



Vista Packaging & Logistics

Employee Handbook / Manual

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1 INTRODUCTION

This document has been developed by Vista Packaging & Logistics in order to familiarize employees with the company and provide information about working conditions, key policies, procedures, and benefits affecting employment at Vista Packaging & Logistics. It is presented as a matter of information and to help all employees better perform their jobs. While Vista Packaging & Logistics believes wholeheartedly in these policies, they do not constitute contractual obligations. Vista Packaging & Logistics reserves the right to modify, revoke, suspend, terminate, or change any or all policies set forth in this Employment Manual in whole or in part, at any time, with or without notice.

Welcome

On behalf of all the employees at Vista Packaging & Logistics, we welcome you as a part of our organization. We are pleased that you have decided to join our staff and assist us in providing quality products and services to our many clients.

We are proud to have you as part of our organization, which has experienced continued growth by providing consistently good products and services in packaging and fulfillment. Our goal is to continue to build on this reputation and lift the company to new heights of excellence. As a member of our team, you are an important part of this goal.

The management group invites you to take the time to read the remainder of your handbook. For our new employees, it will introduce you to our organization and will give information about policies that will apply to you as an employee. For those more senior employees, this handbook brings to you the current explanation of our policies.

After reading over this handbook, if you still have questions, feel free to discuss them with your supervisor.

Again, the management team wants to say welcome; we look forward to having you as a member of our team.

Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Vista Packaging & Logistics reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

2 EMPLOYEE DEFINITION AND STATUS

Your employment status identifies the nature and scope of your employment with Vista Packaging & Logistics, and determines your eligibility for various employee benefits. Employees of Vista Packaging & Logistics are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked over forty (40) hours per work week.

- **Exempt** - Full-time salaried employees are regularly scheduled to work forty hours each week and are entitled to participate in various employee benefits.
- **Non-Exempt** - Full-time hourly employees are regularly scheduled but not guaranteed to work up to forty hours each week and are entitled to overtime pay when eligibility criteria are met.

An “employee” of Vista Packaging & Logistics is a person who regularly works for Vista Packaging & Logistics on a wage or salary basis.

2.1 Probationary Period for New Employees

Vista Packaging & Logistics monitors and evaluates every new employee’s performance for 90 days to determine whether continued employment in a specific position or with our organization is appropriate.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

Vista Packaging & Logistics is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, marital status, veteran status, political affiliation, disability, or any other factor protected by applicable law.

3.2 Americans with Disabilities Act

It is the policy of Vista Packaging & Logistics to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Vista Packaging & Logistics will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Reasonable accommodations are available to all employees and applicants, as long as the accommodation does not cause undue hardship on Vista Packaging & Logistics. Individuals should contact their immediate supervisor concerning an accommodation.

3.3 Immigration Law Compliance

In accordance with the Immigration Reform and Control Act (IRCA), Vista Packaging & Logistics only employs individuals who are legally authorized to work in the United States. Furthermore, Vista Packaging & Logistics does not continue to employ any individual whose legal right to work in the United States has been terminated.

CIS Form I-9 is used to verify an individual's identity and employment eligibility. Individuals must complete the employee section of Form I-9 and provide the required documentation supporting the individual's identity and employment eligibility before he or she may begin working. Vista Packaging & Logistics also participates in the Department of Homeland Security's E-Verify program to confirm documentation provided with CIS form I-9.

3.4 Employee Background Check

Within first two weeks of employment, Vista Packaging & Logistics may conduct a job-related background check. A comprehensive background check may consist of criminal records, prior employment verification, professional reference checks, and education confirmation.

3.5 Personnel Records and Administration

The task of handling personnel records and related administration functions at Vista Packaging & Logistics is a very serious matter. To the extent permitted by law, personnel files will be kept

confidential at all times and all medical records, ADA records, and Family Medical Leave Act records, if any, will be kept in a separate confidential file.

3.6 Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents or insurance beneficiaries, or a change in the number of tax withholding exemptions need to be reported in writing without delay to management.

3.7 Safety

The safety and health of employees is a priority. Vista Packaging & Logistics makes every effort to comply with all federal and state workplace safety requirements.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

3.8 Building Security

Video camera surveillance is used throughout Vista Packaging & Logistics facilities for the safety of our associates, and to deter from any misconduct including theft or violation of any company policies.

Vista also uses a third party Security Firm for physical monitoring of our facilities, and may conduct physical searches of employees leaving the premises.

Employees are not allowed on Vista Packaging & Logistics property after hours without prior authorization from their Manager.

All outside access doors must remain closed and locked at all times.

3.9 Health-related Issues

Employees who become aware of any health-related issue should notify their Manager of their health status as soon as possible. Those employees on restrictions for medical reasons (lifting, standing, etc.) should provide their Manager with a written doctor's notice immediately after receiving doctor's care, so that they may be placed on Restricted Duty status, if appropriate.

An employee who is legally taking prescription or over-the-counter medication, which might impact their ability to function safely and effectively, is required to notify Human Resources, their manager, or supervisor before the start of the employee's shift. The employee is to report the name of the medication(s) used, including dosage, duration of use, and labeled or known side effects. Violation of this rule may result in disciplinary action up to and including termination.

3.10 Employee Requiring Medical Attention

You are required to report **all injuries** that happen while on the job **at the time of the injury**. Regardless of how minor you believe the injury to be, notify your supervisor and complete the required paperwork at the time the incident occurs.

You have the right by law to file a claim with the Bureau of Worker's Compensation for any workplace injury. If you are hurt at work and intend to seek medical attention for your injury, please notify your supervisor. Your supervisor will provide you with the needed paperwork (including drug testing information) and Vista will be asked to certify (approve) your claim by the Bureau of Worker's Compensation once you have received medical treatment for your injury.

Employees who seek medical attention for a workplace injury are required to take a drug test within 24 hours of the injury per our company policy. Your supervisor will provide you with the paperwork needed for the drug test at the time you report your injury.

Failure to follow all of the procedures for reporting a workplace injury will result in an automatic rejection of your worker's compensation claim by Vista. **There will be no exceptions to this policy.**

3.11 Visitors in the Workplace

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. To make arrangements for visitors, employees should obtain prior authorization from their supervisor, and request that visitors enter through the main reception area and sign in and sign out at the front desk.

3.12 Weather-related and Emergency-related Circumstances

There is an emergency notification system in place in the event we will be closed, delayed, or impacted due to weather or emergencies. It is the employee's responsibility to make sure they have provided Vista with the correct contact phone number and email address. We have this system to keep you informed; however, we will send out this information to the phone numbers and email addresses we have on file. If these are incorrect, you will not receive these updates.

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In such instances, management will decide on the closure and Management will provide the official notification to the employees.

Please find information about the severe weather attendance policy for all Vista Packaging & Logistics associates listed below.

Level 1 Snow Emergency: Roads are hazardous with icy spots, and blowing/drifted snow. All unnecessary travel is discouraged, and if driving is deemed necessary, extreme caution is urged.

All Vista associates must report to work as scheduled during a Level 1 Snow Emergency. Tardies may be excused at the discretion of management if there is a Level 1 Snow Emergency in Franklin County or an associate's county of residence.

Level 2 Snow Emergency: Roads are hazardous with icy spots, blowing and drifting snow and low visibility. Only those who deem it necessary to drive should be on the roadways. *All Vista Associates are required to report to work as scheduled during a Level 2 Snow Emergency. If you choose to call off for your shift, you will be charged with an occurrence for attendance. Tardies (up to two hours after scheduled shift) will not be considered an occurrence if there is a Level 2 Snow Emergency in Franklin County or an associate's county of residence.*

Level 3 Snow Emergency: Roads are extremely hazardous with ice, blowing and drifting snow, low visibility and /or extremely low temperatures. Roads are closed to all but emergency and essential personnel. All non-emergency and/or non-essential personnel traveling the roadways during the snow emergency may be subject to prosecution. *Vista Packaging & Logistics will be closed when there is a Level 3 Snow Emergency in Franklin County and employees are not required to report to work. Associates living outside of Franklin County are not required to report to work when their home county is under a Level 3 Snow Emergency, but must call their supervisor and inform them of their absence. Should a Level 3 Snow Emergency take effect during a scheduled shift, all employees will be sent home and the facility will close. There will be NO attendance occurrences imposed for absences or early dismissals due to a Level 3 Snow Emergency.*

3.13 Weapons Policy

This policy is to ensure that Vista maintains a workplace safe and free of violence for all employees. The company prohibits the possession or use of dangerous weapons on company property.

All Vista workers are subject to this provision, including contract workers, temporary workers, and truck drivers, as well as visitors and customers on company property. A license to carry a weapon does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

Company property is defined as all company-owned or leased buildings and surrounding areas, such as sidewalks, walkways, driveways, and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

Dangerous weapons include firearms, explosives, knives, and any other weapons that might be considered dangerous or that could cause harm. Vista does provide box cutters to associates and these are the only type permitted on property. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Vista reserves the right, at any time and at its discretion, to search all company-owned or leased vehicles and all vehicles plus packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, to determine whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

4 STANDARDS OF CONDUCT

4.1 Guidelines and Procedures

Each associate must conform to standards of reasonable conduct to maintain an orderly and efficient atmosphere. This is especially true in an organization where the actions of one employee may adversely affect the job security and chances for job opportunities of another employee. Accordingly, under certain conditions, an employee may be disciplined up to and including discharge to protect the rights of others and to maintain appropriate conduct and cooperation.

Any act, which, in management's estimation, violates the standards of reasonable conduct, may result in corrective action up to and including discharge. Different situations may warrant different corrective responses. Management is under no obligation to administer corrective/disciplinary action in any particular order or according to any particular formula. The following list contains Vista Packaging & Logistics' expectations concerning your job performance as well as examples of conduct which may lead to disciplinary or corrective action. It is not intended to be final or all-inclusive and may be amended or supplemented at any time.

- You are required to be at your assigned area and ready to start work at the beginning of your shift, and to resume work immediately following the end of the break or lunch period. You are also expected to pay full attention to your work.
- You must keep your work area clean. Waste materials must be deposited in the designated containers. No food or drink is allowed at the tables. A clean and orderly work environment is essential in preventing injuries and fires.
- High quality of work is expected of you at all times and necessary steps will be taken by management to eliminate poor and inferior job performance.
- Any form of horseplay, pranks and/or disorderly conduct or running is strictly prohibited since it may result in serious personal injury.
- Negligent or willful acts which result or could result in damage to company property or equipment are prohibited.
- Defacing company property, or posting, defacing or removing signs and notices from bulletin boards without prior management approval is prohibited.
- Speeding or reckless driving while on company property or in a company vehicle or involvement in an accident resulting in any type of damage to a company vehicle may be cause for discipline. All employees driving company vehicles must have prior authorization from the appropriate supervisor, and must abide by all general traffic regulations, including driving within the current posted speed limit.
- You must not leave your assigned work area during work hours without first notifying your Table or Line Lead.

- False statements on any employment application, personnel record or document, absence or sickness records is prohibited.
- Smoking inside of any Vista Packaging & Logistics facility or vehicle is prohibited.
- Possession, consumption, or use of alcoholic beverages, hallucinogens, narcotics, marijuana, or mood-altering drugs of any type or an attempt to possess, consume or use these substances on company premises, or in company vehicles, or reporting to work with the presence of illegal drugs in your system is strictly prohibited. Being under the influence of any substance, which impairs your ability to perform your assigned job, is also strictly prohibited. You are expected to cooperate in enforcing this rule by submitting to reasonable searches and taking appropriate tests when requested or required.
- Any illegal activities or any conduct that will have a negative effect on the Company including criminal, immoral, or indecent conduct is prohibited.
- Dishonesty, cheating, theft, or misappropriation of property or money belonging to the company or another employee is prohibited.
- Do not assist unauthorized persons in entering or exiting the premises.
- Insubordination (the refusal or failure to perform work assigned or to abide by company policies) will not be tolerated.
- Fighting or other disorderly conduct, threatening, intimidating or interfering with fellow employees, distraction of other employees by unnecessary shouting or demonstrations, using obscene or abusive language to other employees, supervisors, visitors, or vendors will not be tolerated.
- Possession of any weapons, ammunition, explosives, or firearms while on company property is prohibited.
- Divulging confidential information about the company, its business or employees is strictly prohibited.
- Swiping another employee's timecard or permitting someone to punch your timecard is strictly prohibited.
- Negligence in the performance of your job, which did or could result in the possibility of a life-threatening situation, will not be tolerated.
- Intentional interruption or interference of production by any employee or group of employees is strictly prohibited.
- Rumors are distracting, may create a hostile work environment, and will not be tolerated. Malicious gossip has a negative impact on the workplace. Any associate having an issue with gossip or rumors should report the issue to a supervisor or manager.
- Providing false or misleading information to the company during a company requested investigation is prohibited.

If you feel you have been unjustly disciplined, the management group has an open door policy to assist in the resolution of disputed situations.

It is the responsibility of all managers to lead by example, ensuring that associates understand and comply with procedures and guidelines, and to foster an environment that promotes compliance. It is your responsibility as an associate to comply in all respects and also to report any violations committed by others.

4.2 Vista Attendance Guidelines

Occurrences are used for attendance tracking at Vista. Associates accrue occurrences through absences, tardies, early departures, and no call no shows. A list (note, this list is provided as a general guideline of what can be an occurrence; however, management reserves the right to decide if an absence is an occurrence) of occurrence details is in Appendix A.

Occurrences will be looked at on a rolling 12-month period, i.e. March, 2016, through March, 2017. Points will fall off based on the month. You will receive a print out of your occurrences monthly with your paycheck. ***All associates are responsible for keeping track of their own attendance occurrences.***

This policy is fully detailed in Appendix A.

4.3 Work Schedule

Normal workdays are Monday through Friday. First shift A is scheduled to work from 6:30am to 2:45pm, and first shift B is scheduled to work from 7:15am to 3:30pm. Second shift is scheduled 3:30pm to 11:45pm. Third shift works Sunday, 8:30pm to 6:30am, and Monday through Thursday, 11:45pm to 7:15am. The company reserves the right to change hours and days or schedule extra shifts as deemed necessary. All shift hours and schedules will be arranged and announced by the appropriate member of management.

- No employee is guaranteed a set amount of work hours per week.
- Those employees on restricted duty status may be sent home first during slow periods/ plant shut-downs.
- Employees with high productivity and good attendance will have priority for work hours during slow periods/ plant shut downs.

4.4 Meal and Break Periods

The normal lunch period is thirty minutes. You must clock in and out for lunch. No employee should work through the lunch period except during emergency conditions when approved by Management. Your Manager will set your work hours and break schedule.

4.5 Harassment Policy

Vista Packaging & Logistics does not tolerate workplace harassment. Notably, workplace harassment can occur on as well as off the premises of Vista Packaging & Logistics, and it can occur during work hours as well as after work hours. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Prohibited harassment can be communicated orally, in writing, via e-mail, text message, social media (i.e. Facebook), etc.

Vista Packaging & Logistics is committed to providing a work environment that is free of harassment. In keeping with this policy, Vista Packaging & Logistics strictly prohibits harassment of any kind, including harassment based on sex, race, color, religion, gender, age, mental or physical disability, medical condition, national origin, marital status, veteran status or sexual orientation.

It is the policy of Vista Packaging & Logistics to promote a productive work environment and not to condone or tolerate verbal or physical conduct that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile environment.

Harassment, sexual or otherwise, is contrary to basic standards of conduct between individuals and is prohibited by law. Our commitment as an equal opportunity employer applies to all employees and we intend to enforce it by immediately investigating all known incidents or complaints and taking necessary disciplinary action where incidents are found to be in violation of this policy. This policy applies not only to conduct between employees but also to conduct between employees and clients, vendors, and other individuals on Vista Packaging & Logistics' property.

Each employee has a responsibility to keep the workplace free of any form of harassment and, in particular, sexual harassment. Conduct which will be considered to violate this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No supervisor or other employee shall threaten or insinuate that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluations, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Other conduct which will be considered to violate this policy includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects, pictures or writings, sexually explicit or offensive jokes or physical assault.

4.6 Employee Socialization and Employee Dating

Vista strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting Vista's business. Although this policy does not prevent the development of friendships or consensual romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and within the working environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others. Not adhering to the procedures outlined in this policy may result in disciplinary action up to and including termination of employment.

During working time, and in working areas, employees are expected to keep personal conversations and exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.

During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations and exchanges in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

Employees are strictly prohibited from engaging in any physical contact that is not required in the course of doing normal work, while anywhere on Vista premises, whether during working hours or not.

Employees who allow personal relationships with coworkers to affect the working environment may be subjected to discipline. Failure to comply with this policy and maintain expected work responsibilities may also result in discipline.

Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace and as long as that conduct is in compliance with other policies in this Handbook. An exception to this principle, however, is romantic and/or sexual relationships between Supervisors and subordinates, and/or any romantic or sexual relationship involving a member of the Leadership Team, Managers, employees exempt from the Fair Labor Standards Act, those with supervisory responsibilities and/or anyone else in sensitive or influential positions.

Managers, Supervisors, members of the Leadership Team, employees exempt from the Fair Labor Standards Act, employees with supervisory responsibilities and/or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to the employee(s) immediate Supervisor, the Manager or member(s) of the Leadership Team in the employee(s) chain of command. This disclosure will enable Vista to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

Where problems or potential risks are identified, Vista will work with the parties involved to consider options for resolving the problems or potential risks. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

In some cases, more extreme measures may be necessary such as transfer to other positions (if available). The individual with the higher position may be considered for transfer first to avoid any perception of retaliation against the less senior person.

Refusal of reasonable options or alternative positions (if available), may result in Vista enacting the reasonable options or alternative positions without the consent of the affected employee(s).

Refusal by either affected employee to comply with direction given by Vista under this policy will constitute insubordination and will result in discipline up to and including termination of employment. The provisions of this policy apply regardless of the sexual orientations of the parties involved.

4.7 Reporting Harassment, Investigation, and Non-Retaliation

This policy applies to all employees and is administered by Vista Packaging & Logistics' supervisors and managers. Complaints will be documented and investigations will be handled as discreetly and confidentially as the situation permits.

Any employee who feels that he or she is a victim of harassment or believes that he or she has witnessed harassment including, but not limited to, any of the conduct listed above, by any supervisor, management official, other employee, member or any other person in connection with employment at Vista Packaging & Logistics, must bring the matter to the immediate attention of his or her supervisor. If that would prove to be uncomfortable, the employee should directly contact any other manager or Todd Hampton. Any employee who is not sure that what they have witnessed is in violation of the Harassment Policy must nevertheless report the matter as set forth above, the name of the person involved must be disclosed. To the extent possible, information will be kept confidential, however, it may be released on a "need to know" basis.

Failure to report any type of harassment will be considered to indicate an acceptable relationship or that the incidents do not create unreasonable working conditions. Once an incident has been verbally reported, a written report will be requested. Employees are expected to cooperate in the investigation of reports of conduct in violation of this policy and should take all reports seriously. Employees who report violations of the harassment policy are expected to do so in good faith, based upon a well-founded belief that conduct violating this policy may have occurred.

You can be assured that Vista Packaging & Logistics will not retaliate against an employee for reporting an incident. All employees shall be protected from retaliation for filing a complaint or

assisting in an investigation. Any employee who feels that he or she has been subjected to retaliatory conduct should immediately report such conduct to his or her supervisor. If that would prove to be uncomfortable, the employee should directly contact any other manager or Todd Hampton.

Once it is established that this policy has been violated, swift and appropriate action will be taken. Violations of the policy prohibiting harassment as well as retaliation will result in disciplinary action up to and including termination of employment.

4.8 Personal Appearance

Your personal appearance can reflect a good or poor image of you and the company. Good personal hygiene and cleanliness are essential regardless of your job and they are vital if your job requires close contact with others. Your attire should be suitable for the kind of work you are performing. The following guidelines will assist you:

Loose or dangling clothing that could catch in machinery should be avoided for your own safety.

Footwear with low heels (less than ½ inch), which completely encloses the foot, is mandatory at all times in all production areas. Safety shoes are recommended.

Shorts should be no shorter than the middle finger with the arms extended down the sides. No spaghetti strap or halter tops are allowed. No open back tops or tops that are open down the side are permitted. No baggy bottoms. Undergarments of any sort may not be exposed. Profanity and suggestive/offensive wording on clothing or hats is prohibited. Gang colors/gang related attire is strictly prohibited. Hooded sweatshirts (hoodies) are permitted; however, strings must be tucked in to avoid machine entanglement. Offensive or derogatory language on any clothing is prohibited.

Hair must be worn in such a manner that will prevent entanglement in machinery, and which will not interfere with efficient work production. Fingernails are to be neatly trimmed. If fake nails or nail polish are worn, the associate is required to wear gloves when working.

Good sense will dictate what you should wear or should not wear. If you are not suitably dressed for your job, your Manager will counsel you on your appearance and may send you home for the day without pay.

4.9 Use of Equipment

Vista Packaging & Logistics will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use nor removed from the physical confines of Vista Packaging & Logistics—unless it is approved for a job that specifically requires use of company equipment outside the physical facility. This includes two way radios, RF guns, and box cutters.

4.10 Acceptable Use of Technology

The purpose of this policy is to outline the acceptable use of computer equipment at Vista Packaging & Logistics. These rules are in place to protect the employee and Vista Packaging & Logistics. Inappropriate use exposes Vista Packaging & Logistics to risks including virus attacks, compromise of network systems and services, and legal issues.

General Use and Ownership

1. Users should be aware that the data they create on the corporate systems remains the property of Vista Packaging & Logistics.
2. Since Internet activities may be monitored, all personnel accessing the Internet shall have no expectation of privacy.
3. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
4. Vista Packaging & Logistics will safeguard all information that users consider sensitive or vulnerable. In some cases, information will need to be encrypted. For guidelines on encrypting email and documents, go to Vista Packaging & Logistics' IT Department.
5. For security and network maintenance purposes, authorized individuals within Vista Packaging & Logistics may monitor equipment, systems and network traffic at any time.
6. Vista Packaging & Logistics reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
2. Because information contained on portable computers is especially vulnerable, special care should be exercised.
3. Employees shall not use Vista Packaging & Logistics email, or other facilities, to post to news groups unless the posting is in the course of business duties.
4. All hosts used by the employee that are connected to the Vista Packaging & Logistics Internet/Intranet/Extranet, whether owned by the employee or Vista Packaging & Logistics, shall be continually executing approved virus-scanning software with a current virus database. Unless overridden by departmental or group policy.
5. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code. If the user is in doubt, contact the IT department.

Unacceptable Use

System and Network Activities

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use. The following activities are strictly prohibited, with no exceptions:

1. Under no circumstances is an employee of Vista Packaging & Logistics authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Vista Packaging & Logistics-owned resources.
2. Browsing explicit pornographic or hate-based web sites, hacker or cracker sites, or other sites that the company has determined to be off-limits
3. Posting, sending, or acquiring sexually explicit or sexually oriented material, hate based material, hacker-related material, or other material determined to be off-limits
4. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Vista Packaging & Logistics.
5. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Vista Packaging & Logistics or the end user does not have an active license is strictly prohibited.
6. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
7. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
8. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
9. Using a Vista Packaging & Logistics computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
10. Making fraudulent offers of products, items, or services originating from any Vista Packaging & Logistics account.
11. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
12. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
13. Port scanning or security scanning is expressly prohibited unless prior approval and notification is received/made.
14. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

15. Circumventing user authentication or security of any host, network or account.
16. Interfering with or denying service to any user (for example, denial of service attack).
17. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet.
18. Providing information about, or lists of, Vista Packaging & Logistics employees to parties outside Vista Packaging & Logistics.
19. Upon ending the working relationship with Vista Packaging & Logistics (by either party or mutually agreed upon) no attempt should be made to access any of Vista Packaging & Logistics' systems or resources. Any attempt to gain access after your employment period has ended will be investigated and prosecuted to the fullest extent of the law.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Vista Packaging & Logistics' networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Vista Packaging & Logistics or connected via Vista Packaging & Logistics' network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Penalties for Non-Compliance: *Non-compliance with any policy or standard may expose the Company to unacceptable risk. Any deviation can subject the offender to disciplinary action, including dismissal. If adherence to any policy or standard is believed to be unwarranted, documentation substantiating that assessment must be forwarded to the Information Technology Department.*

4.11 Use of Cellular Telephones/Mobile Devices

Mobile/cellular phone use by employees on the premises of any Vista Packaging & Logistics premises, including, but not limited to, using a mobile/cellular phone to make or receive phone calls, send or listen to voice messages, send or receive email, send or receive text messages, send or receive instant messages, browse the Internet, take, view or send photographs, listen to or play music, play games or watch videos is prohibited during the employee's working hours. Such activity can interfere with employee productivity, safety and be distracting to others.

You should instruct potential callers that **emergency calls only** will reach you during production hours, and calls may be monitored. Important, non-emergency messages may be accepted by the switchboard for delivery to you during lunch or break periods.

Vista will not be liable for the loss of an employee's personal mobile/cellular phone brought onto the premises of any Vista location at any time.

Employees are to instruct friends and family not to call them at the business telephone number except in emergencies. Business telephone lines must be kept open for company business.

4.12 Social Media

Vista recognizes that social media, such as Facebook, MySpace, Twitter, and blogs, is now a part of everyday life. However, without express written authorization, employees are not permitted to post content via social media on behalf of Vista or to represent in any way that they are posting content on behalf of Vista. This includes that employees may not use Vista logo or trademarks in any content posted via social media.

Vista does not seek to control purely personal content posted via social media by employees as long as (1) the paragraph above is complied with, (2) the content is posted during non-working hours, (3) the content is posted through use of an employee's personal equipment, (4) the content cannot reasonably be construed as the employee posting on behalf of Vista, and (5) the content does not prove disruptive to the operation of Vista. At no time may any content posted by an employee via social media share information that is confidential and/or proprietary information of Vista, including, but not limited to, information about sales, costs, and company strategy.

Additionally, in any content posted via social media, employees are expected to speak respectfully about Vista and its owners, current and potential employees, suppliers and customers.

The failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

4.13 Smoking Policy

No smoking of any kind is permitted inside any Vista Packaging & Logistics building or vehicle. Smoking may take place only in designated smoking areas outside our facilities.

Violators of this policy will subject to the following disciplinary actions:

1st offense – Write Up

2nd offense – Write Up

4.14 Alcohol and Substance Abuse

Possession, consumption, or use of alcoholic beverages, hallucinogens, narcotics, marijuana, or mood-altering drugs of any type or an attempt to possess, consume or use these substances on company premises, or in company vehicles, or reporting to work with the presence of illegal drugs in your system is strictly prohibited. Being under the influence of any substance, which impairs your ability to perform your assigned job, is also strictly prohibited. You are expected to cooperate in enforcing this rule by submitting to reasonable searches and taking appropriate tests when requested or required.

4.15 Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. Employees are not permitted to distribute non-company literature in work areas at any time during working time.

4.16 Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Verbal Warning, (b) Written Warning, (c) Un-Paid Leave/Counseling Session, (d) termination.

4.17 Crisis Suspension

An employee who commits any serious violation of Vista Packaging & Logistics policies at minimum may be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

4.18 Anti-Theft

The unauthorized removal of Company assets, including assets of the Company's customers that are on Company premises for packaging, is strictly forbidden. Vista Packaging & Logistics has a zero tolerance policy for such conduct. Any Associate found to have removed Company or customer property from the building without proper authorization, or attempting to do so, will be subject to appropriate disciplinary action, up to and including immediate termination of employment, and may also be subject to criminal prosecution.

The Company reserves the right at any time and at its discretion to search all Company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, and enclosures upon its property to determine whether any unauthorized removal of Company or customer property has occurred. Any Associate failing or refusing to promptly permit a search under this policy will be subject to discipline up to and including a discharge.

4.19 Associate Surveillance

In order to enforce the Vista Packaging & Logistics anti-theft policy, and based upon a requirement of doing business with one of Vista Industrial's valued customers, Vista Packaging & Logistics has implemented a mandatory security wand scan system for all Associates leaving the building.

Procedure

All Associates will be required to pass through a security checkpoint at the completion of their shift, after clocking out. Each Associate will pass through a security wand metal detector scan conducted by a Vista security guard. Unless the wand alarm is activated, each scan will take less than 30 seconds. There will be no physical contact between the guard and the Associate.

Procedure Upon Alarm Activation

If the alarm sounds, the Associate will be asked to step aside and will have the opportunity to remove all metal objects from his or her person. After the Associate removes any metal objects, the Associate will be re-scanned. If the alarm is activated again, the Associate will have one final opportunity to remove all metal objects from his or her person and be re-scanned.

If, during this process, the Associate is discovered to have misappropriated company or customer property, the Associate will be immediately terminated and law enforcement will be contacted. If no misappropriation is discovered but the Associate is unable to obtain a clean scan, the associate will be immediately suspended pending investigation. Investigation will include review of the surveillance tape of the Associate's work area and testing of the wand for malfunctions. If no malfunction is discovered, the Associate will be terminated, absent presentation of exonerating evidence. If review of the security tape reveals any evidence of misappropriation, law enforcement will be contacted.

Failure to cooperate in the above process upon a sounding of the wand alarm process will result in immediate termination of employment. Security tapes of the Associate's work area will be reviewed and, upon any evidence of misappropriation of company or customer property, law enforcement will be contacted.

4.20 Business Ethics

Vista Packaging & Logistics' reputation for integrity and excellence requires a regard for the highest standards of conduct and personal character. Vista's continued success depends upon its customers' and vendors' trust, and at Vista we are dedicated to preserving that trust. Thus, our employees owe it to the company, its customers and its vendors to act in a way that merits the continued confidence of the public. In accordance with these values, Vista has adopted this Business Ethics Policy. Vista recognizes that the conduct of employees, both on and off the job, can impact the success of its business. Accordingly, this Policy governs the conduct of employees during working and non-working hours both on and off-site.

Compliance with Laws/Regulations/Ethics

Vista Packaging & Logistics and its employees will comply with all applicable laws and regulations. Vista expects its employees to conduct business in accordance with the letter, spirit and intent of all relevant laws. Further, employees are expected to refrain from any illegal, dishonest or unethical conduct.

Gifts

Employee solicitation of gifts from customers or vendors is never appropriate. From time to time Vista may ask customers and vendors whether employees have solicited gifts to ensure compliance with this policy. Vista understands that, on occasion, customers or vendors may offer gifts to Vista employees. When any gift, regardless of value, is offered to an employee, the employee may only accept the gift if *prior* approval is obtained from Todd Hampton.

Adult Entertainment, Gambling/Gaming and Consumption of Alcoholic Beverages

Vista also recognizes that partaking of, engaging in or visitation of adult entertainment or gambling/gaming establishments by an employee can reflect negatively on Vista's integrity and reputation. Therefore, Vista discourages employees from partaking of or engaging in adult entertainment or gambling/gaming; however, Vista understands that there may be circumstances where the activity is inevitable. Regardless, any conduct by an employee during the participation in adult entertainment and/or at a gambling/gaming establishment which does negatively impact the business and/or reputation of Vista will result in discipline, up to and including termination. Additionally, Vista employees must abide by all applicable laws when engaging in the consumption of alcoholic beverages and must refrain from the consumption of any illegal drugs, or medication that requires a prescription without a physician's written order.

Failure to comply with this Policy may result in disciplinary action up to, and including, termination.

4.21 Outside Employment

Employees may not take an outside job, either for pay or as a donation of their personal time, with a customer or competitor of Vista Packaging & Logistics; nor may employees work on their own if it competes or interferes in any way with the sales of products or services that Vista Packaging & Logistics provides to its clients.

4.22 Employment Termination/Resignation

Although it is our hope that every employee will remain with us, employment is not offered, contracted, or promised for any specific length of time. If at any time you are not fully satisfied, you may terminate your employment. Just as you will be free to terminate your employment any time for any reason, the employer reserves the same right should it not be satisfied. This is called at-will employment.

4.23 Return of Company Property

Any Vista Packaging & Logistics property issued to employees, such as computer equipment, keys, parking passes or company credit card, must be returned at the time of termination. Employees will be responsible for any lost or damaged items.

4.24 Unauthorized Personnel

All associates are to work in their assigned area at all times. No associate is to freely wander the inside of the building. Forklift drivers, Managers and Supervisors are only permitted in the rear half of the building. Violators of this policy will be subject to the following Disciplinary actions.

1st offense – Write up

2nd offense - Termination

5 COMPENSATION POLICIES

5.1 Base Compensation

It is Vista Packaging & Logistics' desire to pay employees wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and company performance, and in compliance with all applicable laws.

5.2 Timekeeping Procedures

Each employee is provided one (1) swipe card at no charge, from the company. If an employee misplaces or loses their swipe card, they should immediately notify their supervisor who will provide them with a new card. The employee agrees to be charged \$3.00 for the replacement card on the next consecutive pay date.

Your time worked will be recorded from your swipe card which keeps a computer-generated record of the time you work. You must swipe your card through the electronic scanner at the beginning and end of every shift and at the beginning and end of your lunch period. **You must clock in and out every day. If you do not clock in and out every day, we may have no proof that you were here and thus cannot pay you. Failure to clock in and out as required may result in discipline.**

Do not punch in more than 5 minutes prior to your scheduled starting time, or 5 minutes after your scheduled quitting time, unless your supervisor has authorized you to work overtime. The company does not permit associates to work without compensation; do not begin/continue working outside of your scheduled shift.

No associate is permitted to clock in another associate at any time for any reason. Violation of this policy will result in disciplinary action for both associates up to and including termination.

Salaried employees do not swipe a time clock, but submit to payroll how their hours should be charged to sick time, vacation or holidays.

5.3 Overtime Pay

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. All overtime work performed must receive the manager's prior authorization.

5.4 Payroll and Paydays

Pay periods run from Sunday through Saturday. **Paychecks are distributed biweekly, at the end of the shift on the next Friday after each pay period. No paychecks will be distributed early, unless prior arrangements are made with management.**

If you lose your check, please notify your manager immediately so that payment can be stopped and a new check issued.

We take every precaution to avoid errors in your pay. If an error does occur, notify your manager and he or she will obtain the correct information for you and determine whether or not an adjustment is in order.

5.5 Payroll Deductions

Your take-home pay does not represent the full amount of your earnings because we are required by law to take certain deductions including local, state, federal, and Social Security taxes. All employees are asked to sign a withholding statement for federal and state taxes, and the amount deducted will depend on how you complete your statement. It is to your advantage to keep this information current with the payroll department. If you need to change your filing status, you may request a W-4 form from your manager.

If Vista receives garnishment withholding orders from the federal, state, or local governments or other garnishment agencies, we are obligated to provide the information requested and garnish wages in compliance with these orders.

5.6 Performance Evaluations—Progression and Promotion

After you have completed ninety (90) days of employment, your supervisor will evaluate your progress and discuss the evaluation with you. Thereafter, your performance may be evaluated on at least an annual basis for the purpose of identifying the strengths and weaknesses of your work and communicating these to you so that future performance goals can be established. You will be evaluated on productivity, quality of work, attendance, safety, and teamwork.

These evaluations are important because they offer the opportunity for you to see how you are doing and to set future performance goals. While most wage increases are based on performance, a good performance evaluation does not guarantee a pay raise, nor is it a promise of continued employment.

6 TIME-OFF BENEFITS

6.1 Holiday Policy

All Vista Packaging & Logistics employees who have been consecutively employed for 90 days or more are eligible for holiday pay. Holiday pay will be paid at eight (8) hours per holiday. Vista Packaging & Logistics recognizes the following holidays as paid holidays:

New Year's Day - January 1st
 Memorial Day - May (Observed Date)
 Fourth of July - (Observed Date)
 Labor Day - September (Observed Date)
 Thanksgiving - November
 Christmas Day - December 25th

In addition, all employees will be granted a paid holiday annually for their birthday.

We do not recognize any other holidays. We also expect to be in operation on the following days:

New Year's Eve Day
 The Friday following Thanksgiving
 Christmas Eve Day
 Good Friday

You must work your **scheduled shift** before and after the holiday to receive holiday pay, unless you have received prior approval for vacation time, before or after a holiday.

6.2 Vacation Time

Vacation benefits are based on length of service, as follows:

Hourly:

One Year	One week/ five scheduled shifts
2-6 Years	Two weeks/ ten scheduled shifts
7+ Years	Three weeks/ fifteen scheduled shifts

Salary:

One Year	Prorated/offered
2-6 Years	Two weeks/ten scheduled shifts
7+ Years	Three weeks/fifteen scheduled shifts

Vacation will be tracked by calendar year and cannot be carried over to the next year (unless prior arrangements are made with management to accommodate business needs and then any remaining time must be used before February 1st).

Employees must be with the company for one (1) year before being eligible for vacation benefits. Employees will receive a prorated amount of vacation time at their one (1) year employment anniversary. For example, an employee with a hire date of 8/10/10 will receive 2 days of vacation time as of 8/10/2011, to be used by 12/31/2011; and would then receive their one (1) week/ five (5) scheduled shifts on 01/01/2012. Vacation will then go by calendar year thereafter.

The company retains the right to schedule vacation requests in accordance with production requirements. Vacation time will be granted on a first come first serve basis. All vacation requests must be submitted to your manager for approval no later than two (2) days prior to the requested time off. No vacation request is to be considered granted until it has management's written approval.

Those employees with vacation time available will receive priority over those who do not, when management approves time off from work.

Due to high production requirements during the months of October, November and December, Vista Packaging & Logistics reserves the right to refuse vacation requests during these months.

Vista Packaging & Logistics may be required to implement Plant Shut-down throughout the year due to slow production requirements. Vacation cannot be used during these times, and any requests will not be approved.

Employees on a layoff or leave of absence without pay status do not accrue vacation benefits during these times.

Vacation pay will not be paid without an associate taking time off work.

Associates will be paid for vacation time at the conclusion of the pay period during which it was taken.

6.3 Bereavement Leave

In the event of the death of an immediate family member, you will be granted three **scheduled days** off with pay. Further considerations will be granted for out of town travel if necessary, and should be discussed with your Manager. Immediate family includes spouse, significant other, child, brother, sister, parent, parent-in-law, grandparent, grandchild, brother-in-law, sister-in-law, or another relative who performed the function of a parent or with whom the employee lived.

6.4 Jury Duty

Vista Packaging & Logistics is committed to supporting the communities in which it operates, including supporting employees in fulfilling their responsibilities to serve as jurors whenever it is possible. If an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor and Human Resources within one business day of receiving the notice.

If you have completed a minimum of five years of service with Vista, you will receive compensation for the difference between what the court is paying you and your regular wages.

If you are released early from jury duty, you are requested to contact your supervisor to determine if or when you should report to work.

6.5 Military Reserves or National Guard Leaves of Absence

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. In the event you have scheduled guard weekends, Vista must be notified in advance to ensure production coverage.

6.6 Family and Medical Leave

Statement of Policy

Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993 (FMLA).

FMLA is fully detailed in Appendix B.

6.7 Extended Disability Leaves

If a period of disability continues beyond the 12 weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave, without pay. Approval of an application for extended disability leave is subject to the discretion of management.

6.8 Uniformed Services Employment and Reemployment

As an Equal Opportunity Employer, Vista Packaging & Logistics is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

6.9 Personal Leaves of Absence

In special circumstances, Vista Packaging & Logistics may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of management.

7 Expenses

7.1 Introduction

The following is the Vista Packaging & Logistics expense policy and procedures for the reporting and reimbursement of expenses. Any manager who approves expense reports should be familiar with this policy—authorizing an expense report indicates to Vista Packaging & Logistics that the expenses reported are legitimate, reasonable, and complies with this policy.

7.2 Company Supplies, Other Expenditures

Only authorized persons may purchase supplies in the name of Vista Packaging & Logistics. No employee whose regular duties do not include purchasing may incur any expense on behalf of Vista Packaging & Logistics. Without a properly approved purchase order, Vista Packaging & Logistics is not obligated for any purchase.

7.3 Expense Reimbursement

Under ordinary circumstances, it is the policy of Vista Packaging & Logistics to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on Vista Packaging & Logistics business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort. Expense reports are required to be turned in monthly by the 8th business day in the following month.

7.4 Cell Phone Expense Reimbursement (added 06-30-2016)

Many Vista employees utilize a cell phone regularly throughout the day to communicate with other employees, via phone call, email and text messages. Rather than require that employees have two cell phones (a personal one and a business one), Vista will reimburse employees for a portion of their personal cell phone expense so they can utilize only one cell phone.

The positions that qualify for cell phone expense reimbursement will be determined by management, from time to time, at their sole discretion, and those eligible will be notified by their supervisor.

Beginning July 1, 2016, Vista will reimburse personal cell phone expense at the rate of \$50 per month. In the past, cell phone expense was reimbursed on a separate non-payroll check, but that will no longer be the case. Cell phone expense reimbursement will be paid automatically via payroll add-on, in the first paycheck of each month, and no Expense Report entry or submission is required.

8 EMPLOYEE COMMUNICATIONS

8.1 Open Communication

The company has always had an open door policy under which each employee can express his or her opinion and ask questions from all levels of management. You should always take-up any problems or questions with your supervisor first. If the problem was not handled to your satisfaction, you should feel free to arrange to discuss the matter with the next level of management.

While we cannot always handle all problems to the complete satisfaction of each employee, we can assure you that reasons for opposition taken by management will be explained to you to the best of our ability.

In fairness to your supervisor, all matters should be discussed with him or her first. However, should you have a situation, which due to its sensitive nature, you would like to discuss privately with someone else you may arrange an appointment with any member of management you choose.

8.2 Bulletin Boards

Official bulletin boards are located near the time clocks and/or in lunchrooms. These boards are maintained by the company and are used solely for informing employees of official announcements, notices, and information on company activities. No other postings of any type are permitted on these bulletin boards unless approved by management. It is your responsibility to check them periodically for important information.

8.3 Suggestions

Vista Packaging & Logistics encourages all employees to bring forward their suggestions and good ideas about making our organization a better place to work and enhancing service to our customers. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued.

ACKNOWLEDGMENT OF RECEIPT OF VISTA EMPLOYEE MANUAL

I acknowledge that I have received a copy of the Vista Packaging & Logistics Employment Policies, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding Vista Packaging & Logistics company policies I should direct them to my manager or the Human Resources Department.

I know that Vista Packaging & Logistics company policies and other related documents do not form a contract of employment and are not a guarantee by Vista Packaging & Logistics of the conditions and benefits that are described within them. Nevertheless, the provisions of such by Vista Packaging & Logistics company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that by Vista Packaging & Logistics, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Employee's Signature

Position

Date

VISTA PACKAGING & LOGISTICS
SURVEILLANCE POLICY CONSENT AND RELEASE

I, _____ (employee name), have received and reviewed the Vista Packaging & Logistics Employee Surveillance Policy. I understand the policy, and consent to the wand surveillance procedure set forth therein. I acknowledge that, given the nature of my work with Vista Packaging & Logistics, I have no expectation of privacy with regard to reasonable measures taken to detect potential misappropriation of Company and/or customer property, and that the Company must use reasonable measures to prevent such misappropriation.

Associate Signature

Date

Appendix A

4.2 Attendance Policy

Absences: All absences must be reported by following the call off procedure outlined below. Should you call off because you are sick, you must provide a Doctor's excuse for the days that you missed. If a Doctor's excuse is not provided to us, you will receive 1 occurrence for each day missed. Doctor's excuses will count as excused absences, and no points will be accrued. Should you need to take a sick child to the Doctor or Hospital, an excuse for them will count as an excused absence as well.

Weekend Shifts: If you are scheduled to work a weekend shift (either voluntary or mandatory) you must follow the call off procedure listed below. Call offs for weekend shifts will earn one occurrence. Employees who are tardy for a weekend shift will earn one half (1/2) an occurrence.

Call Off Procedure: When you are not going to be able to report for your scheduled shift, you will need to call 614-851-8888 option 8 and leave a voicemail. You must call this number for your attendance to be tracked correctly. State your name, the date and time of your message, the reason for your absence and if you would like to use paid vacation (if available) for your absence. You must call one hour prior to the start of your shift to report your absence. Any call in received after the start of the shift will be considered a no call/no show. Each No Call/No Show will count as two (2) occurrences. Three consecutive No Call/No Shows will result in termination of employment.

Tardy: Any associate who clocks in more than 5 minutes after the start of their shift will be considered tardy. The 5-minute rule is applied year round, including busy season. Returning late from an unpaid break period or lunch is also considered tardy. Each time you are tardy, you will be charged with one half (1/2) of an occurrence. Should tardiness become a constant issue for you, you will be disciplined accordingly, up to and including termination. If you know you will be late for start of shift, you must call in to the call off line and let Vista know you will be late.

Vacation: A minimum 48 hour notice is required when requesting paid vacation. Vacation request forms must be completed for all requests and given to your supervisor. We suggest 2 week notice for more than 2 consecutive days off. Management must approve all requests for paid vacation. Vacation can only be taken in a minimum of ½ day increments. An associate should not consider their vacation request approved unless they receive a copy of the signed approval form from their supervisor and should retain this form for their records.

Paid Vacation for Sick Days: Associates may use up to five paid vacation days for time off work due to illness. The associate must indicate in their call off message whether they want to use a vacation day for the time off. The associate must also sign off on their payroll sheet for the period indicating that vacation time should be used for the absence. ***NOTE: If paid vacation is used for a sick day the associate will still be charged with an occurrence for the absence, unless a medical excuse is provided.***

RTO/Unpaid Time Off: A minimum 48 hour notice is required for requested unpaid time off. RTO is granted at the discretion of management. Associates requesting paid time off will take precedent over those requesting unpaid time. Request forms must be completed and submitted to your supervisor. An associate should not consider their RTO as approved until they receive a copy of the signed approval form from their supervisor and should retain a copy of this form for their records. ***Requested unpaid days off will be limited to five (5) per calendar year.*** During our busy season, October through December, RTO will not be approved. If time is taken off without approval, you will receive 1 occurrence for each day missed. Should you need to leave early, before lunch, you will forfeit 1 of your RTO days. Should you need to leave early, after lunch, you will forfeit .5 of your RTO days.

Voluntary Time Off (VTO): At times throughout the year, business needs may allow for unpaid, voluntary time off. VTO will be offered at the discretion of management based on current and future business needs.

Occurrences: Below is a list of items and how they equal occurrences. Be advised, this list is subject to change at the discretion of management and any instances outside of these will be reviewed accordingly.

Full Occurrence

Call off
Sick (without medical excuse)
Leaving sick (before lunch)
Coming in late (after lunch)

Half Occurrence

Late (arrive before lunch)
Leave Early (after lunch)

No Call No Show

If you are a no call, no show (you do not call and do not come in), you will be given 2 occurrence points for that day. If you have three consecutive no call no shows, Vista will assume you have quit and respond accordingly.

The enforcement procedure for the attendance policy is listed below:

- **2nd Occurrence** – Associate will receive a **Written Warning** for violating the attendance policy. The policy will be reviewed with the associate at this time and a copy of the disciplinary action will be given to the associate and a copy will be placed in the associates' personnel file.
- **3rd Occurrence**- Associate will receive the **Second Written Warning** for violating the attendance policy. At this point, the associate will be put on **Attendance Probation**. The policy will be reviewed with the associate at this time and a copy of the disciplinary

action will be given to the associate and a copy will be placed in the associates' personnel file.

- **6th Occurrence**- If an associate has reached a total of 6 occurrences for the rolling 12 months, their employment will be terminated.

Appendix B

6.6 Family and Medical Leave Act

Eligibility

An employee who has worked twelve hundred fifty (1250) hours in the twelve (12) month period prior to the date leave is to commence, and has been employed with Vista Packaging & Logistics for a minimum of twelve (12) months, is entitled to a maximum of twelve (12) weeks leave in any twelve (12) month period, if the reason for the leave qualifies under the Family and Medical Leave Act. For purposes of computing eligibility, Vista Packaging & Logistics will use a twelve-(12) month period measured backward from the date an employee uses any FMLA-qualifying leave.

Vista Packaging & Logistics will require all paid leave (vacation, sick time, and other available paid leave) to be used prior to an employee's placement on unpaid leave. Requested time off (RTO) is not permitted to be used for FMLA leave, unless the requested days off have been requested in advance (ie for doctor's appointments that are pre-planned) and do not fall in peak season (September through December). Vista requires 48 hour notice of FMLA leave, unless the absence is sudden. Vista requests to be notified as soon as possible of an absence and proper call off procedures are required to be followed.

Family Leave

- Family leave can be taken at the birth of an employee's child in order to care for the child; or placement of a child into the employee's home for adoption or foster care in order to care for the child.
- Service Member Leave: The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to the exigencies of the service member being called to active service. Examples include, rapid deployment, military events, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation and post deployment activities. In addition, a spouse, child or parent of a service member is entitled to up to twenty-six (26) weeks of leave to care for a service member injured in the line of duty. In the event the injured service member does not have a spouse, child or parent, an employee who is the next of kin (closest blood relative) may take leave under the FMLA to care for the injured service member.
- For purposes of family leave, the employee must take the leave within twelve (12) months of the qualifying event. When a husband and wife are both employed by Vista Packaging & Logistics, family leave is limited to twelve (12) weeks between the two-(2) employees.

Medical Leave

Medical leave can be taken to care for an immediate family member with a "serious health condition;" or for the employee's own "serious health condition."

“Serious health condition” is defined as an illness, injury, impairment, or physical or mental condition that requires:

- Inpatient care in a hospital, hospice or residential facility including any period of incapacity or subsequent treatment in connection with inpatient care; or
- Continuing treatment by a health care provider involving any of the following:
- A period of incapacity of more than three (3) consecutive calendar days, including any subsequent treatment, or period of incapacity relating to the same condition, that also involves either of the following:
- Treatment two (2) or more times, within 30 days of the first day of incapacity unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or a referral by a health care provider; or
- One (1) treatment by a health care provider that results in a regimen of continuous treatment under the supervision of a health care provider.

The above-mentioned requirement of this section for treatment by a health care provider means an in-person visit to a health care provider. The first (or only) in-person treatment visit must take place within seven days of the first incapacity.

- Any period of incapacity due to pregnancy or pre-natal care;
- A chronic serious health condition which:
- Requires periodic visits (defined as at least twice a year) for treatment to a health care provider, or by a nurse under direct supervision of a health care provider;
- Continues over an extended period of time; and
- May be episodic rather than a continuing period of incapacity.
- Any period of incapacity which is permanent or long term due to a condition for which treatment may not be effective, or
- Any period of incapacity to receive multiple treatments either for restorative surgery after an accident or injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.
- Examinations to determine if a severe health condition exists and evaluations for the condition.

“Immediate family member” is defined in the Act as a spouse, child, parent or a person who stood in “loco parentis” to the employee. In-laws are not included.

“Covered Service-member” – a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

“Outpatient Status” - the status of a member of the Armed Forces assigned to –

- A military medical treatment facility as an outpatient; or
- A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Next Of Kin” – The term ‘next of kin,’ used with respect to a service member means the nearest blood relative of that individual.

“Serious Injury or Illness” – In the case of a member of the Armed Forces means an injury or illness incurred by the member in line of duty on active duty in the member’s office, grade, rank, or rating.

When a husband and wife are both employed by Vista Packaging & Logistics and one (1) or both of them uses a portion of leave for the same qualifying event for family leave or to care for a parent with a serious medical condition, each employee is entitled to the unused portion of his/her twelve (12) week entitlement, if the leave qualifies under the Act.

When a leave has been qualified as family/medical leave, the employee will be notified of his/her rights and responsibilities within two (2) business days of the leave being designated as family/medical leave.

Use of family/medical leave will be recorded in minimum increments of one (1) hour.

All paid leave will be included in the twelve-(12) week leave period, even when the twelve-week period is separated.

- In the case of a medical leave, the employee is required to use all accrued sick, vacation and other available paid leave prior to being placed on unpaid status.
- In the case of family leave, an employee is required to use all accrued vacation and other paid leave, including sick leave, prior to being placed on unpaid status.
- An employee will not be required to exhaust all paid leave benefits, if he/she is required to take family/medical leave for a qualifying condition under Workers’ Compensation.

Certification / Recertification

- When an employee requests a medical leave, the employee must furnish a written statement from his/her health care provider certifying that he/she is unable to work and the expected date of return to work.
- When an employee requests leave to care for a family member, the employee must furnish a statement from the family member’s health care provider certifying the condition, the necessity for the employee’s care of the family member, and the expected duration of required care.

- The employee must comply with any request for certification or recertification as soon as possible, but not more than fifteen (15) days after the request, as a condition of leave approval or continuation of leave. The employee will pay the cost of certification or recertification.
- If Vista Packaging & Logistics doubts the validity of the certification provided, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by Vista Packaging & Logistics. If the second opinion differs from the original certification, Vista Packaging & Logistics may require, at its own expense, the opinion of a third health care provider jointly approved by Vista Packaging & Logistics and the employee. The opinion of the third provider will be considered final and binding on both parties.

When an employee requests family leave or leave for a planned medical treatment, the employee must give thirty (30) days notice of the date the leave is expected to commence and the anticipated length of the leave. Vista Packaging & Logistics requests that an employee give as much notice as is practicable so that operational needs can be met. In the case of planned medical leave, Vista Packaging & Logistics requests that the treatment be scheduled so as to cause minimal disruption to services.

Leave may be taken intermittently (i.e. periods of one (1) hour or more over several weeks) or on a reduced schedule (i.e. less than a full-time basis) when medically necessary or if the employee is needed to care for a family member with a serious medical condition. Intermittent/reduced schedules are available subject to the following conditions:

- The employee must make a reasonable effort to schedule time off so as not to disrupt the operations of Vista Packaging & Logistics. The employee must provide not less than thirty (30) days notice before the date the leave is to begin, unless the medical condition requires leave to begin in less than thirty (30) days. Finally, the employee must provide his/her supervisor with the dates on which medical treatment is expected along with the expected duration of the treatment or the length of time needed to care for a family member.
- Vista Packaging & Logistics may require an employee to transfer temporarily or permanently to an otherwise eligible available alternative position, if the employee is qualified, the position has equivalent pay and benefits, and the position better accommodates recurring periods of leave than the employee's regular position.

Health Insurance

Vista Packaging & Logistics will continue to pay its portion of the health care premium for an otherwise eligible employee who is not in active pay status, but is on a family/medical leave. The employee is required to pay his/her portion of the premium by the first of each month. An employee for whom Vista Packaging & Logistics maintains health care coverage during a family/medical leave and who does not return to work at the end of the leave may be required to repay Vista Packaging & Logistics the amount it paid to maintain the coverage.

Return to Work

- An employee wishing to return before the scheduled end of a leave must give at least two (2) working days advance notice to his/her supervisor.
- If the employee is on a medical leave due to a serious health condition, the employee will be required to provide a fitness-for-duty certification before the employee is permitted to return to work.
- Upon return from a family/medical leave, an employee will be restored to the position held when leave commenced, or a position with equivalent benefits, pay, and other terms and conditions of employment.
- All benefits accrued prior to the leave will remain intact; however, the employee will not accrue benefits during any unpaid portion of the leave.

If it is discovered that a leave of absence granted for a specific purpose is not being used for that purpose, Vista Packaging & Logistics may cancel the leave and direct the employee to report to work.

If an employee requires additional leave of absence once his/her twelve (12) week family/medical leave entitlement has been exhausted, the employee may request an extended disability leave as outlined below.

An employee who fails to return to work at the expiration or cancellation of an approved family/medical leave, without satisfactory explanation to Vista Packaging & Logistics, will be terminated. The employee's termination date will be established as the starting date of the approved family/medical leave.