpaid, excused time away from work. For community service covered under this policy, you must submit documentation to Administration - Payroll & Benefits to receive unpaid, excused time away from work. This includes:

- Submitting initial documentation and/or changes to your volunteer/elected officer status (e.g. new, terminated)
- The capacity in which you are serving the organization;
- Notifying HTM within 30 days after receiving certification (initial or recertification) as a volunteer for emergency service organizations; and
- The expected time commitment of your service

Eligible activities include serving as an elected officer, and serving in a community disaster and/or rescue organization.

Elected Officers

If you serve in a publicly-elected office of a political entity such as a county, city, township, or school board you will, if needed, receive one (1) event (up to eight (8) hours) each month of unpaid, excused time away from work for regular functions of the office that occur during your work hours. Emergencies requiring your presence will also be unpaid, excused time away from work. Time off for these reasons will not adversely affect an associate’s attendance bonus.

Emergency Services Volunteers

If you serve on a community disaster or rescue organization you will receive unpaid, excused time off when:

- The community/organization has made a formal request to HTM for your support

- The associate is rendering necessary assistance on HTM property
- The associate is unable to report to work on time due to responding to an emergency. Associates should use their discretion in responding to emergencies that may interfere with their ability to report to work on time.
- An absence must be documented by the community disaster or rescue organization's management and submitted within seven (7) days of returning to work to Administration - Payroll & Benefits for approval.

If you need to leave HTM to perform community service you must obtain supervisory approval, and scan out and scan in upon your return.

JOB ASSIGNMENT AND ROTATION

Generally, as business needs allow, HTM will rotate production associates among different jobs within their department in order to train them on various operations. Learning new processes increases associate versatility and job interest, as well as expands knowledge and experience.

All HTM associates must remain flexible towards their work assignments and perform their job duties as assigned. Due to the variation in jobs, associates, and business needs, HTM cannot establish minimum or maximum lengths of time for the varying assignments.

SHIFT PREFERENCE

HTM allows you to exercise your length of service with the company to transfer to a more desirable shift. Exceptions to this policy may occur when necessary to maintain production and quality standards. HTM may use varying methods to determine shift assignment due to unique production requirements and conditions.

Associate-Initiated Shift Change (Production and Equipment Service)

Associates who desire to change shifts may submit a Shift Preference Form to your Coordinator. Shift transfer requests will be honored in order of associate service, or Equipment Service associate service, as soon as practicable.

Associates who have changed shifts at their own request, may not request another shift change or volunteer to fill a vacancy on another shift for six (6) months from the date the associate transfers to the new shift, unless volunteers are requested through a HTM-initiated shift change. Associates who are subsequently displaced to another shift due to department shift realignment within the six (6) months, may re-submit a Shift Transfer Request form, or volunteer to fill a vacancy on another shift at any time.

HTM-Initiated Shift Change - Realigning Shifts Production

When new or transferred associates are added to a department, and after training is completed, associate shift assignments may be realigned. Departments may also realign shifts throughout the year in order to allow associates with the most associate service to obtain their preferred shift within a reasonable period of time. Departments will realign shifts as needed based upon production needs. When realigning occurs, associates with the least associate service may be displaced to another shift.

When a vacancy occurs on a shift, the vacancy will be filled first by seeking volunteers and awarding the shift change to the volunteer with the most associate service. If no one volunteers, the vacancy may be filled with the associate with the least amount of associate service.

At times, HTM may need to delay a shift change for training, replacement

or other business necessity. From time to time, HTM may temporarily assign associates to a specific shift for training purposes or other production needs. Normally, these assignments will not exceed 2 months.

Equipment Service

Associates with special skills, ability, experience, and/or licenses may be assigned to a particular shift, based on business needs. Equipment Service coverage on each shift must include the required distribution of expertise and experience in the various maintenance areas. HTM may assign associates to any shift for training purposes, regardless of associate service.

Team Leader and Production Staff Associates

The following guidelines should be followed when assigning Team Leader (TL) and Production Staff (PS) associates to shifts:

When knowledge and ability among this group meet the minimum requirement of the assignment, associate service should be considered when assigning shift; Newly appointed TL or PS associates may be assigned to any shift for training purposes prior to associate service consideration for shift assignment; and Rotating TL and PS associates from one shift to another should only be done when a specific quality, training, or production purpose exists.

New Shift, Operation Process, or Product (All)

Whenever a new shift, operation, process, or product is established that would dramatically change the current shift alignment in the department, department management and Administration - Associate Relations will create a procedure to assign shifts based on training, skill, and shift preferences in the affected group. Shift assignment in these situations will generally not exceed 52 weeks, after which associates will be assigned to shift per normal policy.

DEPARTMENT TRANSFER

HTM offers production associates the opportunity to change departments in order to learn new skills and acquire broader experiences when an opening is available and posted.

To be eligible to transfer to another department, you must:

- Submit a *Department Transfer Form* during the posting period
- Not have had a disciplinary counseling in the last 12 months
- Have at least 98% attendance at the time of transfer verification
- Have at least 12 months of service in your current department
- Be able to safely perform the essential functions of the job in the new department
- Must not be off work on a leave of absence or in a return to work program on the date of transfer
- Team Leader/Production Staff associates submitting a Job Bid must have a Production Associate title on the bid date

All production associate opening will be posted for five (5) business days (excluding weekends, holidays and plant closures) on the company communications bulletin board. An associate may withdraw his or her transfer request during the posting period. However, once the period has ended, the Associate must accept the transfer

if awarded. Transfers are awarded to the associates with the longest length of service at HTM and who:

1. Submit a Department Transfer Form and
2. Meet the eligibility requirements for the opening

In rare circumstances, HTM may prevent a transfer if it would cause a hardship to the associate’s current department.

If there are no eligible transfer requests on file, HTM may hire a new associate or transfer an existing associate to fill the opening.

An associate who transfers to another department must remain in that department for at least 12 months before he or she is eligible to transfer again. HTM may delay a transfer in order to train a replacement or for other production reasons; however the 12-month restriction on transferring will begin from the date your transfer is first awarded.

Non-exempt Staff associates or Equipment Service associates who completed the Apprenticeship program, who desire to transfer to a production associate position will start at the production associate pay step based on their total service with HTM.

HTM-Requested Transfers

HTM may request you to transfer to another department under the following conditions:

- You become related to another associate through marriage or adoption
- For additional training, experience, or career broadening
- As a result of corrective action
- HTM business reasons (for example: establishment of a new department, new equipment in a department, less manpower needed in your department or more manpower needed in another department)

When a department needs to reduce the number of associates, HTM will:

- Request associates to transfer to available openings. The openings will be announced to the associates in the reducing department.
- Require associates with the least associate service in the reducing department to transfer to available openings (reference HTM-Initiated Shift Change policy).

Other Non-Exempt Titles

All other non-exempt associates interested in a production position should contact Administration.

JOB POSTING

Generally, open positions are first posted within your department. If a candidate is not identified; a plant-wide posting will take place on the company communications bulletin board, HNN and the company intranet for five (5) business days. Except for some exempt level openings, HTM generally offers open positions to qualified HTM associates prior to looking outside the company.

HTM associates interested in positions other than production associate must submit a *Job Interest Form* and must have their *Associate Profile* complete in the

HTM Associate Profile database. To be considered for an open position, you must meet the requirements of the position and not have had a disciplinary counseling in the past twelve (12) months.

Associates who meet the position qualifications and eligibility requirements may be contacted for an interview. Typically, interviews will take place during associate's non-scheduled work hours. Upon completion of the selection process, interviewed associates will be notified of the decision. In some circumstances, HTM may prevent an associate from consideration if it would cause a hardship to the associate's current department.

If awarded the position, your start date may be delayed while the company seeks to fill any openings created by the transfers. Due to the necessity of establishing proper training and stability within the department, your new department may require you to sign a *Commitment Agreement*, forfeiting your right to transfer from the department for a specific length of time. However, when circumstances warrant, your department may request your transfer to another position and such reassignment may take place regardless of any *Commitment Agreement*.

Based on business need, some positions may not be filled through the internal job posting process.

SAFETY AND HOUSEKEEPING

HTM will conduct its operations with the highest regard for associate safety. HTM is committed to the following:

- Providing a safe and healthy working environment.
- Manager accountability for the safety of his or her team.
- Continuously improving health and safety through associate involvement
- Ensuring associate safety awareness through proactive health and safety training programs.
- Conducting periodic health and safety evaluations and assessments to ensure compliance with applicable regulations and company policies.
- Being a leader in associate health and safety.

You are responsible to follow all HTM safety/housekeeping requirements and be involved in the continual improvement of safety at HTM. Failure to follow safe work habits may result in injury to yourself or others. If you see an unsafe working condition, you must immediately report the circumstances to a member of management. Departments will maintain specific safety rules and required protective equipment. To ensure a healthy and safe work environment, each associate has the following responsibilities:

General Safety Requirements

- Follow the Operation Standard and Job Hazard Analysis for your work activity.
- As discussed in the Personal Protection Equipment (PPE) subsection below, all associates must wear proper safety glasses and safety shoes in all manufacturing areas. Some departments may have additional PPE requirements such as hearing protection, bump caps, gloves, face shields or protective clothing that will need to be worn.
- Use designated walkways when traveling through manufacturing areas. Walk, do not run.
- Keep aisles, fire equipment and electrical panels free of clutter or blockage. Sort materials in authorized areas only.
- Horseplay, practical jokes and throwing objects are prohibited.
- Do not wear ragged or loose fitting uniforms. Loose fitting clothing can result in serious accidents around moving equipment. Loose flowing hair, rings, necklaces, earrings, watch bands and other conductive items could become safety hazards. Please contact your department safety representative for specific information relating to the department in which you work.

Emergency Response

- Dial 1000 to report chemical spills, fire, serious injuries, or other emergencies and follow plant, department and other procedures; the instructions of management; and emergency services personnel.
- Use universal precautions in emergencies when exposed to blood or bodily fluid and report to Plant Safety. Only associates who are

trained in procedures related to blood borne pathogens should have any contact with blood.

Reporting Work-Related Injury

- Associates must report all injuries the day of injury, regardless of how insignificant they may seem, to their Department Management and complete an Injury/Illness Report with the HTM Nurse or a member of the medical response team.

Housekeeping Requirements

Each associate is responsible to follow COP (Clean-up, Organize, and Pick-up) in all areas. Personal belongings should be kept in your assigned locker. Food items, lunch boxes and related containers should be kept in the cafeteria and break areas only. Only individually wrapped hard candy and gum are acceptable in any work area. (No suckers or any candy with a stem are permitted).

All associates are responsible for keeping the work and common areas (cafeteria, break areas, locker rooms, plant grounds and parking lot) clean and orderly at all times. Put all waste and paper into proper disposal or recycling containers. Keep common areas (break areas, cafeterias, locker rooms, plant grounds) and work areas clean and orderly at all times. Put all waste, rubbish and paper into proper disposal or recycling containers.

Smoking is permitted only in designated areas outside of the plant.

Personal Protective Equipment:

Associates must always wear the required Personal Protective Equipment (PPE) for their jobs. PPE should be worn and maintained according to manufacturer's instructions and specifications. Certain departments or areas may have specific PPE requirements such as hearing protection, bump caps, Kevlar gloves, face shields or protective clothing that will need to be worn.

Safety Glasses

- All HTM associates are required to wear approved eye protection at all times when in the manufacturing and other designated areas (including aisle ways). The eye protection must meet the American National Standards Institute (ANSI) Z87 standard.
- Only clear, non-mirrored lenses are permitted. When a specific hazard or need is identified requiring other types of lenses, Safety shall review each request.
- HTM associates receive discounts through the VSP program toward an eye exam and pair of prescription glasses or contact lenses. Associates may choose to use this benefit for the purchase of prescription safety glasses.

Safety Shoes

- You are required to wear approved steel toe safety shoes that meet the American Society for Testing and Material (ASTM) F2413-05 or the American National Standards Institute (ANSI) Z41 standard when in the manufacturing and other designated areas. Open back steel toe safety shoes are not permitted.
- You are eligible for reimbursement up to \$80 per calendar year for the purchase of one pair of safety shoes. New hires may purchase and

submit their receipt immediately. However, they are not eligible for reimbursement until after completing three (3) months of service.

- Associates who are assigned to departments with additional safety shoe specifications and requirements may be reimbursed for more than the standard subsidy. Associates may purchase their safety shoes from the on-site shoe mobile service that comes frequently to HTM, or from another source. When steel toe safety shoes are purchased from the shoe mobile service, payroll deduction is available for the amount, if any, exceeding \$80. Associates who purchase steel toe safety shoes from another source must submit proof of purchase to Administration - Payroll & Benefits by the first of December for reimbursement.
- When an associate is transferred at HTM's request to a department that requires specific steel toe safety shoes, HTM will reimburse the associate 100% for the initial pair of shoes.

Hearing Protection

- Hearing protection is required in areas where noise levels are 85 decibels or higher.

Ergonomic Safety

- Avoid unnecessary twisting, reaching and bending.
- Apply steady force to install parts. Report improper parts fit issues to your supervisor.
- Hold tools comfortably and properly.
- Change hands to avoid overstressing one side of your body.
- Push carts and baskets instead of pulling.
- Use both hands to lift.
- Keep object close to body during lift/carry
- If you are having difficulty on a process, ask for help and look for improvements to do the task.
- Use fixtures, platforms, special gloves, padding or tools to make your job easier.
- Relax and stretch when you can. Maintain a healthy lifestyle.

Environmental Safety

- Dispose of all chemicals properly. Contact your Coordinator or the Environmental group if you have questions.
- Follow the bonding and grounding procedure when transferring flammable liquids.
- Properly label all bottles and containers containing any chemical or waste product.
- Review the Material Safety Data Sheet (MSDS) prior to handling any chemical product. MSDS are maintained electronically and can be obtained from the Environmental group or department "E" group member.
- Associates can access exposure and medical monitoring information by contacting the HTM Nurse and making a request to view the information.

- Protect and secure all compressed gas cylinders during transportation and storage.
- Any chemicals purchased for use in the manufacturing facility must be approved by the Environmental group.

Equipment Safety

- Associates should keep all equipment in proper working order.
- Never remove or disable any machine safeguard or safety device.
- Follow equipment-specific lockout/tagout procedures prior to entering the danger zone of equipment for maintenance and servicing activities.
- Use appropriate fall protection when working 4 feet or more above the work area.
- Only authorized and trained associates shall operate powered or moving equipment such as forklifts, tow motors, cranes, or motorized carts.
- Do not perform hot work (grind, weld, burn, etc.) without a hot work permit. Permanent hot work areas do not require a permit.
- Do not clean your clothes with compressed air, and when cleaning work areas, use OSHA-approved nozzles only. Do not point an air hose at another person.

MEDICAL RESTRICTION PLACEMENT

If you have work restrictions you must submit them to the HTM nurse and comply with all requirements of the placement/accommodation procedures.

To be accepted, a restriction must be a valid instruction from a medical provider that relates directly to an underlying medical condition and identifies, in quantitative terms, the limitation(s) of your capability to perform work at HTM due to the medical condition. HTM does not accept restrictions such as process, department, plant and shift-specific restrictions.

Restriction documentation must contain the following six (6) items:

- Your name;
- Date the Work Capacity Form was completed by the physician;
- Diagnosis/medical condition that requires the work restriction;
- Start and end dates of restriction(s);
- Description of work restriction(s); and
- Physician's signature.

Falsification or misrepresentation of a medical restriction may result in corrective action up to and including separation from employment.

HTM will make every effort to provide reasonable accommodations. Reasonable accommodation may include change of work, schedules, assignments, etc. and will be determined on a case-by-case basis, considering job title, training, and qualifications; the requirements of the work assignment; the anticipated length of impairment; and the potential hardship the proposed accommodation may present to HTM's business operations or to other associates' ability to perform their work assignments.

Each new or modified work restriction(s) must be submitted to the HTM Nurse immediately upon receipt from your medical provider. This must be done before reporting to the work area. You must also comply with all requirements of the placement/accommodation procedures.

Restrictions submitted to the HTM Nurse with a begin date more than five (5) working days old will not be accepted. The associate will be advised to provide updated documentation.

DRUG AND ALCOHOL FREE WORKPLACE

HTM has an obligation to provide associates with a safe place to work and to ensure that associates do not impose an unreasonable risk of harm to fellow associates, contractors or visitors to HTM.

The primary intent of the Drug and Alcohol Policy is to increase associate awareness and understanding of the adverse effects of drug and alcohol use and to promote intervention assistance as the preferred option in addressing substance abuse in the workplace.

Confidential associate assistance is available through the Associate Assistance Program and HTM's medical insurance plan. It is not necessary for an associate to divulge to HTM that he or she desires substance abuse-related assistance.

The use of or being under the influence of any illegal drug, the possession, purchase or attempted purchase, sale or attempted sale, distribution or attempted distribution of any illegal drug or the possession of any drug related paraphernalia while on HTM property or while conducting HTM business is prohibited. A prescription drug that is not currently prescribed for that associate is considered an illegal drug for the purposes of this policy. The purchase or attempted purchase, sale or attempted sale, consumption or being under the influence of alcohol while on HTM property is prohibited. A drug and alcohol test will be administered any time HTM has reason to believe that an associate is using or is under the influence while on HTM property. All testing will be done through a controlled, secure and certified testing process certified by the U.S. Department of Health and Human Services.

An associate who has reason to believe that another associate is under the influence of alcohol or illegal drugs must immediately report such condition to Administration - Associate Relations or their department management. Violation of the HTM Drug & Alcohol policy or the refusal to take a required drug and alcohol test will result in corrective action up to and including separation from employment.

SMOKING AND TOBACCO PRODUCTS

HTM promotes a clean and healthy work environment while still accommodating the preferences of smokers and non-smokers. Smoking will be restricted to outside designated smoking areas on the property. Pipe and cigar smoking is prohibited. Signs are posted designating approved smoking areas outside of the HTM facility. Associates are responsible for keeping designated smoking areas clean and free from fire hazards.

A SAFE AND SECURE WORKPLACE

HTM is committed to promoting a safe work environment and will not tolerate any act or threat of violence. This policy applies to all direct and indirect forms of violence, threatening behavior, unwanted pursuit, harassment or other actions that risk the well-being of you and/or any individual on HTM premises. This includes any individual working for, engaged in business with or on behalf of HTM, regardless of whether the business is conducted on or off HTM premises (e.g. off-site company event, etc.).

You are responsible for complying with HTM's prohibition against workplace violence. You are obligated to immediately bring to HTM's attention any situation that constitutes a violation of HTM's Safe and Secure Workplace policy. Examples may include, but are not limited to:

- Excessive or intimidating references to incidents of workplace violence or other highly publicized violent crimes;
- Persistent anger or unprovoked conflict with others in the workplace, which may include abusive or profane language;
- Using any communication tool, such as telephone, e-mail, computer wireless devices or any other device, to intimidate or threaten harm to another person;
- Making threats or allusions to harm oneself or others, or actually committing an unsafe act such as shoving, kicking, hitting, or pushing;
- Hostile, intimidating or persistent unwanted contact with associates, contractors, suppliers, or visitors following discipline or separation;
- Running surveillance or stalking co-workers or any person affiliated with HTM on or off of HTM premises, or while on HTM business;
- Bringing weapons or related paraphernalia onto HTM premises;
- Willfully damaging or sabotaging HTM property, or property belonging to a HTM associate, contingent workforce, visitor or contractor; and/or
- Potentially dangerous pranks and/or aggressive horseplay.

In addition, if you experience difficult personal situations offsite that may impact the workplace, this should also be reported to Administration immediately. Examples may include, but are not limited to:

- Domestic violence or threats against you or another associate where there is a possibility that another party will seek you or other associates out at work;
- The associate or another associate is receiving threatening or harassing telephone calls, e-mails or letters inside and/or outside the workplace;
- You or another associate is the target of unwanted pursuit by someone who has been inside and/or outside the workplace.

If you have a question about this policy or need to report a known or suspected violation, you should promptly contact one of the following:

- Your supervisor;
- Your department manager;
- Associate Relations;
- Security at ext. 1000; and/or
Corporate Compliance & Ethics (CC&E)

In the case of any threatening situation involving violence in progress on HTM

premises, you should immediately call Security at extension 1000.

Once notified of any suspected violation, HTM will conduct an appropriate investigation to determine the content, if the violation occurred, and whether it has caused or is likely to cause harm to others. All associate reports made pursuant to this policy will be held in confidence to the maximum extent possible.

Retaliation or adverse action against anyone making a good faith report of a suspected violation is prohibited.

Any associate who violates this policy or fails to cooperate during the investigation may be subject to corrective action up to and including separation from employment.

Many acts or threats of violence are also prohibited by law and could be subject to civil or criminal consequences.

Protective/Restraining Order

If you obtain a protective or restraining order which lists HTM as a protected area, you must provide Administration a copy of the protective or restraining order which was granted.

Fitness for Duty

There may be occasions when HTM deems it necessary to schedule a mandatory medical/psychological examination (at HTM's expense) with a qualified licensed professional(s) to reasonably determine a person's ability to safely and effectively perform their job duties without putting themselves or others at risk. Failure to comply with a directive to attend a Fitness for Duty Examination may result in corrective action up to and including separation from employment.

DISPOSAL OF SCRAP ITEMS

HTM does not permit the removal of scrap or waste items unless it is through approved HTM waste hauler.

Associates are permitted to remove empty cardboard boxes from HTM premises upon inspection by Security. If you observe any violations, you must report it to your department management or Administration -Associate Relations.

CUSTOMS-TRADE PARTNERSHIP AGAINST TERRORISM (C-TPAT)

HTM is a member of the Customs-Trade Partnership Against Terrorism or C-TPAT. C-TPAT is a joint government-business initiative to build cooperative relationships that strengthen overall supply chain and border security. C-TPAT recognizes that U.S. Customs and Border Protection (Customs) can provide the highest level of security through close cooperation with the ultimate owners of international supply chains. Through this initiative, Customs is asking businesses to ensure the integrity of their security practices and communicate security guidelines to their business partners within the supply chain.

You have the responsibility to report the following to your supervisor, department manager, Administration - Associate Relations or Plant Security:

- Suspicious persons or activities;
- Unknown material or substances;
- Possible theft;
- Broken or damaged fencing, doors, locks, lights, etc.;
- Safety concerns; and/or
- Modifications to shipping containers or packaging.

PARKING

A single parking space is provided for all associates. Given this limitation, associates should not park boats, trailers, etc....in HTM's lot. There are no reserved spaces, except for Handicap, Visitors, Credit Union and assigned Company Vehicles. All parking is at your own risk. HTM assumes no responsibility for loss or damage to vehicles parked on company property.

Temporary handicap parking stickers will be provided to associates with a medical need as documented by their physician. Requests for temporary handicap parking stickers should be made to the HTM Nurse.

COMMUNICATIONS/BULLETIN BOARDS

HTM promotes open and candid communications at all levels within the organization and has established various means to share information, suggestions, and ideas:

- A shift start-up meeting is used to share information with you on a daily basis. Often in this shift meeting supervisors will read memos containing general announcements for all associates.
- HTM maintains company bulletin boards near the entrance of the facility. These boards are used to communicate safety-related announcements, work schedules, recreational activities, policy information, or other pertinent information. Only designated HTM associates will be authorized to post items on company bulletin boards.
- Associate bulletin boards also are available for posting items for sale/rent by HTM associates or notices of public events. Postings referring to weapons or related paraphernalia (e.g., guns, knives, ammunition, etc.), business or commercial ventures, or anything political, offensive, or inflammatory, are not permitted and will be removed.
- Closed-circuit televisions are located throughout HTM and broadcast the Honda News Network (HNN) to accommodate all shifts and to provide a means of communicating HTM events, Honda-wide information and external news. Also, HTM publishes a newsletter called “The Point” to provide information to associates and their families about HTM events, operations and production.
- The HTM Intranet site can be accessed from your computer, or the associate kiosks located throughout the facility. This site is used as a means to communicate information such as current events, associate information, meal menus, resource scheduling, job postings, training, network access, phone directories, SharePoint, links to HTM benefit providers and to access the HTM Quality Management System (QMS).
- HTM encourages direct communication between you and your supervisor/manager. However, when this is not possible, the Direct Line system provides a written communication tool where you can express concerns or raise important work issues with HTM’s leadership team. The Direct Line forms and the submission box are located near the company communications bulletin boards.
- Other communications specific to the plant or department may occur as necessary, such as town meetings, roundtable meetings, focus group activities, etc.

CONFIDENTIAL INFORMATION

You may be entrusted with confidential information, such as associate personnel records, the nature of a model change, experiments in research and development, production processes, design drawings and specifications, pricing and cost data, or long-range production plans. The nature of our business is

highly competitive and the unauthorized release of this type of information could be very damaging to HTM and the security of all associates.

Therefore, you must keep all confidential information within HTM. The unauthorized release of this information is prohibited. You may not remove any documents, records, or property of any type from HTM premises for any purpose, unless you have specific authorization. A continuing obligation of confidentiality exists after separation of employment. If you have any questions regarding confidential information, discuss it with your supervisor or department Manager. HTM associates are responsible for reporting any violation or suspected violation to their department management, Administration or the Compliance and Ethics Line.

ELECTRONIC COMMUNICATION

HTM will provide associates, on an as needed basis, with electronic devices (e.g., desktop computers, laptops, Smartphones, cell phones, Internet and Intranet access, electronic mail (e-mail), voice mail systems, or any other device used for electronic communications) and software for use as a business tool. If you are issued any such device or software, it is intended to be used for business purposes in accordance with HTM policies, procedures, and applicable laws. Unauthorized access or inappropriate use of electronic devices or software by any user is a violation of HTM policy, which may result in corrective action up to and including separation from employment and may be a violation of federal and/or state law. All information created by associates or stored on electronic devices is the sole and exclusive property of HTM.

No Expectation of Privacy or Confidentiality

Users of electronic devices do not have, and should not have, any expectation of privacy or confidentiality with respect to the information procured, sent, received, or stored using electronic devices and software and should be aware that such information will not be treated as private or confidential. All such information, accounts and devices are subject to access, review, monitoring, retrieval, recovery, logging, inspection and disclosure at any time, with or without notice. HTM may retrieve such communications despite any deletion or attempt to delete them.

Security

Users must strictly comply with HTM security procedures, keeping all assigned IDs, passwords, and codes confidential. Passwords are user specific and should not be shared with others. Users must also physically secure electronic devices, software, and other data files stored on these devices.

HTM proprietary or confidential information must never be sent, forwarded, or transmitted to unauthorized outside companies or individuals, or to other users within HTM who do not have a need to know.

Information Services (IS) approval is required before connecting non-HTM electronic devices to the HTM network. Because the relocation of desktop computers and printers involves a wide range of concerns, only approved IS associates may move desktop computers and printers. A laptop computer user should contact the IS Help Desk prior to permanently moving to another location to ensure all resources are configured at the new location.

Approved virus protection software is installed on all electronic devices. Users are not permitted to disable or modify the anti-virus tools installed on electronic devices. Suspected viruses should be immediately reported to the IS Help Desk. Users of electronic devices should not write, compile, copy, knowingly propagate, execute, or attempt to introduce any electronic code designed to self-replicate, damage, or otherwise hinder the performance of any electronic device.

Usage and Copying of Software

In accordance with the Intellectual Property policy, users must respect all copyright, trademark, and proprietary warnings or notices on any third party software and data files. Users must comply with usage and copying restrictions, which are generally available through user manuals, labels or notations. Contact the IS Help Desk with any questions regarding usage or copying of software and data files.

E-mail

Electronic mail (e-mail) may not be used for solicitation or distribution except as expressly permitted in the Solicitations and Distributions policy. Designated IS users may broadcast technical/system information to any population of users at any time.

Occasionally, a user may receive an e-mail message warning of a newly discovered computer virus. If a user receives such a message, contact the IS Help Desk. Do not forward to other associates or open any attachments.

Personal Use

Users may occasionally use HTM electronic devices for non-business related purposes, so long as it does not interfere with anyone's job performance or productivity. All such use is subject to this policy.

If a user receives, from an unknown sender, an electronic message that violates HTM policy, users should:

- 1) Delete the message and,
- 2) Do not open any attachments or forward the message.

If a user receives from a known sender an electronic message that violates HTM policy, the user should:

- 1) Reply to the sender that the user does not want to receive such message and that the message violates HTM policy and
- 2) Delete the message.

If the user is uncomfortable responding to the sender, contact your management or Administration for direction.

INTELLECTUAL PROPERTY

You must safeguard and protect HTM intellectual property, as well as respect the intellectual property rights of others. Intellectual property may exist in the form of patents, copyrights, trademarks, or trade secrets.

Patents - Inventor Award Program

HTM competes through the development and protection of new technology and encourages and promotes associate efforts to further HTM technological progress.

If you wish to submit an idea or invention for patent consideration you must complete an Invention Disclosure Record.

HTM or its designee will have the sole discretion as to whether they will investigate or apply for a patent on any of the submitted ideas and inventions. You may be eligible for an inventor award.

Copyrights - Works of Authorship, Photographs and Videos

HTM owns all original works of authorship that you create related to HTM's business, its products, or your assignment, whether or not a copyright notice is placed on the work.

From time to time, HTM photographs and videotapes the manufacturing processes as you perform your job. It is possible you will appear in these photographs and videos taken by HTM for internal and external communication and promotional purposes.

Trademarks - Requests to Use Honda Name/Logo

Administration must approve in advance any use of the Honda name, logo, facilities, or products to ensure the use is consistent with Honda and HTM communication goals and corporate image.

In addition, when the request is to use the Honda logo, trademark, etc. on an item (e.g., clothing, hat, etc.), the item must also be submitted for approval.

Trade Secrets - Public Disclosure

On occasion, you may desire to disclose confidential business information at public events. Your supervisor, with the assistance of Administration (and the Legal department, if applicable) will review and approve/disapprove your request for publication/distribution at public events.

Unsolicited Ideas from Outside Sources

Anyone outside HTM attempting to submit ideas regarding advertising or marketing of Honda products, or product or process improvements of Honda products, should be immediately redirected to Administration. If the communication is in writing, you should immediately stop reading and forward the materials to Administration. Do not copy or share the communication with anyone else.

SOCIAL MEDIA

If you post comments regarding Honda on-line in social media venues (e.g., Facebook, Twitter, MySpace, etc.) you must always indicate your affiliation with Honda. You should always be clear that your views are your own and that the information posted on any site is not coming from or endorsed by Honda. The posting of Honda information, logos or trademarks is prohibited. Only associates authorized by an appropriate member of Honda management are permitted to make postings on behalf of the company on Honda hosted or sponsored social media sites.

ASSOCIATE RECORDS

All HTM associates are responsible for keeping their records current by notifying Administration - Payroll & Benefits of all information changes. HTM maintains certain information on each associate including:

- Home address and telephone number
- Emergency contact person and telephone number
- Marital status for tax filing purpose and benefit information (Example: family coverage or COBRA insurance)
- Dependent information (including social security numbers)
- Federal, state, city and school tax deductions; and
- Beneficiaries for pension, savings plan or life insurance

All information in associate records is maintained in a confidential manner.

MEDICAL RECORDS

HTM maintains confidentiality of all medical records. Access to medical records is limited to the medical staff with specific exceptions, to ensure confidentiality. Exceptions will comply with all laws regarding confidentiality. All requests for review or copies of your medical records shall be made through written request from Administration.

ELIGIBILITY DATES

BENEFITS	Hire Date	1st Day of Month after Hire Date	1st Day of the Month After 3 Full Months	1st Mo. After 6 Full Months	1st Mo. After 12 Full Months	Vesting # of Years
Health Care						
Medical Plan		X				
Prescription Drug Plan		X				
Dental Plan			X			
Vision Subsidy		X				
Workers Compensation						
Workers' Compensation Insurance	X					
Disability Insurance						
Short-Term Disability Insurance			X			
Long-Term Disability Insurance				X		
Life Insurance						
Basic Life			X			
Accidental Death & Dismemberment			X			
Business Travel Accident	X					
Supplemental Term			X			
Retirement						
Pension Plan					X	5
Post-Retirement Medical Plan (upon retirement)						
401(k) Savings Plan			X			

	ELIGIBILITY DATES				
	Hire Date	3 Full Months	6 Full Months	12 Full Months	Vesting # of Years
Associate Development Courses	X				
Educational Reimbursement Program		X			
Associate Involvement Programs	X				
Associate Assistance Program	X				
Associate Service Awards	X				
Perfect Attendance Awards	X				Jan. 1 after year of hire
Holiday Events & Gifts	X				
Safety Glasses	X				
Safety Shoes		X			
Uniforms	X				
Honda Federal Credit Union	X				
Stock Purchase Program	X				
Associate Purchase Program		X			
Service Center	X				
Recreation Events	X				
Activity/Wellness Center Membership	X				
Honda Family Festival	X				

Impact of Absence on Holiday/Shutdown Pay

Associates Working During the Holiday or Shutdown

Scheduled Workday Prior	Scheduled Holiday/Shutdown Day(s)	Scheduled Workday After	Impact to Holiday / Shutdown Pay
Work	Work	Absent	Holiday/Shutdown pay less one (1) day
Absent	Work	Work	Holiday/Shutdown pay less one (1) day
Work	Absent (all or partial)	Work	Holiday/Shutdown pay less one (1) day
Absent	Partial Absence	Work	Holiday/Shutdown pay for days not absent, less one (1) day
Work	Partial Absence	Absent	Holiday/Shutdown pay for days not absent, less one (1) day
Absent	Absent	Work	No Holiday/Shutdown pay
Work	Absent	Absent	No Holiday/Shutdown pay

Associates Not Scheduled to Work During the Holiday or Shutdown

Day Prior	Days During	Day After	Impact to Holiday/Shutdown Pay
Absent	Holiday/Shutdown	Work	Holiday/Shutdown pay less one (1) day
Work	Holiday/Shutdown	Absent	Holiday/Shutdown pay less one (1) day
Absent	Holiday/Shutdown	Absent	No Holiday/Shutdown pay

Associates on Leave of Absence

Day Prior	Days During	Day After	Impact to Holiday / Shutdown Pay
LOA	LOA	LOA	No Holiday/Shutdown pay
LOA	LOA	Work	No Holiday/Shutdown pay
LOA	Released	Work	Holiday/Shutdown pay less one (1) day
LOA	Partial LOA	Work	Holiday/Shutdown Pay for days not on LOA, less one (1) day
Work	LOA	LOA	No Holiday/Shutdown pay
Work	Holiday/Shutdown	LOA	Holiday/Shutdown pay less one (1)day
Work	Partial LOA	LOA	Holiday/Shutdown Pay for days not on LOA, less one (1) day
Intermittent LOA	Released	Intermittent LOA	Holiday/Shutdown Pay for days not on LOA, less one (1) day
Paid LOA	Paid LOA	Paid LOA	Holiday/Shutdown Pay

