



Personnel Policies

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To: All Athena Manufacturing, LP Employees

As an employee, you will be part of a team whose number one goal is customer satisfaction. By meeting customer needs and ensuring excellent service we will work together in meeting our clients' expectations.

Our Focus: Quality Parts; Exceptional Service and Value in Price & Delivery

The following personnel policies are available to assist in understanding Athena's expectations and are guidelines to provide general employment information. There is ownership discretion in modifying and making exceptions to policies when deemed necessary in order to meet business needs. Any new policy or handbook will supersede any previously issued verbal or written policy or handbook.

These policies do not provide any legal right to employment and are for the sole purpose of providing general non-contractual information to employees. As an at-will employer, Athena Manufacturing, LP or the employee may sever the employment relationship at any time, with or without cause and with or without notice.

We look forward to a successful working relationship. Should you have any questions regarding these policies or need further information, you are encouraged to ask your immediate supervisor or contact our Human Resources Director.

*Bill Johnson
President
Athena Manufacturing, LP*

Athena Manufacturing, LP
Personnel Policies Handbook

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I. Personnel Files / Confidentiality

Personnel files will be maintained on active employees to ensure compliance with state and federal regulations. Files will also be maintained on inactive employees for not less than the period required by law.

All information contained in personnel files is the property of Athena Manufacturing, LP.

Employees must inform Human Resources of any updates to their personnel file such as a change of address, telephone numbers, emergency contact, etc.

Employee personnel files are available for inspection by the employee, any individual authorized by the employee, his/her immediate supervisor, manager, Operations Manager, CFO or President. Former employees will not normally be permitted to review their personnel files after leaving the organization.

Human Resources is responsible for employment verification of current and past employees. Athena Manufacturing, LP will only verify dates of employment and job titles to outside agencies inquiring by telephone. No other information will be released without written authorization from the employee except what is required to comply with the law.

II. Staffing

A. EEO Policy Statement

As an Equal Employment Opportunity (EEO) employer, Athena Manufacturing, LP will conduct its staffing activities in accordance with established federal, state and local EEO laws and regulations.

Athena Manufacturing, LP will not discriminate against any applicant or employee based on race, color, national origin, sex, age, religion, or disability.

B. Employee Classifications

Regular Employees

- Employees scheduled to work a full time 40 hour work week or a thirty-six hour weekend shift.

Temporary Employees

- Employees hired on a full-time basis (i.e. scheduled to work more than 30 hours a week) to accomplish specific, short-term or seasonal assignments. Most temporary employees will complete assignments within ninety calendar days.
- After completing ninety calendar days of employment, temporary employees will either become a full-time regular employee a part time employee or be separated from employment.
- Extension of temporary employment must be approved by the CFO, President or designee.

Part-time Employees

- Any employee who is scheduled to work less than 40 hours a week is considered part time and is not eligible for benefits unless specifically noted.

Youth Employment

- Athena will hire youth under the age of 18 in part-time custodial positions.
- In order to be employed to work on machines and equipment or with power tools, an employee must be at least eighteen (18) years of age.

III. Time, Attendance and Pay

A. Attendance

- The CFO or designee will establish work shifts in order to ensure business needs are met. Employees are expected to be at their work place or on official duty during business hours and designated work shifts.
- Any employee who fails to report to work or leaves the workplace without approval will be considered absent without authorization and will be subject to disciplinary action up to and including termination.
- Any employee who is habitually tardy may be subject to disciplinary action up to and including termination.
- Employees must notify their supervisor prior to the beginning of their shift if they intend to be tardy or absent for the day.

B. Breaks

Breaks are rest periods and employees are still on the clock. When on a scheduled break, employees are not allowed to leave the worksite.

C. Lunch Periods

During the lunch period, most non-exempt employees are automatically clocked out for 30 minutes. Employees may utilize their time freely. If a non-exempt employee leaves the facility, they must clock in and out.

D. Overtime

All employees shall be required to work overtime when necessary as determined by management. Employees are expected to respond to a reasonable request to work overtime and may be subject to disciplinary action for failing to stay or report for overtime work.

1. Exempt Employees

Exempt employees are salaried employees and are not eligible for overtime compensation.

2. Non-exempt Employees

Non-exempt employees will be compensated for any overtime worked when the law requires such compensation. Overtime will be paid at one and one-half times the employee's regular rate of pay.

E. Pay Days and Payroll

The CFO or designee shall set pay periods and pay dates. Employees are currently paid on a biweekly basis every other Friday for compensation earned during the immediately preceding two-week period ending on Sunday.

In addition to required legal garnishments, an employee's paycheck may have an employee deduction in accordance with established practices and guidelines.

All employees are required to participate in direct deposit.

IV. Workplace Conduct

A. Code of Conduct

It is the expectation of Athena Manufacturing, LP for every employee to conduct workplace business in an ethical and professional manner.

B. Sexual Harassment

1. Definition

- Sexual harassment is any unwelcome sexual conduct, which occurs under one or more of the following conditions.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will be considered harassment when:
- Submission to such conduct is made either openly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that person; or
- Such conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working environment.
- Sexually oriented jokes, remarks, gestures, pictures, e-mails or Internet sites may be offensive to other employees and will not be tolerated in the workplace.

2. Reporting Violations

Employees who experience sexual harassment or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact the President, CFO or the Human Resources Director.

No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting violations of this policy in good faith.

3. Disciplinary Action

Sexual harassment is prohibited and shall not be tolerated. Any manager, supervisor or employee who engages in such objectionable conduct is subject to immediate disciplinary action up to and including termination.

C. Workplace Violence

Athena Manufacturing, LP has a zero tolerance for violence in the workplace. Workplace violence may include but not be limited to the following types of actions:

- Physically aggressive or threatening behavior
- Threats of any sort
- Excessive arguing or profanity
- Threats or acts of sabotage
- Belligerent speech
- Demonstrated insubordination

D. Drug-Free Workplace

Athena Manufacturing, LP is committed to providing a safe and drug-free work environment for our clients and our employees. With this goal in mind, we are establishing the following policy for existing and future employees.

Athena Manufacturing, LP explicitly prohibits:

- The manufacturing, use, possession, solicitation, sale, transfer of narcotics or other illegal drugs, or prescription medication without a prescription on Athena's premises.
- Being under the influence of alcohol or drugs on company property when it affects the employee's work performance, the safety of coworkers or the employer's position in the community.
- Employees reporting to work or remaining on duty while under the influence of illegal drugs, including inhalants, alcohol, or prescription medication without a prescription.

Any employee engaging in such activities will be subject to disciplinary action up to and including immediate termination.

With respect to the use and possession of alcohol on company premises, the CFO, President or designee may waive this policy for special occasions or events. On these occasions, at no time will an employee be allowed to return to work production and it will be the employee's responsibility to adhere to all legal requirements of alcohol consumption.

E. Drug and Alcohol Testing

Athena Manufacturing, LP will conduct drug and alcohol testing under any of the following circumstances:

- **For-Cause Testing:** Athena Manufacturing, LP may ask an employee to submit to a drug and alcohol test at any time an employee demonstrates behaviors consistent with being under the influence of drugs or alcohol; including but not limited to the following circumstances:
 - Reasonable suspicion by a supervisor or manager,
 - Evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity,
 - Unusual or bizarre conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
 - Negative performance patterns,
 - Excessive and unexplained absenteeism or tardiness,
 - Reports from eye-witnesses, or
 - Unsafe or threatening behavior.
- **Post-Accident Testing:** Any employee involved in an on-the-job accident or injury where first aid or medical treatment from a medical provider is required will be required to submit to a drug and alcohol test on the date of accident or injury. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury incident in any way.

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to SAMHSA (Substance Abuse and Mental Health Services Administration) guidelines.

- At the time of collection, an employee should provide the testing facility with any medical explanation including prescribed medications taken which may impact the testing results.
- A split sample will be collected.
- **Test Positive**
 - The H.R. Director or designee will converse with the testing facility and inquire as to any disclosed legitimate medical reason, such as documented prescribed medications, which could have impacted the test result. If warranted, review of the test by a Medical Review Officer will be conducted.

- At the employee's own expense, a second or confirmation test may be performed. Should the second test return negative, Athena Manufacturing, LP will reimburse the employee for the cost of the confirmation test.
- All testing information will be maintained in a confidential medical record separate from personnel files.
- The substances that will be tested for are: Amphetamines, Barbiturates, Cocaine, Benzodiazepines, Methadone, Marijuana, Propoxyphene and Opiates.
- Testing for the presence of metabolites of drugs will be conducted by the analysis of urine.
- Testing for the presence of alcohol will be conducted by a Breath Analysis Test.

This company has a zero tolerance policy. Any employee who tests positive will be subject to immediate disciplinary action up to and including termination.

An employee will be subject to the same consequence of a positive test if he/she refuses the test, adulterates or dilutes the specimen, substitutes the specimen or sends an imposter to the test facility refuses to sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

F. Safety

Athena Manufacturing, LP recognizes the importance of the health and safety of its employees and will provide a safe environment in which to work.

Employees will be responsible for performing the duties and functions of their job in a safe manner.

Employees are required to wear proper PPE (personal protective equipment).

G. Use of Company Resources

- Employees are allowed diminished (not more than occasional) use of company resources for personal needs.
- Employees are encouraged to manage their personal business during designated breaks including the use of cell phones.
- Employees have no legitimate expectation of privacy when using company resources.
- Any employee found to misuse company resources will be subject to disciplinary action up to and including termination.

H. Workplace Productivity

Employees are expected to be at their work station performing the duties of their job or performing productive work in association with Athena Manufacturing, when clocked in or be officially excused by their supervisor.

Personal use of cell phones, radios and/or head phones are not allowed at work except during scheduled breaks and lunch periods.

V. Quality Management

Athena Manufacturing, LP has implemented quality management systems, which are continuously maintained in accordance with the requirements of our business operations.

A. Quality Policy

Athena Manufacturing, LP will provide its customers with products and services that continually and systematically meet or exceed each customer's requirements. Athena Manufacturing, LP supports dynamic customers with an emphasis on continual process improvement.

B. Training

Supervisors are responsible for identifying training needs to ensure employees are able to perform the duties and responsibilities of their jobs effectively.

Training records will be maintained in employee personnel files.

To assist Athena's commitment to product quality, each year, the Management Review Team will establish and prioritize training needs. In addition, supervisors will review employee core competencies as outlined in formal job descriptions to determine additional training needs.

C. Performance Expectations and Appraisals

Supervisors are responsible for notifying new employees of their duties and expectations.

Supervisors will ensure employees are aware of the relevance and importance of their work activities, and how their job function contributes to the achievement of the company's business and quality objectives.

Annual performance appraisals will be conducted for each full-time, regular employee.

Unscheduled performance reviews may be conducted as required to counsel employees on changing work expectations and/or performance problems.

VI. BENEFITS

Athena Manufacturing, LP will provide opportunity for eligible, regular employees to participate in the company's benefit program.

The effective date for all benefits (except as noted) will be the 1st day of the month following a sixty (60) day waiting period of full-time, regular employment.

A. Medical, Dental, Vision Coverage

The company may offer medical, dental, and vision coverage for eligible employees and their eligible dependents.

Premium deductions will be made the first eligible pay period which includes the 1st of the month.

Upon separation, the employee's final check will include the appropriate deduction to cover the premium costs for the entire month.

B. Life Insurance

The company may offer basic life insurance to eligible employees to help them protect their family in the event of the employee's death.

C. Long Term Disability

The company may offer Long Term Disability (LTD) coverage to eligible employees to provide them a portion of their salary when they are unable to work as a result of a disability as defined by the policy.

D. 125 Cafeteria Plan Elections

The Internal Revenue Service Code allows employers to participate in a tax savings program for their employees. The Company may offer this program to employees in order to deduct eligible premiums on a before-tax basis and to set aside a portion of the employee's salary for dependent care or out-of-pocket health care expenses before taxes and other such options as allowed by law.

E. Holidays

1. Paid Holidays

Regular employees are eligible to receive the Holiday benefit upon completing three (3) months of full-time regular employment.

The company observes the following holidays. Depending on business needs, employees will be granted off on the following observed holidays. Unless management decides otherwise, a holiday that falls on Saturday shall be observed on the preceding Friday; a holiday that falls on Sunday shall be observed on the following Monday.

New Year's Day	-----	January 1
Memorial Day	-----	Last Monday in May
Independence Day	-----	July 4
Labor Day	-----	First Monday in September
Thanksgiving	-----	Fourth Thursday in November Fourth Friday in November
Christmas Eve	-----	December 24
Christmas Day	-----	December 25

2. Holiday Pay

For each holiday observed, each eligible employee shall be paid eight hours of pay at the employee's base rate regardless of the number of hours for which the employee is regularly scheduled to work on the holiday.

Eligible employees who are required to work on an observed holiday shall be compensated for hours worked in addition to eight hours of holiday pay.

Holiday pay shall not be considered as time worked for the purpose of overtime pay calculations.

Employees who are otherwise eligible to receive holiday pay shall forfeit such eligibility if absent without authorization on either their regularly scheduled workday immediately preceding the holiday or on their regularly scheduled workday immediately following the holiday.

F. Personal Holiday

Regular employees are eligible to receive the Personal Holiday benefit upon completing six (6) months (180 calendar days) of full-time regular employment.

Eligible employees may elect to take leave for one paid personal holiday each calendar year on the day of their choosing subject to the approval of their supervisor.

There is no carryover provision for the annual personal holiday; a personal holiday not taken during the calendar year shall be forfeited.

Personal Holidays may only be utilized in full eight-hour increments.

G. Paid Time Off

Paid Time Off (PTO) leave provides employees flexibility in utilizing accrued leave for personal or sick purposes such as scheduled vacations, personal emergencies, personal or family illnesses, medical appointments or any other activity of the employee’s choice.

Effective June 1, 2009 PTO leave accrual will begin. Any accrued vacation leave an employee has on June 1, 2009 will be carried over into a PTO leave balance. The PTO accrued from this policy will replace any existing vacation leave an employee has been allotted under any prior policy.

1. PTO Accrual

Each full-time employee will begin accruing PTO after three (3) months (90 calendar days) of full-time employment. Accrual will be in increments based on length of service as outlined below.

Years of Service (following waiting period)	Hours Per Year	Hours Per Pay Period
Less than or equal to 3 years	40	1.54
3 yr. Anniversary	80	3.08
7 yr. Anniversary	120	4.62

Effective June 1, 2010, the maximum accrual of PTO will be 120 hours. Should an employee have a leave balance greater than 120 hours, PTO accrual will cease until the leave balance is below the maximum accrual.

2. PTO Usage

Prior to a planned leave, employees are required to complete a Request for Leave Form for the purpose of securing signed approval from the employee's immediate supervisor.

If an employee is off of work due to any unscheduled absence, the employee should complete a Request for Leave Form upon return to work.

It is the supervisor's responsibility to ensure completed Leave Forms are submitted to Human Resources.

3. Advanced Earned PTO

Subject to the CFO, President or designee's approval, a regular employee who has completed a three (3) month period of employment, may request to receive advanced PTO not to exceed forty (40) hours. Employees will reimburse any amount of advanced PTO at the comparable leave accrual rate.

4. Pay out of PTO

Hourly employees, who are unable to take leave due to business needs, may request a pay out of up to forty (40) hours of PTO. Exempt employees are not allowed to receive a payout of PTO hours.

5. Separation of Employment

An employee shall be liable to the company for the monetary value of any remaining advanced PTO to the extent of the final net pay.

An employee separating employment in good standing shall be paid any remaining balance of accrued PTO not to exceed 120 hours. Payment of such balance is to be included with the employee's final paycheck.

Employees, who leave work voluntarily and give less than two (2) weeks' notice, shall forfeit their final PTO pay unless a mutual agreement is made between the employee and the CFO, President or designee.

An employee shall not be considered to have left in good standing if the employee is terminated for violation of Personnel Policies or leaves employment because of any pending investigation, which subsequently reveals that a recommendation for termination of the employee would have resulted.

H. Military Leave

Any employee who volunteers for military service or who is called to service by military authorities shall be granted a leave of absence in accordance with federal and state law.

I. Family and Medical Leave Policy

It is the policy of Athena Manufacturing, LP to grant up to 12 weeks of job-protected leave during a 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) as amended in 2008. This policy incorporates the minimum requirements and obligations under the FMLA. Due to the lengthy and detailed provisions of FMLA, specific questions regarding the application and administration of this act should be addressed to the Human Resources Director.

1. Eligibility for FMLA protection

- Employee must have been employed for at least twelve (12) months.
- Employee must have worked at least 1,250 hours during the preceding twelve-month period.

2. Conditions for FMLA Leave

All eligible employees shall be granted family or medical leave consisting of unpaid leave and/or accrued paid leave for a combined total of up to twelve work weeks (except as noted under Military Caregiver Leave) during a twelve-month period for the following reasons:

a. Family Leave

- 1) The birth of the employee's child and in order to care for the child
- 2) The placement of a child with the employee for adoption or foster care

b. Medical Leave

- 1) To care for a family member (spouse, child or parent) who has a qualifying serious health condition; or
- 2) A serious health condition that renders the employee incapable of performing the functions of his or her job.

c. Military Family Leave

1) Qualifying Exigency Leave

Eligible employees may take up to 12 weeks of FMLA job-protected leave for any "qualifying exigency" when a covered military family member serving in the National Guard or Reserves is on active duty or is called to active duty in support of a contingency operation.

A qualifying exigency may be categorized by any of the following:

- Short-notice deployment;
- Military events and related activities;
- Childcare and school activities;
- Financial and legal arrangements;
- Counseling;
- Rest and recuperation;
- Post-deployment activities; or
- Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

2) Military Caregiver Leave (also known as Covered Service Member Leave)

Eligible employees who are family members (or next of kin) of covered service members will be able to take up to 26 workweeks of FMLA job-protected leave in a “single 12-month period” to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty. (Note: Next of kin means nearest blood relative other than the covered service member’s spouse, parent, son, or daughter)

3. 12-month period Calculation

The company will measure the 12-month eligibility period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

4. Requesting FMLA Leave

An employee should complete a Request for FMLA Leave Form at least thirty days before planned medical treatment or family leave is to begin.

- a. When it is not foreseeable or practicable under the circumstances to provide thirty days advance notice, the employee must give notice to their immediate supervisor as soon as possible but no later than two business days after the employee learns of the need for the leave.
- b. Family leave must be taken within twelve months of the qualifying event.
- c. Intermittent Leave
 - 1) FMLA medical leave may be taken on an intermittent basis or on a reduced schedule when medically necessary to care for a member with a serious health condition or the employee’s own serious health condition. Employees are encouraged to schedule treatment and appointments if possible, so business operations are not unduly disrupted.
 - 2) FMLA family leave may be taken on an intermittent basis when approved by the CFO, President or designee.
- d. Military Family Leave

Qualifying Exigency Leave and Military Caregiver Leave must be accompanied by documents from the U.S. Department of Defense.

5. Certification of Health Care Provider

Athena Manufacturing, LP may require an employee’s leave to care for the employee’s covered family member with a serious health condition, or the employee’s own serious health condition be supported by a medical certification issued by a health care provider.

6. Benefit Coverage during FMLA Leave

During any FMLA leave, Athena Manufacturing, LP will maintain the employee's coverage under the company's group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.

An employee may choose not to retain group health plan coverage during FMLA leave.

Athena Manufacturing, LP's obligation to maintain health insurance coverage ceases under FMLA if an employee's premium payment is more than 30 days late.

7. Use of Paid and Unpaid Leave

If an employee has earned paid time off, the employee must use paid leave prior to going on an unpaid leave of absence. Employees may request advanced earned PTO up to forty hours prior to taking the remainder of the 12 weeks as unpaid leave.

8. Return to Work

Upon return from FMLA leave, employees will be returned to their old position or to a position with equal pay, benefits, and other terms and conditions of employment. There is no guarantee employees will be returned to their original jobs.

This policy does not entitle any employee to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave.

The CFO, President or designee may require an employee returning from leave for medical purposes to provide medical documentation from a health care provider to ensure the safety of the employee and the workforce.

9. Failure to Return to Work

Employees who do not return to work after using FMLA leave will be subject to immediate termination for unauthorized absence unless additional leave has been requested in writing and approved.

J. Employee Assistance Program

Athena Manufacturing, LP offers eligible employees and their immediate household family members an Employee Assistance Program (EAP). This program provides work/life assistance with parenting, childcare, eldercare, relationships, work/career, and financial guidance. For additional services provided, contact the Human Resources Director.

VII. Tools and Calibration

It is the responsibility of all employees who utilize measurement tools in the manufacturing of products to ensure all tools are properly and periodically calibrated to guarantee the highest quality product.

In order to assist employees in the use of quality tools, the company offers employees the opportunity to purchase tools in accordance with the Employee Tool Purchase Repayment Agreement.

VIII. Grievance Process

It is the intent of Athena Manufacturing, LP, to provide a process by which employee workplace grievances or concerns will be addressed.

An employee should attempt to resolve any grievance or concern informally by communicating directly with their immediate supervisor. If a resolution is not achieved at the supervisory level, the employee may address the concern through the chain of command. Supervisors and managers have a responsibility to respond to work-related grievances in a timely manner. The CFO, President or designee will be responsible for final determination of any work-place grievance.

No employee shall ever be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance. If an employee feels subjected to any of the above, the employee will have the right to address their concern directly to the CFO, President or Human Resources Director.

Any employee, who has a complaint based upon discrimination or harassment on the basis of race, color, national origin, sex, age, religion, or disability, may file a grievance directly to the CFO, President or Human Resources Director. Any employee, supervisor or manager who becomes aware of any such discrimination or harassment should immediately report it to the CFO, President or Human Resources Director to ensure such conduct does not continue. The CFO, President or designee is responsible for ensuring the complaint is investigated and necessary action is taken if appropriate.

IX. Discipline / Termination

This policy in no way prevents the CFO, President or designee from taking immediate disciplinary action, including termination, when the nature of the offense warrants such action.

Prior to proceeding to disciplinary action, a supervisor should consider such factors as the type and severity of the offense, the employee's work record, and any mitigating circumstances surrounding the offense.

Disciplinary action may be taken depending on the particular circumstances surrounding an offense.

A. Basis for Disciplinary Action

Offenses constituting grounds for disciplinary action include, but shall not be limited to, the following major categories:

- Absenteeism, Tardiness
- Insubordination
- Misconduct
- Violation of Personnel Policy

B. Disciplinary Actions

An employee may be given warning with time to improve whenever possible prior to termination.

1. Verbal Reprimand

A verbal reprimand generally is the first step in a disciplinary process. It is the intent of this warning to inform the employee of 1) a problem and 2) what needs to improve.

2. Written Reprimand

Upon a second infraction, or depending on the severity of the situation, a written reprimand may be given to an employee.

This document should include:

- Identification of the problem,
- Indication of necessary improvement, and
- Information concerning further disciplinary action that could result from failure to show improvement up to and including termination.

The document should be signed by both employee and supervisor and placed in the employee's personnel file. If an employee refuses to sign, the supervisor should have a witness sign indicating a copy was given to the employee. The employee's signature indicates receipt of the document only, not acceptance of its contents.

3. Suspension

Upon continued infraction, and depending on the severity of the situation, an employee may be suspended for up to three (3) days.

4. Termination

Termination generally occurs when other disciplinary action has failed to achieve the needed results.

The following are examples of actions that may result in immediate termination:

- Illegal use or possession of drugs, inhalants or controlled substances while on duty or in the workplace,
- Theft, willful damage and/or unauthorized use of company property or resources for personal business or gain,
- Acts and/or threats of violence which occur in the workplace
- Intimidating or harassing behavior which occur in the workplace

X. Separations / Reduction in Force

- As an at-will employer, Athena Manufacturing, LP or any employee may sever the employment relationship at any time, with or without cause and with or without notice.
- Employees are encouraged to submit a written notice of resignation to their immediate supervisor at least ten working days before the effective date of resignation.

Layoff / Reduction in Force

On occasions, due to business needs, the company may need to lay off employees. The order of layoff shall be determined by the current operating needs of the company with consideration given to both an employee's length of service and past work performance.