

MMS
Maintaining Your Success...

EMPLOYEE HANDBOOK



Manufacturing Maintenance Solutions, Inc.

**14646 Watson Road
Pekin, IL 61554**

MMS EMPLOYEE HANDBOOK

Manufacturing Maintenance Solutions, Inc.

MISSION STATEMENT

MMS Manufacturing Maintenance Solutions was established in 2002 by two founders. These principals created a culture that understands the criticality of delivering superior service without blame or excuses. At MMS we don't simply satisfy, but truly delight our customers.

MMS stands apart from the competition through the commitment to our priorities; Safety first! MMS is dedicated to ensuring our employees work every day with the best possible safety training and Personal Protective Equipment (PPE) available. MMS has a superior employee retention rate because we truly care about our people. MMS is an ESOP (Employee Stock Ownership Plan) dedicated to our employee partnership. What does this mean to you, the customer? When you have an MMS employee servicing your equipment, you have an owner giving you the best they have to offer and a strong supporting team behind them.

MMS provides our customers with innovative solutions that are exceptional in pride and workmanship by using effective technologies and highly skilled team members. We value relationships and continuously adapt to changing needs with honesty and integrity.

MMS EMPLOYEE HANDBOOK

WELCOME TO MMS

We would like to personally welcome you to the MMS Maintenance Team. Here at MMS, we strive to practice a culture that separates us from our competitors. The first part of this MMS culture is our standards for worker safety. On a personal note, we want every worker to return home every night to enjoy time with their family. Each of us on the MMS team should be watching for anything and everything that could result in an injury to a coworker. To reinforce this culture, MMS uses the Safety Observation Card which we ask that everyone submit at least one unsafe observation each month.

Another part of the safety culture is our RIF score (Recordable Injury Frequency) which is presented to our customers as an annual score through Browz. As a member of the MMS team, our goal is always a zero (0.00) RIF. We ask that you watch out for each of your team members as they will also be watching for your safety.

The 2nd part of the MMS culture is our attention to customer satisfaction. We ask that each employee review our MMS Customer Satisfaction video annually. This review is to keep the customer's perspective fresh and in front of each of us. Each MMS employee should strive to provide a level of service that our competitors cannot provide. When we show up at the customer's site, we should understand their expectations, know the metrics that they are trying to achieve, and treat them with respect to ensure that MMS will have a repeat customer.

MMS strives to hire the best maintenance staff, a world-class group of individuals. Your presence here is a demonstration by MMS of how much we value you as a part of this team. You are bringing a set of skills to MMS that the team has recognized, and our customers requested. The long term rewards for each team member can be seen in the employee retention of service time at MMS. As we continue in our new long-term relationship, keep the customer at the forefront. They want us to work safely, be cost-effective and provide outstanding value. So once again, welcome to the MMS team.

Jim Cochran

MMS EMPLOYEE HANDBOOK

EMERGENCY PHONE #'S

Fire - Police - Ambulance

911

Methodist Hospital	309-672-5522
OSF Hospital	309-655-2000
Proctor Hospital	309-691-1000
Pekin Hospital	309-347-1151
AMT Ambulance Service	309-494-6214
State Police (District 8)	309-383-2133
Pekin Police Department	309-346-4141
Tazewell County Sherriff	309-925-4107
Tremont Fire/Police	309-925-5102
CEO/COO – Jim Cochran	309-264-4565
CFO/– Wendell Good	309-854-2670
V.P. – Mike Falco	309-397-6042
General Manager – Dennis Zimmerman	309-620-6246
Office and Grounds Manager– Terry Swearingen	309-620-6251
Safety Manager – David Artman	309-620-4362

MMS EMPLOYEE HANDBOOK

Contents

MISSION STATEMENT	2
WELCOME TO MMS.....	3
EMERGENCY PHONE #'S	4
STATEMENT OF SAFETY AND HEALTH POLICY	6
EXPECTATIONS.....	7
TRAVEL EXPENSES	8
Mileage Standards for Quotes and Reimbursement	8
MMS Hotel Cancellation Policy	9
PAYROLL INFORMATION	12
On-Line Registration	12
Activate Your Email Address	13
PAID HOLIDAYS.....	14
VACATION TIME ACCURAL	14
MANAGING INSURANCE BENEFITS	15
401(k)/Safe Harbor/Bonus	16
MMS DRESS CODE & UNIFORM GUIDELINES	17
DISCIPLINE ACTION MATRIX	18
REQUEST FOR TIME OFF.....	19
TUITION REIMBURSEMENT PROGRAM.....	20

MMS EMPLOYEE HANDBOOK

STATEMENT OF SAFETY AND HEALTH POLICY

The personal safety and health of each employee of this company are of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming with the best practices of organizations of this type. To be successful, such a program must embody the proper attitude towards injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee but also between the employee and his/her fellow workers. Only through such cooperative effort can a safety record in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce the number of disabling injuries and illnesses to a minimum, not merely in keeping with, but surpassing, the best experience of other operations similar to ours. Our goal is ZERO accidents and injuries.

Our safety and health program will include:

- Providing mechanical and physical safeguards to the minimum extent that is possible;
- Conducting a program of safety and health inspections to find and get rid of unsafe working conditions or practices, to control health and to comply fully with the safety and health standards for every job;
- Training all employees in good safety and health practices;
- Developing and enforcing safety and health rules requiring that all employees cooperate with these rules as a condition of employment;
- Provide necessary personal protective equipment and the instructions for its use and care;
- Investigating promptly and thoroughly every accident to find out what caused it and correct the problem so that it won't happen again;
- Setting up a system of recognition and awards for outstanding safety.

We recognize that the responsibility for safety and health are shared:

- The employer is responsible and accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguard required to ensure safe conditions.

MMS EMPLOYEE HANDBOOK

EXPECTATIONS

- Normal first shift hours are from **7:00 a.m. to 3:30 p.m.** unless otherwise determined by your manager.
- If you are unable to work on a particular day due to an emergency, it is your responsibility to call in to your manager as early as possible.
- Time sheets are to be filled out completely, legibly, and sent to your manager before 8:00 of the morning following the shift worked. All time must be charged to a job number – either a specific customer job or an MMS number.
- Overtime is paid after 40 hours actual worked in a given week or a holiday worked provided you work your scheduled day prior to or immediately following the holiday. Travel time is not included in overtime.
- Second and third shifts pay a night bonus of 4%.
- Lunch is 30 minutes unpaid.
- Service Reports: work with your manager or mentor to learn how MMS assigns job numbers and uses Service Reports.

MMS CELL PHONE REIMBURSEMENT POLICY

If you incur expenses for work-related text and phone calls, an expense report will need to be submitted for approval. The care of employee-owned cell phones is the responsibility of the employee. MMS is not liable for damages.

Employees must submit an expense form and supporting documentation (copy of cell phone bill) for reimbursement within 30 days after receiving your bill. MMS will reimburse \$0.10 per text and \$0.10 per minute for phone calls that are work-related.

Process for reimbursement:

- Comply with this MMS Cell Phone expense reimbursement policy.
- Highlight/annotate all text and phone calls on your bill, that are related to your employment with MMS.
- Tally the reimbursement minutes and show reimbursement total.

The maximum Cell Phone expense cannot exceed \$20 per month. Company cell phones are issued as needed with manager approval. Please discuss this with your manager.

MMS EMPLOYEE HANDBOOK

TRAVEL EXPENSES

Mileage Standards for Quotes and Reimbursement

Employees that are required to travel as part of their work assignment are entitled to reimbursement of their mileage. Travel is paid from a starting point of MMS HQ in Pekin and must be submitted on an expense worksheet that will be approved by the supervisor and submitted to payroll. A separate check is always issued for mileage reimbursement and is not included with regular payroll.

The following chart shows the standard mileage that should be used for reporting. Here is an updated Mileage Charges for Frequent Customers.

One Way Mileage Charges for Frequent Customers

Customer	# Miles	Customer	# Miles
BO/GAR	46	Genesis III	94
CANAM STEEL - Peru	182	Green Brier	14
CANAM STEEL Washington Mo	211	Hagerty Steel	11
CARGILL	75	Lozier Oil	33
CAT Decatur	67	MegaFab	155
CAT EP	11	Mennie Machine Company	61
CAT Lafayette	174	Metamora Industries	26
CAT Mapleton	14	Modern Forge	162
CAT Mossville	26	Morton Building	9
CNH	22	Peoria Lock & Dam	11
CNH Racine	224	Precision Planting	19
Flame Metals	490	Puris	448
FPM Heat Treating – Cherry Valley	140	Rassini Chassi Systems	332
FPM Heat – Hasca II	157	Rockford Ballscrews	142
FPM Heat – Elk Grove	161	Superior Metal Treating	373
GDI – Morton	12	Timken Drives	126
G&D Integrated – East Peoria	16	Tri City Machine Products	12
G&D Integrated – Peoria	23	Van Gorp	235

Mileage & Expense Reports:

Mileage and expense reports are to be turned in to your manager weekly; checks will be printed on Friday.

Report mileage from MMS shop to/from job site with the appropriate job number. Mileage from your home to/from a regular job site is not reimbursable. Mileage is reimbursed at the rate of \$0.58 per mile.

- Meal allowance for overnight travel (per diem) is \$35 per day.

MMS EMPLOYEE HANDBOOK

- Expense reports must include a job number for each expense. Other than mileage and per diem, all expenses must be accompanied by receipts.

MMS Hotel Cancellation Policy

MMS has a responsibility to protect our customers from unnecessary costs. We have in the past incurred hotel charges that were not billable to our Customer. This happens when we do not cancel hotel rooms in a timely manner. It is your responsibility to communicate hotel changes, cancellations, or late arrivals in the manner stated below. Failure to follow this policy can result in MMS incurring hotel costs that may be passed on to the traveler as well as possible disciplinary action.

Prior To Check-In

- When we travel for MMS we are given a hotel itinerary that includes:
 - Hotel name and location
 - Phone number of the hotel
 - Date and time of the check-in (earliest time room is available)
 - Date and time of the check-out (latest time of check out)
 - If there are any changes to the check-in or check-out date it is the responsibility of the traveler to communicate this information to the hotel as well as the traveler's supervisor.
- If the traveler is going to have a late arrival on the check-in date, it is his/her responsibility to communicate this to the hotel.
- If there is any reason the traveler cannot make the scheduled trip (sickness, family emergency, injury etc.) it is his/her responsibility to contact their supervisor of this situation. This communication is necessary to arrange for a different traveler and/or the cancellation of the trip and hotel room. It is the responsibility of the supervisor to find a different person to fill this trip as well as arrange a hotel room.

At Check-Out

- If it becomes necessary for the Traveler to have a late Check-out, he/she must notify the hotel front desk for direction as well as approval from his/her supervisor.
- If a person is going to travel home for the weekend, check out of the room, inform the front desk, and your supervisor (follow all the checkout procedures). Communicate to the front desk your return date

MMS EMPLOYEE HANDBOOK

and get a new confirmation number. It is not acceptable to keep a room that you are not going to occupy.

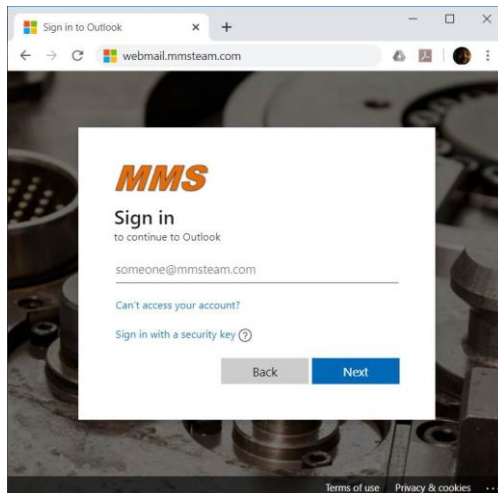
- At check-out, return the Key or Card to the front desk. It is not acceptable to simply leave the hotel with your invoice (if supplied under the door at check-out). Communicate face to face with the front desk you are checking out and give your room number and key. Be sure to give your room access card to the front desk if there is going to be a charge for unreturned cards.
- Keep your invoice and return it with your expense report at the conclusion of the trip. Print your name and job number on the room invoice before handing it in to accounting.

If you have questions, contact your supervisor or the person that made the hotel reservations. Any deviation from this policy needs to be communicated and approved by your supervisor.

MMS Email

MMS email provider is through an Office 365 subscription with Microsoft. There are multiple ways to access your MMS email.

This is the webpage to check your mail online: <http://webmail.mmsteam.com> or www.office.com



The login screen should look like this.

MMS EMPLOYEE HANDBOOK

To access your email from a smart phone, download the “Outlook” App. This App is free from the App Store for iPhone, and Google Play for Android.

To check your email using a mail program (like Outlook) or another mail service (like gmail or yahoo), please contact the MMS IT group for assistance. Your MMS email is generally your First Initial followed by your Last Name @mmsteam.com (ie: JSmith@mmsteam.com for John Smith)

If you forget your password at any time, please contact the MMS IT group or Human Resources.

Note: As a general warning, please be very cautious about opening file attachments or clicking on web links you receive in an email message. In the past, we have had several of our user’s email accounts be compromised due to malicious email messages. You will never be asked to re-login to your MMS email account from an email message. If you are ever unsure, please contact a manager or the MMS IT group.

Short Term / Long Term Disability

MMS EMPLOYEE HANDBOOK

PAYROLL INFORMATION

On-Line Registration

MMS uses ADP for on-line payroll. This reduces paper handling and provides the employee with an electronic copy of all pay records and vacation accrual.

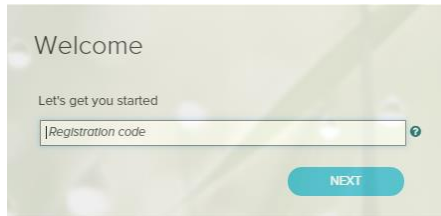
ADP is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you must register with us before using our services.

You will need your registration code (for example, acme-abc1 or 9A7B632F) and the URL of your ADP service web site.

On your ADP service web site, click the link to register for ADP services.

Your employee Self Service **Registration Passcode** is **MMSteam-1234**

Please go to <https://my.adp.com> to register. Please contact your supervisor or the MMS main office for any issues.

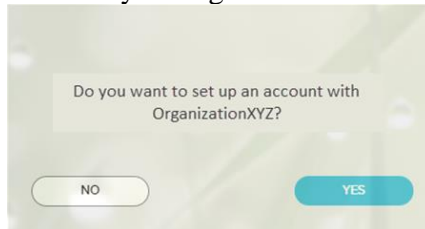


Welcome

Let's get you started

NEXT

Enter your registration code.



Do you want to set up an account with OrganizationXYZ?

NO YES

Enter your information to help us find you in our records.

MMS EMPLOYEE HANDBOOK

Help us find you

First name* Last name*

Employee ID

SSN, EIN, or ITIN

Birth month and day*

January

Hello, John Doe

If this is you, select Register Now. If this is not you, select Cancel and check your entries.

Need help? Contact your organization's administrator for assistance.

Click REGISTER NOW.

Activate Your Email Address

Your registration is complete. You can use your user ID and password to access your ADP service(s).

- Activate your email and mobile phone number to receive important notifications from your organization or ADP.
- Manage your account information to keep it accurate.

This is only the introduction to on-line payroll. Individual person information must be entered into the website to complete the activation including your email address. There are APPs available for your smart phone or iPad to access payroll.

MMS EMPLOYEE HANDBOOK

PAID HOLIDAYS

MMS observes 10 paid holidays available following 30 days employment as follows:

- Martin Luther King
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the Friday after
- Christmas Eve & Christmas Day
- New Year's Day

Only exception is for on-site contract employees that are subject to change based on customer observed holidays.

VACATION TIME ACCURAL

Vacation/Holiday Pay

- Holiday pay begins after 30 days of employment; accrual of vacation time will begin following 30 days of employment at a rate of 3.08 hours per pay period. Vacation time may be carried over to the following year if approved in advance by your supervisor. After 5 years of full-time employment, vacation time will accrue at the rate of 4.62 hrs. per pay period.
- Requests for time off are to be submitted in writing and approved by your supervisor in advance except in cases of emergency or illness. Approval slips are available in the reception area. Once approved, you are to keep the white copy and give the yellow copy to HR.

Payroll - Payroll is run bi-weekly and paid out the following Friday. Direct Deposit is mandatory. Please check your check stubs immediately on receipt and notify your manager or HR of any discrepancies.

MMS EMPLOYEE HANDBOOK

MANAGING INSURANCE BENEFITS

Insurance benefits can be changed once per year in June. Benefits can also be changed anytime during the year if a Life Changing event occurs for the employee such as:

- Changes in household
- Getting married or divorced
- Having a baby or adopting a child
- Death in the family
- Changes in residence
- Moving to a different ZIP code

Medical/Dental/Life/Disability Insurance

- Full-time employees are eligible for health insurance benefits the first day of the calendar month after 30 days of employment. MMS pays a portion of the health insurance premiums, and the employee is responsible for the remaining. Premium payments are pre-tax and deducted from each pay check. See current year cost tables.
- Dental and Vision coverage are provided at no cost to the employee if enrolled in the medical plan.
- Term Life Insurance is provided at no cost to the employee after 30 days of employment. Up to age 65 benefits are \$50,000 life and \$50,000 AD&D. At age 65, benefits are reduced to 65%; at age 70 to 50%.
- Short- and Long-Term Disability Insurance is available after 30 days; 100% employee cost. Rate based on salary and age.
- ***Medical Insurance:***
- Carrier: Blue Cross Blue Shield of Illinois
- Available first day of calendar month following the 30th day of Employment

Employee Premium per pay period (every two weeks – effective June 1, 2019 to April 30, 2020)

	BCBS Gold	BCBS Silver	BCBS Bronze
Single	\$121.99	\$109.20	\$83.93
Employee & Spouse	\$254.10	\$227.46	\$174.83
Employee & Children	\$262.80	\$235.51	\$180.81
Family	\$394.90	\$353.51	\$271.70

MMS EMPLOYEE HANDBOOK

Dental/Vision Insurance:

- Carrier: Blue Cross Blue Shield of Illinois – 100% Employer paid (Available only with medical insurance)
- Carrier: Blue Cross Blue Shield Type/Coverage: PPO – 100% Preventive Services (deductible applies for other)
- Available first day of calendar month following the 30th day employment

Term Life Insurance:

- Carrier: Mutual of Omaha – 100% Employer paid
- \$50,000 Life/\$50,000 AD&D (reduction in benefits at age of 65 and after)
- Available first day of calendar month following the 30th day employment

401(k)/Safe Harbor/Bonus

401(k)/Safe Harbor/Bonus

- Full-time employees are eligible for the 401(k) plan through Alliance Benefit Group after 6 months of consecutive service with a minimum of 83 hours of service each month. Part-time employees are eligible with a minimum of 1000 hours for the year.
- Employees must meet the requirements for the 401(k) Plan to be eligible for the company's ESOP Safe Harbor contribution of 3% of the years wages.
- A year-end bonus may be issued at the discretion of management dependent on the prior years (Nov to Oct) profitability and paid through payroll in December.

MMS EMPLOYEE HANDBOOK

MMS DRESS CODE & UNIFORM GUIDELINES

Manufacturing Maintenance Solution's objective in establishing a dress code is to allow our employees to work comfortably and safely in the workplace. Yet, we still need our employees to project a professional image for our customers, potential customers, employees, and community visitors.

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

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

Even in a manufacturing work environment, clothing should be pressed and not wrinkled, torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Employees are encouraged to wear shirts that display the MMS logo; logos or advertising of competitors or competitors of the customer where you are working are not allowed (i.e. Cat t-shirts at CNH).

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

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

Conclusion

If clothing fails to meet these standards, as determined by the employee's manager, the employee will be asked not to wear the inappropriate item to work again. If the problem persists or is especially inappropriate, unprofessional, and/or offensive, the employee may be sent home (unpaid time off) to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be applied if dress code violations continue.

MMS EMPLOYEE HANDBOOK

DISCIPLINE ACTION MATRIX

Purpose: This policy establishes the process by which MMS management will apply discipline to employees violating any of MMS’s Policies. The policy will provide a means for enforcing our policies for the purpose of modifying behavior, ensuring a cultural of safety and providing our customers with the best in class workforce.

Responsibility: All MMS employees are responsible for adhering to all of MMS’s policies.

Basic Rules for Discipline: Infractions of MMS’s Policies will result in disciplinary measures being applied. It will be the policy of MMS to determine the magnitude of the discipline based on the severity of the infraction and history of the employee. A Disciplinary Matrix will be used as a reference tool by the manager directing the discipline. The manager can request a review of the incident and disciplinary decision with MMS Upper Management.

SAFETY INFRACTION GUIDELINE

	First Incident	Second Incident	Third Incident	Fourth Incident
Willful, Criminal, Harmful to Company or Others				
Serious Violation (Injury/Property Damage)				
Violations (No Injury/Property Damage)				
Minor Violations <small>(NOT: Wearing ear plugs, safety glasses, being aware of surroundings, etc..)</small>				
	Verbal Warning	Written Warning(Subject to suspension)	Final Written Warning(Subject to Suspension)	Termination

MMS EMPLOYEE HANDBOOK

REQUEST FOR TIME OFF

A Request for Time Off form must be submitted to the supervisor prior to scheduling an event. Supervisors need time to plan and scheduling for replacements.

MMS

Request for Time Off

MANUFACTURING MAINTENANCE SOLUTIONS, INC.

Employee Name _____

Date(s) of Absence: _____

Time(s) of Absence: _____

Type of Absence Requested:

PAID TIME With VACATION HRS _____

UNPAID TIME OFF _____

Reason(s) for Request: _____

Employee Signature _____

Date _____

Manager Approval

Date _____ Approved _____ Denied _____

Signature _____

Comments: _____

MMS EMPLOYEE HANDBOOK

TUITION REIMBURSEMENT PROGRAM

Periodically, it is necessary for individual employees or groups of employees to take job-related training courses that are not part of a degree program. This can enhance an employee's value to the company, keep them up to date on the latest trends, technologies and knowledge, and offer a great chance to interact with peers.

The MMS Educational Training Reimbursement Program was instituted to provide both the employee and employer with the highest level of qualified instruction. Employees that request this reimbursement must be committed to MMS and its culture by agreeing to remain in the employ of MMS for a period of time equal to the term of educational reimbursement. That is, the employee must remain in the employ of MMS for four (4) months after a four-month completed semester of study. These terms will become part of the final employee program acceptance.

Training and development goals and specific courses are identified in conjunction with the employee's supervisor, as part of an employee's development plan, and can include a variety of courses from an array of sources. The organization reimburses for related expenses, listed below. If it is required by the Company, the Company will pay for the time that the employee spends attending classes.

Criteria:

- Full-time employment with MMS Inc. up to \$3000 annually.
- Prior written approval by the employee's supervisor and the MMS Education & Training Department.