



**allentown optical**

## **Employee Handbook**

525 Business Park Lane  
Allentown, PA 18109

[allentownoptical.com](http://allentownoptical.com)

## LEGAL ISSUES:

### *Handbook Disclaimer*

This Employee Handbook is provided as a guide and is not to be considered a contract. Only written statements made by organizational representatives specified below are valid and binding employment contracts. Allentown Optical Corp. CEO is the only official who can make binding employment contracts. These contracts must be in writing.

### RIGHT TO AMEND THE EMPLOYEE HANDBOOK

The Employee handbook is designed to acquaint employees with some of Allentown Optical Corp.'s policies and benefits. ***It is not a contract and should not be construed as creating contractual obligations.*** Allentown Optical Corp reserves the right to amend, supplement, or rescind any provisions of this handbook as it deems appropriate, in its sole and absolute discretion. As policies and benefits are revised, updated pages will be distributed. ***Please keep this handbook readily available and insert the updated material promptly so that it is current at all times.***

### EMPLOYMENT

We are an 'at-will' employer and operate under the provision that employees have the right to resign their position at any time, with or without notice, and with or without cause. We, the employer, have similar rights to terminate the employment relationship at any time, with or without notice, and with or without cause.

### SAFETY AND HEALTH (OSHA)

The appropriate OSHA posters and information can be found on Allentown Optical Corp. bulletin board.

It is the intention of Allentown Optical Corp. to provide you with a safe, clean work environment conducive to productivity. If you have safety or health concerns, please bring them to the attention of your supervisor or management as soon as possible.

### Cell Phone Use

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or PDAs at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone or PDA for business use are expected to refrain from using their phone to text, receive or place calls, surf the web, email or instant message or to take pictures or video while driving. Use of a cell phone or PDA while driving is not required by the company. Safety must come before all other concerns.

Regardless of the circumstances, including slow or stopped traffic, employees are required to pull into a rest area or parking lot and safely stop the vehicle before placing or accepting a call or use hands-free operations, refrain from

discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area.

Hands-free equipment will be provided with company-issued phones and PDAs to facilitate the provisions of this policy.

Employees who are charged with traffic violations resulting from the use of their phone or PDA while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

## COMPUTERS AND USE OF THE INTERNET

1. An officer or employee will not use Allentown Optical Corp. time, property or equipment to benefit his personal or financial interest.

2. Since Allentown Optical Corp. is subject to the scrutiny of our accounts, all employees are required to use property or equipment including computers and their technologies in the utmost appropriate, ethical, and professional manner.

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a. Appropriate, ethical, and professional uses of a computer may minimize the risk of unlawful or inappropriate activities.

b. An employee will not use a computer for unlawful acts or for accessing Pornographic sites, accessing personal e-mail accounts through Allentown Optical's server, and loading or downloading unauthorized programs and software. Inappropriate use further includes unacceptable or improper acts for nonwork related activities that may or may not impact an employee's productivity and performance and include, but are not limited to, using the computer and/or Internet to conduct business for personal financial gain or excessive use of Allentown Optical's computers for personal use.

c. Employees are not allowed to play computer games, even during their breaks or lunch period as these activities create the appearance of Impropriety with co-workers. Employees are, instead, encouraged to take a break from the computer.

3. Computers, software, and associated hardware provided and assigned by Allentown Optical Corp. to its employees for use in carrying out the duties of their positions are property of Allentown Optical Corp.

a. As property of Allentown Optical Corp., computers are subject to access whether for routine maintenance or in the course of an investigation.

b. Employees are responsible for the proper care and maintenance of the computers assigned to them.

c. Employees must take reasonable care not to abuse or damage the computers. If damage results because of carelessness, such as spilled food or drinks, the employee may be responsible for repairs or replacement.

d. The portability of laptop computers increases the risk of damage, loss, or theft from an employee's home or personal or work vehicle. If the damage, loss, or theft is a result of carelessness (i.e., laptop left in plain view in a vehicle that is broken into, etc.), the employee may be responsible for the replacement costs.

4. Only authorized and legal software necessary for the duties of a position will be loaded onto Allentown Optical Corp. computers.

a. All software requires a site license or program disks.

5. Employees will not customize a computer beyond the needs of the employee's duties.

a. Customization can use memory and slow the computer speed, even for such things as changing the cursor from the default, accessing and listen to the radio channels through the Internet, installing the "weather bug", etc. These features can tie up the network bandwidth and slow other critical processes.

b. Customization takes time and may impact an employee's work productivity without benefit to the employee's duties or performance.

6. Employees will not download Internet programs or software unrelated and unnecessary to work as the programs can cause critical problems by taking up valuable disk space and memory needed to run the programs necessary for work.

a. Not only can downloaded programs slow a computer speed, but may introduce viruses, worms, and corrupt the computer and the network, all of which may impact the employee's work productivity and performance and incur costs for employee's downtime and labor.

**Internet and E-mail Usage**

1. Internet and e-mail should be used for legitimate Allentown Optical Corp. business; however, brief and occasional (incidental use) Internet usage or e-mail messages of a personal nature may be sent and received if the following conditions are met:

a. Personal use of the Internet and e-mail on Allentown Optical Corp. systems is a privilege, not a right. As such, the privilege may be revoked at any time. Abuse of the privilege may result in appropriate disciplinary action.

b. Employees have no right to privacy with regard to the Internet or e-mail usage on Allentown Optical Corp. systems. Management has the right to view employees' usage patterns and take action to assure that Allentown Optical Corp. Internet and e-mail resources are devoted to maintaining the highest level of productivity.

c. All e-mail sent on Allentown Optical Corp. systems can be recorded and stored along with the source and destination.

d. Recorded e-mail messages from Allentown Optical Corp. systems are the property of the Allentown Optical Corp.

e. If sending e-mail of a personal nature on an Allentown Optical Corp. system, there is always the danger of the employees' words being interpreted as official agency policy or opinion; therefore, employees should be very cautious in sending these types of personal e-mails through Allentown Optical Corp. system. If an employee chooses to send these types of e-mails, the employee must use the following disclaimer at the end of the message:

"This e-mail contains the thoughts and opinions of (employee name) and does not represent official Allentown Optical Corp. policy."

2. Restrictions for the use of Internet and e-mail include:

a. Personal Internet usage or e-mail will not impede the conduct of Allentown Optical Corp. business; only incidental amounts of employee time shall be used to attend to personal matters – time period comparable to reasonable coffee breaks during the day.

b. Accessing, posting or sharing any racist, sexist, threatening, obscene or otherwise objectionable material (i.e., visual, textual or audible) is strictly prohibited.

c. Internet usage or e-mail will not be used for any personal monetary interests or gain.

d. Employees shall not use Allentown Optical Corp. systems to subscribe to mailing lists or mail services strictly for personal use.

e. Personal Internet usage or e-mail will not cause Allentown Optical Corp. to incur a direct cost in addition to general overhead of the Internet or e-mail. Employees will not intentionally use the Internet facilities or e-mail to disable, impair or overload performance of any computer system or network, or to circumvent any system intended to protect the privacy or security of the systems or another user.

3. While e-mail communications are less formal than other forms of written correspondence, the employee should always strive for a professional product by reviewing the content for clarity, grammar, punctuation, format, and tone.

a. Employees should verify the recipients before sending the e-mail to avoid sending it to an unintended person.

b. Employees need to be cognizant of how an e-mail may be perceived by the receiver, so re-read the message as if you are the recipient and make sure the content is professional.

c. The use of stationary, fancy fonts and dancing smiley faces or characters do not portray professional style and format and should not be used for business communications. However, they may be used in designing a specialty notice or announcement related to an Allentown Optical Corp. activity.

d. Employees must not remotely access personal e-mail accounts through the



Allentown Optical Corp.'s system as the access may introduce viruses, worms, and corrupts a computer and the network. Employees may access their Allentown Optical Corp. account from a remote site.

4. The Internet will be used as a research and communication tool for work related matters and must not be used for personal activities that impact an employee's work productivity and performance.

a. Spam can be the result of accessing Internet sites or downloading programs, even for something as simple as a screensaver.

## **PAY POLICIES AND PROCEDURES**

### **Pay Schedule**

Pay dates are scheduled to be every other Thursday for the two-week pay period ending the prior Friday. In the event that a regularly scheduled pay date falls on a holiday, the pay date is the last business day before the regularly scheduled pay date. For example, if the Thursday of a scheduled pay week is a business observed holiday, hourly employees will receive their pay on Wednesday.

## **OVERTIME POLICIES**

Supervisors are responsible for authorizing and scheduling overtime in advance; therefore, a nonexempt employee shall not work overtime unless authorized in advance by his/her supervisor. Employees are expected to work overtime when requested to do so. Overtime will be used only after other alternatives have been explored, such as rescheduling priorities, reassigning work, re-balancing workloads.

Overtime occurs when work is required beyond regular scheduled hours in the workday. Overtime will be paid at the time and one-half rate when the hours actually worked exceed 8 hours during the workday. Holiday and Vacation days are counted as 8-hour days.

## **DRESS CODE and PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT**

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image *Allentown Optical Corp.* presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

## **EQUAL OPPORTUNITY EMPLOYER**

It is Allentown Optical Corp.'s Policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, or any other category protected under federal, state, or local law. This policy applies to all employees and applicants for employment and to all phases of employment, including hiring, promotion, demotion, treatment during employment, rates of pay or other compensation, and termination of employment. In addition, Allentown Optical Corp will take appropriate steps to provide reasonable accommodations upon request to qualified individuals with disabilities so long as doing so does not cause Allentown Optical Corp. undue hardship.

## **PERSONAL PROPERTY STORAGE OR DISPLAY**

Personal items brought into the workplace are subject to a determination of suitability/appropriateness for the workplace by direct supervisors or the facility Administrator.

II. Personal items in the workplace are brought at the owner's risk and neither the facility nor Allentown Optical Corp. will accept any liability for damage or loss sustained while these items are in the workplace.

## **PREGNANCY DISCRIMINATION**

Allentown Optical Corp. will not discriminate in hiring, limit health insurance, withhold medical leave or reasonable accommodations, or withhold fringe benefits on the basis of pregnancy, childbirth or related medical conditions. Women affected by pregnancy or related condition will be treated in the same manner as other applicants or employees with similar abilities and limitations.

## **TERMINATION**

Company Policy will result in termination:

- a finding of sexual harassment,
- 2 moving violations or accidents (for Company drivers),
- behavior endangering self or co-workers,
- a finding of a workplace violence incident,
- substance abuse violations (accumulative or a single critical incident),

## **REPORTING INJURIES**

Injuries, or illnesses suspected of being work related, should be reported immediately to the Employee's immediate supervisor..

## **COBRA**

COBRA provides certain former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of health coverage at group rates. This coverage, however, is only available when coverage is lost due to certain specific events. Group health coverage for COBRA participants is usually more expensive than health coverage for active employees, since usually the employer pays a part of the premium for active employees while COBRA participants generally pay the entire premium themselves. It is ordinarily less expensive, though, than individual health coverage.

## **I-9 FORMS**

An U.S. Department of Justice, INS I-9 Form verifies identity and eligibility to work legally in the U.S. Each new employee will complete an I-9 within three days of his/her start date. The Form will be kept for 3 years from the date of hire or 1 year after employment ends, whichever is later.

## **PERFORMANCE APPRAISALS**

### ***PURPOSE OF THE PERFORMANCE APPRAISAL SYSTEM***

To provide an opportunity for the supervisor to appraise employee strengths, job description responsibilities, other previously determined departmental objectives and to make suggestions in areas which may need improvement.

To provide an opportunity for the supervisor and staff member to review job performance, discuss priorities among job tasks, and if necessary develop strategies for job improvement. The performance appraisal shall not be used for disciplinary reasons. It is solely for staff development purposes.

## **BENEFITS**

### **Group Health and Life Insurance**

Employees with three months or more of continuous service may obtain comprehensive medical insurance. Life insurance is supplied by Allentown Optical Corp. The plan is described in the group insurance plan.

### **Pension Plan**

A pension plan is provided for employees who meet required qualifications. The pension plan is described in the pension plan booklet.

## **HOLIDAYS**

### **PAID HOLIDAYS**

1. New Years Day
2. Friday before Easter
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving
8. Christmas
9. Floating Day

## **LEAVES AND VACATIONS**

### **Death in Your Family**

If death occurs in your immediate family, you will be paid for scheduled working time lost to attend the funeral up to three days not to exceed eight hours per day during the period beginning with the day death occurs and ending with the day of the funeral.

Immediate family is defined as Wife, Husband, Child, Step-Child, Father, Mother, Step-Mother, Step-Father, Sister, Brother, Step-Sister, Step-Brother, Mother-in-Law, Father-in-Law

You will be entitled to one days pay in the event of the death of your Grandmother, Grandfather, Aunt or Uncle, in order to attend the funeral.

## **Sick Leave**

Sick leave is earned at the following rate:

After one year of continued service, employees are allowed up to 2 days of sick leave in one calendar year with pay for absence due to illness. Up to 3 additional days may be used for sick days, however, the additional days will be deducted from the employees vacation time.

Sick leave is granted only when an employee is incapacitated by illness or injury; when hospitalized or confined for observation following illness or injury; when absent for medical, dental, or optical examination or treatment; or when quarantined following exposure to a contagious disease. In the event of critical or severe illness in the immediate family (father, mother, sister, brother, spouse, child residing with the employee, immediate in-laws, or other person residing in the same household.) sick leave may be taken.

Employees who are absent more than three days for unconfirmed illness may be required to submit a physician's statement.

When taking a day of sick leave the immediate supervisor must be notified within a reasonable time period (not to exceed one hour.) of the scheduled time to work.

If the sick leave privilege is abused, a doctor's certificate may be required for any sick leave is taken.

Misuse of sick leave shall constitute grounds for dismissal or other appropriate disciplinary action.

## **Jury Duty**

In the event you receive notice to report for jury duty, please notify your supervisor immediately so that arrangements can be made to have your duties covered until you return to work. If, however, this time is not convenient for the Company you may be provided with a letter to request that your jury duty be postponed.

While you serve as a juror, the Company will pay you the difference between your regular straight time earnings and your pay for up to 5 working days. The Company will pay your full regular straight time earnings, minus jury pay. Time spent on jury duty will be counted as regular working time for all purposes except overtime. The employee must return to work for any reasonable time the court is closed during normal work hours.

No adverse employment action will be taken against employees or applicants due to their service as a juror in state or federal courts.

## **Office Closing Policy**

### **Snow Days**

Unless notified by the standard procedure (phone message, answering machine, etc) you may assume the company will be open for business. If you feel that commuting to work presents an unacceptable risk due to weather conditions you may request to use a vacation/personal day. If none of these are available to you, the time-off will be considered an unpaid LOA.

If you report to work and the company needs to close before your shift is over, you will be paid no less than ½ days wage or the hours worked, which ever is greater.

7/16/2011 - Revised

## VACATIONS

### A SUPERVISOR MUST APPROVE ALL VACATION

Vacation is paid by Allentown Optical Corp. to regular full-time employees as follows:

Hired Before: (01/01/2010)

- One year of employment: [one] week
- Fourth through Eighth year of employment: [two] weeks
- Eighth through Sixteenth year of employment: [three] weeks
- Sixteenth through Twenty-Fourth year: [four] weeks
- Twenty-Four years or more: [five weeks]

At the discretion of Allentown Optical Corp. one vacation "float day" will be issued each year for all employees, regardless of time employed.

All employees are required to give at least [one month's] notice to their supervisor of their vacation plans. You are required to take your vacation within [one] calendar year after you earn it. You will not be eligible to receive pay instead of vacation time except with company permission or upon termination. Vacation time, which is taken prior to being earned, is considered an advancement of wages and, upon termination, will be deducted from your paycheck.

Any conflict in vacation requests will be decided based on:

- Prior vacation approval
- Employee seniority
- Company needs

You will not be entitled to accrued vacation during periods when you are on personal leave of absence or if you are suspended from the company.

If a holiday occurs during your vacation period you will be granted one additional day of vacation. [If you are sick during your vacation period you may not count that day towards sick pay]

You are not eligible for any paid vacation until you have completed one year of employment with the company. For example, if you leave the company after nine months of employment, you will not be eligible for any vacation pay benefits. After one year of employment, [one week] of vacation will accrue. After the second year of employment and onward, you will begin accruing vacation at subsequent anniversary dates.

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry 2 unused days forward to the next benefit year. When the employee uses paid vacation time, and brings the available amount below the cap, vacation accrual will begin again up to the limit.

Employees will be paid for unused vacation time that has been accrued through the last day of work upon termination of employment.

## FAMILY MEDICAL LEAVE ACT POLICY

Employees are eligible to take leave under the Family and Medical Leave Act of 1993 if they have worked:

- for the Company at least 12 months,
- at least 1,250 hours in the previous 12 months,
- work at the home office or within a 75-mile radius of the home office.

Time off without pay will be guaranteed up to twelve weeks total in any twelve-month period for the following reasons:



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Hired On or after: (01/01/2010)

- First year of employment: [one] week
- Second through third year of employment: [two] weeks
- Third through tenth year of employment: [three] weeks
- Over Tens years of employment: [four] weeks

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All employees are required to give at least [one month's] notice to their supervisor of their vacation plans. You are required to take your vacation within [one] calendar year after you earn it. You will not be eligible to receive pay instead of vacation time except with company permission or upon termination. Vacation time, which is taken prior to being earned, is considered an advancement of wages and, upon termination, will be deducted from your paycheck. Any conflict in vacation requests will be decided based on employee seniority and company needs. You will not be entitled to accrued vacation during periods when you are on personal leave of absence or if you are suspended from the company.

If a holiday occurs during your vacation period you will be granted one additional day of vacation. [If you are sick during your vacation period you may not count that day towards sick pay]

You are not eligible for any paid vacation until you have completed one year of employment with the company. For example, if you leave the company after nine months of employment, you will not be eligible for any vacation pay benefits. After one year of employment, [one week] of vacation will accrue. After the second year of employment and onward, you will begin accruing vacation at subsequent anniversary dates.

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- work at the home office or within a 75-mile radius of the home office.

Time off without pay will be guaranteed up to twelve weeks total in any twelve-month period for the following reasons:

- A. The birth of a child of an employee, in order to care for that child.

- B. Adoption or foster care placement of a child with an employee, in order to care for that child.
- C. The care for a spouse or parent if that spouse or parent has a serious health condition, or in order to care for a son or daughter if that son or daughter has a serious health condition and is under age of 18, or if 18 years or older, is incapable of self care because of physical or mental disability.
- D. The employee's serious health condition, that makes the employee unable to perform the function of the employee's position.

For purposes of reasons (C) and (D), the term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential medical care facility; (2) an absence from work or school in excess of three days and continuing treatment by a health care provider; or (3) continuing treatment by a health care provider for a serious or chronic long-term health condition that is incurable or that, if left untreated, would likely result in an absence from work or school in excess of three days, or (4) for prenatal care.

#### Intermittent Leave

Leave taken for reasons (A) or (B) must be taken within twelve months of the birth or placement, and may not be taken intermittently or on a reduced hours basis except in unusual circumstance with the Company's advance approval.

Leave taken for reasons (C) or (D) may be taken intermittently or on a reduced hours basis when medically necessary. If you request an intermittent or reduced hours basis, the Company may require you to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates recurring periods of leave than your regular position.

#### Spouses Employed by the Company

If you and your spouse are both employed by Allentown Optical Corp., you are entitled to take only a combined total of twelve (12) weeks of leave during the applicable twelve-month period if the leave is taken pursuant to reasons (A) or (B) above.

#### Substitution of Paid Leave

Allentown Optical Corp. requires you to utilize all previous unpaid time, earned half days, holiday time, and vacation time when taking family or medical leave.

#### Notice

Employees are required to give 30 days notice to Allentown Optical Corp. of their intent to take a leave for foreseeable events. When circumstances require a leave to begin in less than 30 days, the employee must give as much notice to Allentown Optical Corp. as practicable or within 24 hours of commencement of leave. Failure to provide notice as required in this paragraph may result in denial of leave.

#### Physician's Certification

All request for leave for a reason set forth in paragraphs (C) or (D) must be supported by a certification issued by the physician of the employee or the physician of the employee's son, daughter, spouse or parent, as appropriate. The certification must state:

1. the date on which the serious health condition commenced;
2. the probable duration of the condition;
3. appropriate medical facts regarding the condition;
4. a statement that either (a) the employee is needed to care for your son, daughter, spouse or parent and for how long such care is needed, or (b) you are unable to perform the functions of your position due to your condition.



If intermittent leave or leave on a reduced hours basis is requested, the certification also must contain: (1) the dates of any planned medical treatment; (2) a statement of the medical necessity for and expected duration of intermittent leave or leave on a reduced hours basis; and (3) in the case of leave to care for a family member, a statement that intermittent leave or leave on a reduced hours basis is necessary for the family member's care or to assist in their recovery and the expected duration and schedule of the requested leave.

#### Second Opinion

The Company reserves the right to obtain at the Company's expense a second opinion from a physician designated by the Company. If the second opinion differs from the opinion in the original certification, the Company may require a third opinion at the Company's expense from a physician designated jointly by the Company and the employee. Such opinion shall be final and binding.

Re-certifications may be required on a reasonable basis at your expense.

#### Health Benefit Continuation

The Company maintains group health insurance coverage for you during any period of family and medical leave, on the same basis coverage would have been provided if you had not taken such leave if you intended to return to work. If you fail to return from leave after it expires for any reason other than the continuation, recurrence or onset of a serious health condition or circumstances beyond your control, you must reimburse and the Company may recover from you any premiums for group health coverage paid during the period of the leave. The Company may require you to report periodically on your status and intent to return to work.

#### Return to Work

Eligible employees returning from family and medical leave have the right to be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Upon expiration of the leave, if you were on leave for your own serious medical condition, you must provide a certification from your physician that you are able to resume work.

To obtain additional information or detail about family or medical leave that apply to you, contact a member of the Human Resources Team.

## **INSURANCE, HEALTH, LIFE INSURANCE INFORMATION**

### Eye Care Program

Full time, permanent employees who have completed three or more months of continuous service are eligible for the eye care program. Such employees are entitled to one pair of personal prescription glasses per year at no cost to the employee, additional pairs provided for 50% off. Spouse and children will be entitled to a 50% discount off a regular Rx prescription price list.

Employees with no Rx prescription will be allowed 50% off one pair of complete sunglasses per year.

## **EMPLOYEE RESPONSIBILITIES**

### **ATTENDANCE / ABSENTEEISM**

### **PERFORMANCE**

Evaluation of your job performance is based on the following factors: quality of work, quantity of work, ability to get along with others, adaptability, use of working time, attendance and punctuality; and housekeeping, which means keeping your work area clean at all times.

### **PERFORMANCE OF DUTIES WITHIN ETHICAL AND LEGAL GUIDELINES**

Allentown Optical Corp. will not ask, nor will it ever expect, an Employee to act or perform duties that would compromise that Employee on ethical or legal grounds. If an Employee is asked or ordered to do something he/she feels is compromising, the incident should be reported immediately using the EPSP process.

### **REPORTING ALL LEGAL VIOLATIONS**

Allentown Optical Corp. does expect any Employee to report any confirmed or suspected legal violations of any statute known to the Employee. Use the EPSP process for such reports.

### **COOPERATION IN PROVIDING A SAFE AND NON-HOSTILE WORK ENVIRONMENT**

Allentown Optical Corp. expects all Employees to cooperate in the maintenance of a safe, non-hostile workplace. Employees are expected to work in ways that will not endanger themselves or others. Employees are expected to maintain themselves and their work areas so as not to create a hostile or offensive workplace for others. Concerns or incidents compromising either situation should be reported to your supervisor.

### **NOTICE OF CHANGE IN PERSONAL STATUS**

Final notice of any change in personal employment status will come from Allentown Optical Corp. CEO. It will be in written form. Your supervisor may deliver it but it will come from the CEO. Such changes could be, but are not limited to, termination notice, pay raise, promotion or demotion, a written disciplinary reprimand, etc.

## **ORGANIZATIONAL ENVIRONMENT**

### **SMOKING**

Allentown Optical Corp. promotes and enforces a smoke free environment. Smoking is allowed in designated outside areas only.

### **SUBSTANCE ABUSE**

Allentown Optical Corp. will strongly enforce an abused substance free workplace. Employees working while under the influence of drugs or alcohol will be directed to an Employee Assistance Program (EAP) upon the first offense. A second offense or refusal to accept the help of the EAP will result in termination.

### **SEXUAL HARASSMENT**

What is sexual harassment? It is "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or

rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.”

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee (a customer or client.)
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available.

Victims or witnesses should report any incident or possible incident through the EPSP procedure. Allentown Optical Corp. will vigorously, promptly, and impartially investigate all allegations and deal with them in as discrete a manner possible, so as to protect the rights of the victim and the accused.

If the investigation returns a finding of sexual harassment, or the false accusation regarding sexual harassment, disciplinary action, ranging from reprimand to termination, will result.

## **VIOLENCE IN THE WORKPLACE**

Allentown Optical Corp. promotes and enforces a policy against violence in the workplace wherever such actions are under its control. In the area of Employee conduct, Allentown Optical Corp. has control and will investigate all reported incidents of actual violence or intimidation in the workplace.

Violence in the workplace can range from verbal intimidation, to physical threats, to altercations, on up to rapes or homicides. When an Employee is the victim of any act of violence, he /she should report that incident through the EPSP process.

If the investigation shows that an employee (or employees) is (are) at fault, that employee is subject to disciplinary action up to and including termination.

Allentown Optical Corp. will also strive to maintain the safety of employees from outsider violence, i.e. during robberies.

If an Employee feels that a policy or procedure could be improved to prevent workplace violence, he/she should present the idea to their supervisor. The supervisor will present the idea to Company management for consideration.

