

Beechcraft



Hawker

TEXTRON AVIATION

PLANT RULES & ATTENDANCE POLICY

*for all
bargaining unit employees*

IMPORTANT NOTICE

All versions of the Plant Rules and Attendance Policy, for bargained employees, that have a revision date prior to the date listed on the front cover of this document, are considered outdated and are null and void. If an outdated version is located or found, it should not be used for any purpose and should be destroyed.

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TEXTRON AVIATION

FOR THE INFORMATION AND GUIDANCE OF ALL TEXTRON AVIATION EMPLOYEES

For the safety and security of Textron Aviation Companies and its employees, the following Plant Rules have been established and are applicable to all employees. Employees who fail to maintain proper standards of conduct, or who violate any of the following rules, shall subject themselves to disciplinary action up to and including termination, depending on the nature of the offense.

All Company property, such as tools etc., that are checked out to an employee, must be accounted for when the employee leaves the employment of the Company. Any employee wishing to remove their tools, or other personal property, from the premises must obtain a property pass. This pass must be presented to Security upon exiting the premises.

Security has the authority to inspect and police all Company property. Security also has the authority to inspect all items being taken to and from the Company premises.

Employees are expected to familiarize themselves with all Company policies, rules and general safety rules that are applicable to the employee's area.

- 1 Failure to report for work promptly after a leave of absence or after an illness or injury. Regardless of the number of days absent from work, employees directed to check in through Health Services Department must do so. A physician's return to work release may be required. Additionally, the Company maintains the right to send anyone to Health Services for an evaluation of fitness for duty.
- 2 Any absence from work for three (3) or more consecutive working days without notifying the Company or without providing medical documentation, acceptable to the Company, to cover all missed time.
- 3 Leaving the department, plant, assigned work area or entering another work area without prior supervisory or designee approval (except in emergency situations).
- 4 Misuse of Company time, loitering, wasting time, or extending lunch or break periods. Restricting production or interfering with others in the performance of their jobs. Encouraging, engaging, or participating in any interruption of work or production.

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VIOLATION

- 5 Inattention or neglecting duties, responsibilities or assignments; failure to report production errors or deviations; or failure to perform work to acceptable standards.
- 6 Failing to observe, violating or disregarding the safety rules and common safety practices. Failure to promptly report all work related injuries and accidents to Textron Aviation Health Services. Failing to wear appropriate and safe attire or failing to use required protective safety equipment. Endangering the health and safety of others or committing unsanitary and unsafe acts.
- 7 Failure to follow a directive or unreasonably delaying the implementation of instructions issued by members of supervision or management personnel.
- 8 Threatening, harassing, intimidating, horseplay, coercing, inflicting bodily harm or fighting with other personnel on Company property at any time.
- 9 Immoral conduct or indecency including the use of derogatory, profane, or suggestive language or materials.

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VIOLATION

- 10 Unauthorized use of Company equipment, telephones, computers, copy machines, etc. Abuse, misuse, or unauthorized possession of equipment, materials, records or property of the Company, customers, contractors, other persons or team members.
- 11 Smoking and the use of tobacco related products will not be allowed on Company property. "Tobacco related" products include, but are not limited to: cigarettes, cigars, electronic cigarettes, etc. and all other smokeless forms of tobacco (chewing tobacco, snuff, etc.). "Premises" is defined as all Textron Aviation property excluding Company designated employee parking areas, when sitting inside the passenger cabin of your personal vehicle. Discarding tobacco related products anywhere on Company property is strictly prohibited.
- 12 Sleeping on Company property during working hours.
- 13 Possessing or using weapons or look-a-like weapons, ammunition, explosives, incapacitating sprays or implements used to inflict bodily harm.

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VIOLATION

- 14 Use of radios, recording devices, cameras, cell phones, pagers and all other personal electronic equipment without prior management approval. Personal cell phones may only be used during lunch and approved breaks.
- 15 Gambling on Company property at any time.
- 16 Bringing in, possessing or using alcoholic beverages, illegal drugs or controlled substances on Company property; or reporting to work under the influence of same.
- 17 Making false, vicious, or misleading oral or written statements about the Company, its team members, products, processes, and work situations.
- 18 Soliciting other team members during the working time of either the team member soliciting or the team member being solicited. Posting or distributing written or printed material during working hours, or in the working areas without prior written management approval.
- 19 Failing to comply with Company security regulations including, but not limited to, parking directives, ramp passes and property pass procedures. Speeding or reckless driving on Company property.

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VIOLATION

- 20 Any actions which reflect a failure to act in a reasonable manner or which reflect upon the employee's fitness for their job, or which adversely affect the Company's reputation or business.
- 21 Breach of trust, which includes but is not limited to: Dishonesty, falsifying or failing to give complete and accurate information; Theft, misappropriation of Company or employee property; Negligence; Concealment of errors; Intentionally restricting output; Sabotage; Misuse of Company records or any confidential or proprietary information; Clocking in or out with another team member's badge or requesting another team member to clock you in or out; Falsifying Company records.

NOTES

ATTENDANCE POLICY

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TEXTRON AVIATION

ATTENDANCE CONTROL PHILOSOPHY

Textron Aviation's belief is that most employees want to responsibly manage their time with regard to being absent from work and, given that opportunity, employees will minimize any situations which cause them to be absent. However, the Company recognizes that there are times when employees will be absent from work for a number of valid reasons.

This policy is based upon employees taking responsibility for their attendance. It is designed to allow employees to have a reasonable amount of time off from work for circumstances beyond the employee's control and certain other occasions. Because of the flexibility allowed employees, the company will implement actions to assist employee's unwisely managing personal time.

BASIC TENETS OF THE ATTENDANCE POLICY

Accruals of earned time off (ETO) will be in accordance with the schedule in the Collective Bargaining Agreement. Employees will be eligible to use ETO hours upon completion of probation.

ETO hours may be used for many reasons which include unforeseen personal and family illness or injury, personal events beyond the employee's control, and other necessary personal reasons which must occur during an employee's regularly scheduled shift. To be eligible to use ETO, an employee must report an absence in advance of the

shift or as soon as possible in the event of an unforeseen absence. The use of ETO time is not optional. Time off for the covered reasons will be charged to ETO if hours are available. Employees who are absent will draw from ETO in increments of one (1) hour per occurrence. ETO absences must be compensated in full to be excused.

EMPLOYEE RESPONSIBILITIES

Manage time off and make wise use of ETO hours.

Report any absence in advance of the shift or as soon as possible in the event of an unforeseen absence which made calling in impossible.

Schedule vacation in advance for days off that are not covered by ETO.

Specify if absence is personal, FMLA, or work-related.

You are expected to be at your workstation at the start of your shift and ready to begin work.

Must physically check in with Health Services and have a valid doctor's release to return to work if you have been absent from work for more than 40 consecutive work hours for those employees on a 5x8 and 4x10 schedule and more than 36 consecutive work hours for employees assigned to a 3x12 shift, due to sickness or injury. This does not mean that the time is excused if the employee does not have the ETO to cover the absence, unless the employee is on approved leave of absence.

Team members are expected to be regular in their

attendance, which includes tardiness, absenteeism and leaving work early. Aggravating circumstances like pattern absenteeism and AWOL may result in accelerated consequences.

COMPANY RESPONSIBILITIES

Will not question an employee's use of ETO unless a pattern of absenteeism exists.

Counsel employees when they reach the Progressive Counseling stage and attempt to help the employee recognize the seriousness of their situation.

Counsel employees at any time when patterns of absence or excessive absenteeism are of concern.

PROGRAM ADMINISTRATION

The hours of an employee's assigned shift will be assessed for each full uncompensated day of absence unless defined as an excused absence.

Actual time missed will be assessed for each instance of tardiness or leaving early, unless that tardy or early exit is compensated or excused.

Eight (8), ten (10), or twelve (12) hours (based on employee's assigned shift) will be assessed for any occurrence of unreported absence; however, if an employee is unreported but comes to work, s/he will be assessed double the hours of that absence, not to exceed eight (8), ten (10), or twelve (12) hours (based on the employee's assigned shift). NOTE: Unreported is defined as not notifying the supervisor or designee within thirty (30) minutes after the start of the shift.

Three (3) consecutive days of unreported absence will result in immediate termination.

The assessment of hours is applicable to overtime assignments when proper notification is given to the employee whether or not the overtime is scheduled or voluntary.

The hours of an employee's assigned shift, less paid ETO hours, will be assessed for partial compensated absences unless excused.

Employees must notify the Company of absence within thirty (30) minutes of the start of their shift.

A work-related injury or illness which results in an absence(s) is considered excused, whether or not that time off is compensated.

Hours assessed will be reviewed for accuracy and reasonableness prior to the issuance of a Step in the Positive Performance Process.

A record of frequent and/or reoccurring absences or patterns of misuse of ETO will be addressed through the Positive Performance Process (PPP).

PERFECT ATTENDANCE

For every ninety (90) calendar days of perfect attendance the employee's assessed hours total will be reduced by the number of hours of the employee's assigned shift, but not reduced below a total of zero (0) hours assessed. Should the employee's total number of hours assessed fall below the total number of hours that resulted in the PPP step, that step will become inactive. Perfect attendance is defined as no hours assessed.

EXCUSED ABSENCES

Absences of an employee for the following reasons shall be considered excused absences:

- Compensated sick and personal leave
- Jury duty
- Subpoenaed court appearances
- Summoned court appearances with documentation of appearance
- Compensated bereavement
- Military obligations
- Per Company Request
- Holidays
- Vacation
- Shutdowns
- Leave of absence for work-related injury or work related illness
- Approved leave of absence
- Family Medical Leave (FMLA) approved absences
- Union business authorized by the Collective Bargaining Agreement (CBA)

POSITIVE PERFORMANCE PROCESS (PPP)

Progressive counseling by supervision is a means for the employee and supervisor to determine what can be done to assist the employee in determining what steps the employee must take to improve attendance.

- Step 1 - First (1st) uncompensated/unexcused absence will result in the assessment of the time absent and counseling.
- Step 2 - Eight (8) additional hours assessed (over the hours assessed in Step 1 above) will result in second counseling.
- Step 3 - Eight (8) additional hours assessed (over the hours assessed in Step 2 above) will result in a written warning in lieu of suspension.
- Step 4 - Eight (8) additional hours assessed (over the hours assessed in Step 3 above) will result in termination.

Note:

For the employee who is assigned to a ten (10) hour shift there will be ten (10) hours assessed between each Step instead of eight (8) hours as noted above.

For the employee who is assigned to a twelve (12) hour shift there will be twelve (12) hours assessed between each Step instead of eight (8) hours as noted above.

HELPFUL NUMBERS

TXTAV Employee Service Center - 316.517.5252

Fidelity - 1.866.698.9847

United Healthcare - 1.800.889.9207

CVS Caremark - 1.855.656.0359

Optum Bank - 1.800.791.9361

MetLife (Dental) - 1.866.832.5756

MetLife FMLA - 1.877.597.7918

Cigna - 1.800.244.6224

EyeMed - 1.866.723.0513

LifeMatters - 1.800.634.6433

HRSC - 1.866.698.9847

Option #1 - Benefits

Option #2 - Payroll

NOTES

Labor Relations—Dept. 831

Job #17607