

WELCOME TO SOUTHWIRE

EMPLOYEE HANDBOOK







SOUTHWIRE COMPANY EMPLOYEE HANDBOOK

Effective January 2018

Welcome to Southwire

Hello, and welcome to Southwire! As President and CEO, I'm thankful for the ability to lead a privately-owned company with strong ties to its history and a culture focused on empowerment, inclusivity and trust. I came to Southwire because of the company's focus on our long-term vision, sustainability and growth, as well as the opportunity to work closely with the talented employees in our company. At Southwire, we celebrate the past as we look toward the future, and I look forward to the great things we will accomplish together.

As you begin your journey as a Southwire employee, it is our priority to ensure you understand all of the current benefits for which you are eligible, as well as some of our work rules and requirements. As you review the following pages, you will see a wide variety of information surrounding these topics. Please take the time to read over this handbook carefully, and reach out to your local leader if you have any questions or concerns.

Again, we are excited that you are now part of the Southwire family. My fellow leaders and I look forward to working with you as we share in our company's success.

Thank you,



Rich Stinson
President and CEO

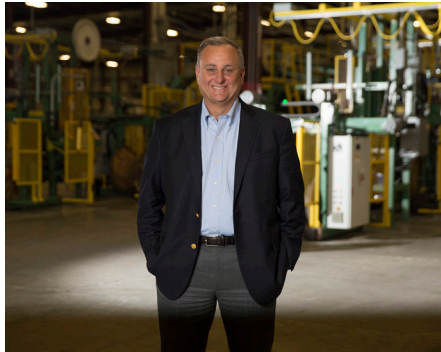


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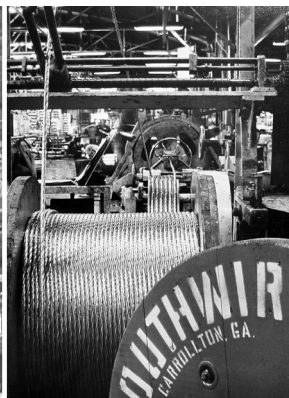
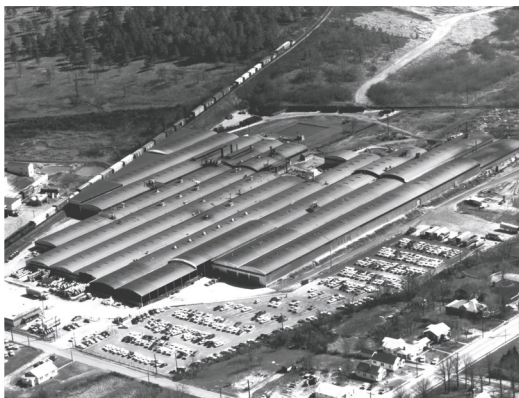
Our Company History

Southwire's roots extend to 1937 when Roy Richards, a recent graduate of Georgia Tech, started a company to erect power poles. While the prospect of jobs paying \$80 per month lured many of his classmates to New York, Richards chose to stay in Carrollton, Georgia. On March 23, 1950, Richards founded Southwire with three used machines and a workforce of 12 employees. Within three years, the fledgling company had adapted a continuous casting system for making wire rod and was quickly becoming a success.

Though Richards is now gone, his legacy lives on, and Southwire's reputation for quality and service continues to grow, boasting nearly 7,500 employees throughout North America.

Southwire's corporate structure revolves around two business groups, based on the company's approach to the marketplace. Its Construction Systems and Solutions Group focuses on residential, institutional and commercial construction segments as well as customers who buy readily available, "in stock" products, and its Power Systems and Solutions Group places emphasis on customers in product categories that are driven by a "made to order" approach, such as energy, industrial and OEM. The company's business groups are backed by a strong, integrated support function, allowing Southwire to more effectively sell across product lines and maximize the value the company brings to its customers. Southwire also holds a strong and growing international presence with several sales and support offices strategically positioned to serve customers in markets all over the world.

Additionally, Southwire continues to focus strongly on its sustainability goals of Growing Green, Living Well, Giving Back, Doing Right and Building Worth. Each of these themes guide the company toward future success by ensuring its commitment to employees and the local community. Through vision and consistent growth, Southwire has solidified itself as the leading manufacturer of wire and cable that is used in the distribution and transmission of electricity, and as the company strives to preserve the vision and values of Roy Richards, Sr., Southwire continues to provide excellent service and explore new technologies well into the future.



ONE SOUTHWIRE™



ONE Southwire means we will act as a unified company by sharing our **values**, **culture**, **commitment** and **processes** in order to provide the best solutions to our stakeholders.

BUILD ORGANIZATIONAL CAPABILITY



- LEAD WITH EMOTIONAL INTELLIGENCE
- SHAPE CULTURE FOR ADAPTABILITY
- DEVELOP INDIVIDUAL POTENTIAL THROUGH
 - PERFORMANCE MANAGEMENT
 - CAREER PATHWAYS
 - SUCCESSION PLANNING

DRIVE OPERATIONAL EXCELLENCE



- REDUCE VARIABILITY
- UPDATE TECHNOLOGY
- STANDARDIZE TOOL KITS

ACCELERATE GROWTH



- DEFEND OUR CORE BUSINESS
- EXTEND INTO NEW MARKETS
- APPEND NEW GEOGRAPHIES



**STRONG.
SUSTAINABLE.
SOUTHWIRE.**



Our Vision

At Southwire, our employees are *The People Behind the Power™* of what is possible. We seek to discover, develop and distribute strong and sustainable solutions that exceed the expectations of our stakeholders around the world.

Our Commitment

Southwire is committed to inspire the lives we touch by developing innovative systems and solutions, exercising environmental stewardship, and enhancing the well-being of our communities as *We Deliver Power...Responsibly®* through our core tenets.

■ Sustainability Tenets

● GROWING GREEN

We will reduce our environmental footprint, even as we grow. By so doing, we will not only sustain our business, but we also will help sustain the communities in which we work and the world in which we live.

● LIVING WELL

We will preserve and enhance the lives of our employees by building a workplace that is satisfying, meaningful and fun. In doing so, we will make certain that safety and health are always top priorities and will treat each other with dignity and respect.

● GIVING BACK

Our neighbors depend on us, just as we depend on them. We will strive to improve the quality of life in the communities in which we work. This goes beyond providing jobs and paying taxes. It also means giving to those in need, not only by sharing our financial resources, but also by sharing our time and talents.

● DOING RIGHT

We will foster a culture guided by ethical values. We will not forget to live up to those values, even when it might be difficult. When we make mistakes, we will be transparent and responsive to our critics.

● BUILDING WORTH

Our success depends on our customers' success. We will build worth for our shareholders, customers and other stakeholders by achieving the lowest cost, highest quality and best service in our industry. To do this, we must lead our core markets with superior products, grow steadily, spend wisely, keep debt low and protect our investments.

Discover more at:
[SOUTHWIRESUSTAINABILITY.COM](https://www.southwiresustainability.com)

Employee Handbook

This Employee Handbook applies to employees of Southwire Company, LLC and its affiliated companies (collectively referred to in this Handbook as “Southwire” or the “Company”) who are based in the United States.

This Employee Handbook contains information about Southwire’s employment policies and procedures. The policies and procedures in this Handbook are guidelines only. Southwire reserves the right to interpret and administer the provisions of this Handbook as needed. Except for the policy of at-will employment, which can only be changed in writing by the Executive Vice President, Human Resources of Southwire. Southwire has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time, with or without notice. However, oral statements or representations cannot supplement, change or modify the provisions in this Handbook. Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with Southwire’s policies or procedures may result in discipline, up to and including termination of employment.

At-Will Employment

Nothing in this Handbook nor any other communication by a Southwire representative or any other employee, whether oral or written, is intended to in any way create any contractual obligations with respect to your employment. You are employed “at will” and nothing in this Handbook can be construed to contradict, limit or otherwise affect your right or Southwire’s right to terminate the employment relationship at any time with or without notice or cause. Only a written employment agreement signed by the Executive Vice President of Human Resources may alter your at-will employment.

State Supplements

There are State Supplements to this Handbook that contain policies that are specific to those U.S. employees based in that state. Additionally, some sites may have local or departmental policies that supplement the policies contained in this Handbook. In the event of a conflict between such local or departmental policy and a policy contained in this Handbook, the policy in this Handbook shall control. A site/department is not permitted to institute a policy in conflict with this Handbook without the express permission of the Executive Vice President of Human Resources.

Employees Covered Under a Collective Bargaining Agreement

The employment terms set out in this Handbook work in conjunction with, and do not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with Southwire. Wherever employment terms in this policy differ from the terms expressed in the applicable collective bargaining agreement with Southwire, employees should refer to the specific terms of the collective bargaining agreement, which will control.

Legal Protections/Requirements

None of the policies in this Employee Handbook are intended to restrict communications or actions protected or required by federal, state or local law.

Any questions about the contents of this Handbook should be directed to your Human Resources representative or the Southwire resource specified in the policy.

Commitment to Equal Employment Opportunity

Southwire is an equal opportunity and affirmative action employer and complies with all applicable federal, state and local fair employment practices laws. Southwire strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), sexual orientation, gender identity, age, disability, citizenship, genetic information, marital status, military or veteran status or affiliation or any other characteristic protected by applicable law (collectively, "Protected Characteristics"). Southwire will ensure that all employment decisions are based only on valid job and business considerations. Southwire will recruit, hire, train and promote persons in all job titles and ensure that all other personnel actions are administered, without regard to individuals' Protected Characteristics.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities:

- Filing a complaint;
- Assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to any federal, state or local law requiring equal opportunity for individuals with Protected Characteristics;
- Opposing any act or practice made unlawful by any federal, state or local law requiring equal opportunity for individuals with Protected Characteristics; or
- Exercising any other right protected by any federal, state or local law requiring equal opportunity for individuals with Protected Characteristics.

As Southwire's Chief Executive Officer, I am committed to the principles of affirmative action and equal employment opportunity. In order

to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, each site's Human Resources Manager (or, in the absence of a Human Resources Manager, another designated Human Resources representative) will serve as its Equal Employment Opportunity (EEO) Coordinator. One of the EEO Coordinator's duties is to establish and maintain internal audit and reporting systems to allow for effective measurement of Southwire's programs. This is a reminder that employees may update their disability status at any time in the future.

In furtherance of this policy, Southwire develops written affirmative action programs for each of its sites, which set forth the policies, practices and procedures that Southwire is committed to in order to ensure that its policy of nondiscrimination and affirmative action is accomplished. Each site's affirmative action program is available in its Human Resources office for inspection by any employee or applicant for employment upon request, on weekdays during normal business hours. Interested persons should contact the site's EEO Coordinator for assistance.

We request and expect the support of all employees in accomplishing these goals and in complying with this policy.



Rich Stinson, Chief Executive Officer
September 1, 2017

Standards of Business Ethics and Conduct

The Company's Standards of Business Ethics and Conduct (sometimes referred to as the "Code of Conduct") broadly outlines the Company's mission, philosophy, values, responsibilities and ethics expectations. This Handbook provides certain policies designed to help implement such expectations. You may obtain a copy of the Code of Conduct on the iAM Exchange or from the Human Resources Department.

For more information, visit [The iAm Exchange](#)

Commitment to Doing Right

Dear Fellow Employee,

As a family business, Southwire has lived by our family values for nearly seven decades. By doing this, we have developed a reputation for quality and integrity in our industry and among our customers.

Embedded in our commitment to sustainability, Doing Right is more than our reputation, or avoiding legal issues. It is about maintaining a place where we are proud to work, and, ultimately, it is about each of us knowing that we should always do the right thing. This means acting honestly and treating each other and our customers, partners, suppliers and end users fairly and with dignity.

As a resource, our Code of Business Ethics and Conduct, Do the Right Thing, is a guide to appropriate conduct. We must all become familiar with the Code and stay current with our Ethics training. When you have questions, ask someone for guidance.

It is also our duty to Southwire to report any suspected violations. If you see something suspicious -speak up! Tell your supervisor or your Human Resource Business Partner. If you are uncomfortable doing that, talk to another member of management or the Legal Department. In addition, the Ethics Hotline (1-800-380- 8820) is an outlet to report issues, and you can even make a report anonymously. We have recently hired a third party to manage our Ethics Hotline with operators who speak the languages of all the countries in which we operate.

As we continue to grow our company and strive for multigenerational success, upholding our ethical values is vital. Today, and in the future, I encourage you all to continue to act with integrity and always do the right thing!



Rich Stinson
President and Chief Executive Officer.

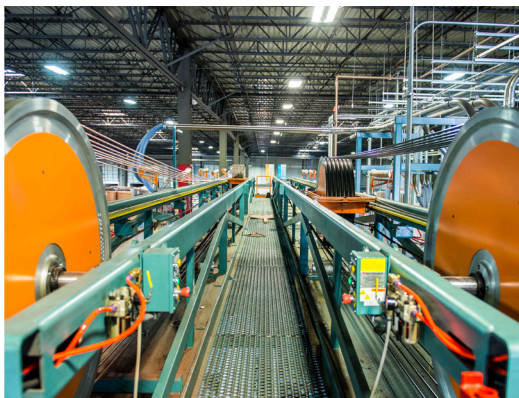
Open Door Policy

Our experience has shown that when employees deal openly and directly with each other and their supervisors, communications are clearer and the work environment and work attitudes are more positive. If employees have concerns about working conditions or the business, they are strongly encouraged and empowered to voice their concerns openly and directly to their supervisor. However, employees may also voice their concerns to any manager at their location, their site manager and/or human resources, all of whom have an open door policy.

Just Ask

Southwire employees may use Just Ask, a line of communication that will allow employee questions, thoughts and suggestions to be heard and addressed anonymously. To make a submission, employees may use the following methods:

- Complete the online form located on the iAM Exchange under Resources;
- Email justask@southwire.com;
- Call (770) 832-4275 or (800) 444-1700, extension 4275, and leave your comments or questions on the Just Ask voicemail box; or
- Fill out a Just Ask form found with your HR representative or at various Just Ask stations.



Anti-Harassment

All Unlawful Harassment Prohibited

Southwire strictly prohibits and does not tolerate unlawful harassment against employees, or other individuals (such as vendors, sales agents, customers, contractors and visitors) because of race, religion, creed, national origin, ancestry, sex, pregnancy, gender, sexual orientation, gender identity, age, disability, citizenship, genetic information, past, current or prospective service in the uniformed services or any other characteristic protected under applicable federal, state or local law.

Harassment is prohibited both at the workplace and at employer-sponsored events.

Sexual Harassment

All Southwire employees and other individuals who may come in contact with our employees in the course of conducting business (such as vendors, sales agents, customers, contractors and visitors) are prohibited from harassing others based on that individual's sex or gender and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions; or
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

Southwire will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, derogatory names/statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors);
- Physical (for example, assault or inappropriate physical contact); or
- Visual (for example, displaying sexually suggestive posters, cartoons or drawings, sending inappropriate adult-themed emails/texts or gifts, leering or making sexual gestures).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated.

Other Types of Harassment

Southwire's anti-harassment policy applies equally to harassment based on an employee's race, religion, creed, national origin, ancestry, age, disability, citizenship, genetic information, past, present or prospective service in the uniformed services or any other characteristic protected under applicable federal, state or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, derogatory names/statements, slurs, derogatory comments or jokes);
- Physical (for example, assault or inappropriate physical contact); or
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Violations of this Policy

Any employee, regardless of position or title, who has subjected an individual to harassment in violation of this policy, will be subject to discipline, up to and including termination of employment.

California Employees

Please consult the State Supplement to this Handbook for additional information regarding the policies applicable to California employees.

Workplace Violence

Southwire prohibits and will not tolerate any form of workplace violence by an employee, or third party (including vendors, customers, contractors and visitors) both at the workplace and at employer-sponsored events. Southwire prohibits all employees, with the exception of approved security personnel, and prohibits all third parties (including vendors, customers, contractors and visitors) from possessing any weapons of any kind at the workplace or at employer-sponsored events.

For purposes of this policy, workplace violence and prohibited conduct include:

- Making threatening remarks (written or verbal).
- Aggressive or hostile acts such as shouting, using profanity, throwing objects at another person, fighting or intentionally damaging a coworker's property.
- Bullying, intimidating or harassing another person (for example, making obscene phone calls or using threatening body language or gestures, such as standing close to someone or shaking your fist at them).
- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking.
- Assault.

Weapons include but are not limited to:

- Guns
- Knives
- Mace
- Explosives
- Tasers
- Any item with the potential to inflict harm that has no common purpose.

The items on this list are examples only and not a complete list. No form of workplace violence is tolerated and possession of any weapon in the workplace or at a Southwire-sponsored event will not be tolerated.

Violations of this policy will result in discipline, up to and including termination of employment.

Anti-Retaliation

Southwire strictly prohibits and does not tolerate unlawful retaliation. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law.

Examples of protected activities include::

- Lodging a good faith internal complaint (written or oral) with the Human Resources Department or Company management specifically opposing unlawful discrimination or harassment or complaining about violations of wage and hour law (for example, if an employee believes the employee has been sexually harassed or not paid overtime that is owed).
- Filing a good faith complaint of unlawful discrimination or harassment with a government agency or in court.
- Participating in Southwire's internal investigation into allegations of harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a complaint with a government agency).
- Requesting an accommodation for a disability or religious practice or belief under any federal, state or local statute, including the Americans with Disabilities Act.
- Requesting or taking leave under the Family and Medical Leave Act or state leave statutes.
- Filing a worker's compensation claim.

The examples above are not a complete list. No form of retaliation for any protected activity will be tolerated.

Any employee, regardless of position or title, who has subjected an individual to harassment in violation of this policy, will be subject to discipline, up to and including termination of employment.

Compliant Reporting and Investigations Procedures

If you are subjected to any conduct that you believe violates Southwire's Equal Employment Opportunity Policy, Anti-Harassment Policy, Workplace Violence Policy or Anti-Retaliation Policy, you must promptly speak to or write to your Human Resources Manager, a Human Resources Business Partner or a Human Resources Vice President, ideally within ten (10) days of the offending conduct. If the individual you would normally report such conduct to is involved, you may report such conduct to another of the listed individuals. If you do not receive a prompt and satisfactory response, you are expected to submit your complaint in writing to the Human Resources Manager of Compliance if you wish to further pursue the matter.

Additionally, any other conduct that you believe may violate the Company's Standards of Business Ethics and Conduct Policy (sometimes referred to as the "Code of Conduct") should be reported to your supervisor or the facility manager for your location. If such individuals are involved in the conduct or you are otherwise uncomfortable reporting the conduct to them, you may report such conduct to the Legal Department or through the Ethics Hotline.

Important Note About the Company's Ethics Hotline:

As an alternative to any other company reporting option, at any time you may contact the Company's Ethics Hotline (1-800-380-8820), which is available for Southwire employees to anonymously report potential ethics violations.

Any manager or supervisor who observes discriminatory, harassing, or retaliatory conduct or a Code of Conduct violation must report the matter. Other employees who witness conduct which they believe to be discriminatory, harassing, or retaliatory or in violation of the Code of Conduct are expected to report such matters as well.

Southwire will conduct prompt and appropriate investigations of the reported facts and circumstances. The procedures used in the investigation may vary depending upon the nature of the allegations and the

full circumstances of the situation.

Confidentiality will be maintained throughout the process to the extent practical and consistent with the Company's need to undertake a full investigation.

Southwire will take prompt corrective action, when appropriate.

Complaints made under this policy which are determined by the evidence to not only be unsubstantiated, but also deliberately false, will result in disciplinary actions, up to and including termination.

Violations of this policy may result in discipline, up to and including termination of employment.

Disability Accommodations

Requesting a Reasonable Accommodation

If an applicant or employee believes they need an accommodation because of a disability, the individual is responsible for requesting a reasonable accommodation from the site's Human Resources representative. You may make the request orally or in writing. Southwire encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting;
- The reason you need an accommodation; and
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, Southwire will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Southwire encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Southwire is not required to make the specific accommodation requested by you. Southwire may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Southwire and without creating a direct threat to the health or safety of you or others.

Medical Information

If your disability or need for accommodation is not obvious, Southwire may ask you to provide supporting documents showing that you have a disability within the meaning of the Americans with Disabilities Act and applicable state or local laws and that your disability necessitates an accommodation. If the information provided in response to this request is insufficient, Southwire may require that you see a health care professional. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for an accommodation may be denied. Southwire will keep confidential any medical information that it obtains relating to your request for a reasonable accommodation.

Determinations

Southwire makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. Southwire strives to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If you do not receive a prompt and satisfactory response to your request, please contact the Human Resources Manager of Compliance.

Religious Accommodations

Requesting a Religious Accommodation

If an applicant or employee believes they need an accommodation because of the individual's sincerely held religious beliefs or practices or lack thereof, the individual should request an accommodation from the site's Human Resources representative. You may make the request orally or in writing. Southwire encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting;
- The reason you need an accommodation; and
- How the accommodation will help resolve the conflict between your religious beliefs or practices or lack thereof and one or more of your work requirements.

After receiving your oral or written request, Southwire will engage in a dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs and practices and one or more of your work requirements. Southwire encourages you to suggest specific reasonable accommodations that you believe would resolve any such conflict. However, Southwire is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on Southwire.

Supporting Information

Southwire may ask you to provide additional information about your religious practices or beliefs and the accommodation requested. If you fail to provide the requested information, your request for an accommodation may be denied.

Determinations

Southwire makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Southwire strives to make determinations on religious accommodation requests expeditiously, and will inform the individual once a determination has been made. If you do not receive a prompt and satisfactory response to your request, please contact the Human Resources Manager of Compliance.

Minimum Employment Age

All Southwire employees must be at least 18 years old. The only exception to this policy is the employment of students whose work at Southwire is part of a formal work-study program. Any employee under the age of 18 must work in a "non-hazardous" environment and be approved for hire by the Human Resources representative.

Probationary Period

Every effort will be made to place you in a job in which you will find satisfaction and have an opportunity to progress. The first 6 months of hourly employees' employment will be a probationary period. During this time your personal conduct (attendance, punctuality, ability to work with fellow employees and supervisors, following policies and procedures, etc.) and job performance will be subject to close supervision. We hope that you will use this time to ask questions about your job, work requirements and our policies and benefits.

Any continued or serious performance issues during this period will normally result in termination without the application of progressive discipline. When it is determined that additional time is needed to determine if the employee is likely to be able to meet the job requirements on a long-term basis, the probationary period may be extended. If, at any time, it is determined that an employee is not likely to meet the job requirements on a long-term basis, employment may be terminated without completion of the probationary period.

Successful completion of the probationary period does not provide any special rights to continued employment or alter the at-will nature of the employment relationship. Southwire reserves the right to end the employee's employment at its own discretion for any reason without prior notice and the employee has the same right at any time during the probationary period or after.

Attendance

Regular and punctual attendance from all employees is critical to successful operations. Tardiness or absence puts an extra burden on other team members and impacts productivity.

Specific attendance policies vary by location and department. Please make sure that you understand the details of the attendance policy applicable to you and ask your supervisor if you have any questions about the policy. Southwire reserves the right to discipline employees for unexcused absences, tardiness or early departures subject to the terms of the attendance policy of such employee's location and applicable law.

Drug and Alcohol-Free Workplace

Southwire is committed to providing a safe, healthy and productive work environment for all employees. Consistent with this commitment, this policy establishes the Company's procedures for maintaining a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state or local laws) or prescription medication not prescribed to the employee while on the job poses serious health and safety risks to employees, which is not tolerated.

Drug and Alcohol Use on the Job

Southwire prohibits the following activities at any time that employees are either (a) on Company owned or leased property, including parking lots/decks (collectively, the "Company Premises"), whether or not the employee is working; or (b) on duty or conducting company business, whether on or away from the Company premises at Company sponsored events:

- The use, abuse or being under the influence of alcohol, illegal drugs or other impairing substances;
- The possession, sale, purchase, transfer or transit of any illegal or unauthorized drug (including prescription medication that is not prescribed to the employee) or drug-related paraphernalia; and
- The illegal use or abuse of prescription or over-the-counter drugs.

A violation of this policy is subject to disciplinary action, up to and including termination of employment.

This policy is intended to comply with all applicable laws, including those regarding drug and alcohol testing and current and prospective employee privacy rights.

Drug and Alcohol Testing

Southwire job applicants and current employees are required to submit to drug and alcohol testing at certain designated times, including post-offer/pre-employment testing, reasonable suspicion testing, incident testing, DOT-required testing and random testing. Submission to such tests is

a condition of employment. The situations in which such testing is used and the procedures to be used for such testing will comply with and be subject to applicable federal, state and local laws.

Assistance with Drug and Alcohol Problems

For all employees and their eligible dependents, Southwire helps with alcohol and drug problems through an employee assistance program (EAP). The EAP is designed to help individuals manage personal problems that can impact their well-being and work performance. Treatment is confidential (unless an EAP counselor is required by law to disclose information such as child abuse) and will not become a part of an employee's personnel records. Employees can access information through the benefits portal of the iAM Exchange or speak with their Human Resources representative.

Prescription Medications

Nothing in this policy is meant to prohibit the use of prescription, over-the-counter or other medication that has been prescribed legally under federal, state and local law (if a prescription is required); has been legally obtained; and is being used legally under federal, state and local law for the appropriate purpose and in the appropriate dosages and manner. However, if an employee is taking such a medication that may impair the safety of that employee or the safety of other employees, the employee must notify the Human Resources representative before reporting to work. The Human Resources representative will discuss with the employee whether the employee can safely perform the functions of the individual's job, with or without a reasonable accommodation, while taking such medication.

Notification of Drug-Related Convictions

Any employee who is convicted of a criminal drug offense resulting from a violation that occurred in the workplace must notify the organization in writing within five (5) calendar days of the conviction. The Company will take appropriate action within thirty (30) days of notice.

Company-Sponsored Events

From time to time, Southwire may sponsor social or business-related events or employees may attend business-related events at which alcohol

is served. This policy does not prohibit the use or consumption of alcohol at such events. However, if employees choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to conduct themselves properly and professionally at all times with colleagues, current and prospective customers and other third parties.

Searches

All employees will be expected to cooperate, as a condition of employment and in furtherance of this policy, with searches/inspections pursuant to applicable law.

Reapplication/Reemployment

In case of applicants who violate this policy and are not employed by Southwire on that basis, the individual may reapply for employment with Southwire after one (1) year and, if offered employment, must successfully pass pre-employment drug and alcohol tests. In the case of employees who violate this policy and whose employment is terminated on that basis, the individual may reapply after one (1) year and, if offered employment, must successfully pass pre-employment drug and alcohol tests.

Tobacco-Free Workplace

The use or possession of any tobacco products on any Southwire owned or leased property is strictly prohibited, except that such products may be possessed, but not used, in vehicles parked in Company parking lots. Such products include cigarettes, cigars, pipes, chewing tobacco, dip, e-cigarettes and all other forms of tobacco products. This policy applies to all employees, vendors, customers, contractors and visitors. Southwire provides tobacco cessation assistance through an employee assistance program (EAP) for all employees and their eligible dependents. You may access information on the EAP through the benefits portal on the iAM Exchange or speak with your Human Resources representative.

Nursing Mothers

All employees who are nursing mothers are eligible to take reasonable paid breaks under this policy to express breast milk for up to one year after the birth of the employee's child. Southwire encourages all eligible employees who intend to take breaks under this policy to notify the Human Resources representative of their intent, for example when they are discussing their return to work following leave relating to childbirth.

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their Human Resources representative of the frequency, timing and duration of lactation breaks they need to take.

Please contact your Human Resources representative for information about the designated location for lactation breaks in closest proximity to your work area.

Dress and Grooming

Southwire strives to maintain a professional atmosphere that is conducive to our business environment and safe operations, contributes to the morale of all employees and projects an image of efficiency and professionalism to visitors, customers, vendors and the public. Employees are relied upon to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with the goals of this policy. Generally, employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions, which may include concerns regarding safety, interactions with customers and accurately representing our organization's image to the public. In addition to this policy, additional dress and grooming policies may be applicable to employees working in specific job sites.

Any employee who is not dressed in appropriate attire consistent with

this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. In such a case, the employee will not be compensated for time spent away from work.

Employees who disregard this policy may be subject to discipline.

In consideration of employees, clients or visitors to our sites who may have sensitivities or allergies to various fragrances or scented products, employees should refrain from wearing excessively fragrant products in the workplace that others can smell.

If you have any questions about the requirements of the dress and grooming policies applicable to you or what constitutes appropriate workplace attire, direct them to your supervisor or Human Resources representative.

Solicitation and Distribution

Southwire has established rules to govern employee solicitation and distribution of written materials. Southwire has established rules to:

- Maintain and promote safe and efficient operations and an attractive clutter-free work place.
- Minimize non-work-related activities that could interfere with customer satisfaction, product quality and teamwork.

Conduct Not Prohibited by this Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Rules

Employees may not:

- Solicit other employees during working time.
- Distribute literature during working time.
- Distribute literature at any time in working areas.

The sole exceptions to this policy are for solicitations and distributions

related to charitable activities approved by Southwire.

The use of bulletin boards is to be confined to legal notices and notices regarding Company information, operations or activities.

Definitions

Solicitation includes, but is not limited to, approaching someone in person or through employer-owned property such as bulletin boards, computers, smartphones, e-mail systems and intranets for any of the following purposes:

- Offering anything for sale.
- Asking for donations.
- Collecting funds or pledges.
- Seeking to promote, encourage or discourage participation in or support for any organization, activity or event or membership in any organization.
- Distributing or delivering membership cards or applications for any organization.

Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, e-mails and intranets any literature or other materials including circulars, notices, papers, leaflets or other printed, written or electronic matter (except that distributing or delivering membership cards or applications for any organization is considered solicitation and not distribution).

Working time includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to be performing work tasks. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and meal times.

Working areas include areas controlled by Southwire where employees are performing work, excluding, for example, cafeterias, break rooms and parking lots.

Discipline

Employees who violate any provision of this policy may be subject to discipline, up to and including termination of employment.

Telecommuting Schedule

Southwire may allow certain non-production employees to telecommute (work remotely or work from home). Such requests should be made to the employee's Human Resources representative. When a request to telecommute is approved, you will be required to sign a written telecommuting agreement explaining the details of the arrangement. All telecommuting arrangements must be approved in advance by Southwire. Permission to telecommute is at Southwire's discretion and can be withdrawn at any time.

This policy does not apply to requests for reasonable accommodation or occasional work from home arrangements such as in instances of inclement weather. Employees requesting to telecommute as a reasonable accommodation should follow Southwire's procedures on requests for reasonable accommodation.

Flexible Work Schedule

Flexible work schedules allow eligible employees to adjust their arrival and departure times from work within certain guidelines. Flexible work schedules help employees manage family responsibilities, personal schedules and challenging commutes by allowing them to alter their work schedule.

This policy is not applicable to any request for a flexible work schedule as a disability or religious accommodation under federal or state law. Employees requesting a flexible work schedule as a reasonable accommodation should follow Southwire's procedures on requests for reasonable accommodation.

This policy may not be applicable to employees covered under a collective bargaining agreement. Employees covered by a collective bargaining agreement should refer to their respective contract.

Eligibility

Only full-time, non-production employees are eligible to apply to work a flexible work schedule. All flexible work schedules must be approved in advance by your direct supervisor. The decision to grant or deny flexible work hour arrangements is at Southwire's sole discretion and can be withdrawn at any time. Any changes to an employee's flexible work schedule arrangement also must be approved in advance by your direct supervisor.

Requests to Work a Flexible Schedule

All requests to work a flexible work schedule must be submitted in writing to your direct supervisor. Upon receipt of your request, Southwire may contact you for additional information.

Southwire will consider requests to work a flexible work schedule on a case-by-case basis taking into account the following factors:

- The staffing requirements needed to maintain service and production levels.
- The nature of the employee's responsibilities.
- The department's ability to handle changing workloads.
- The employee's work records, including work ethic and ability to meet deadlines.
- The employee's willingness and ability to alter the flexible work schedule to meet changing situations and staffing requirements.

Southwire May Approve Requests for a Trial Period

Southwire may approve a request to work a flexible work schedule for a trial period. After the trial period, the flexible work hours arrangement will be reviewed by Southwire and may be withdrawn or approved for a longer period of time. The flexible work hours schedule may be reviewed periodically to determine whether the arrangement continues to be appropriate.

Core Business Hours

Southwire may require employees on a flexible work hours schedule to report to work during certain core business hours, which are deter-

mined by the employee's facility or department.

Southwire may require employees working flexible hours to report to work outside of their customary hours occasionally to attend meetings or for other business reasons.

Flexible Work Schedule Agreement

The supervisor/manager is responsible for implementing a uniform approach to flexible work schedules so that all similarly situated employees with equivalent work records are offered the same opportunities. The specific terms of an employee's flexible work schedule must be set forth in a brief written agreement between the supervisor/manager and the employee and approved by the Human Resources representative. The work schedule must be fixed for the term of the agreement and cannot vary from day to day or from week to week.

Flexible Hours for Nonexempt Employees

Nonexempt employees whose requests to work flexible work hours have been approved must:

- Take all meal or rest breaks required by law.
- Make up any missed work hours in the same workweek in which they are missed.
- Comply with Southwire's timekeeping policies and payroll practices, including accurately recording all working time.

Nonexempt employees working flexible work hours:

- Continue to accrue vacation time or other paid time off in the same manner as under standard work hours.
- Will be paid overtime for all hours worked, in excess of 40 per workweek.

Relationships in the Workplace

To minimize the risk of conflicts of interest and promote fairness, Southwire maintains this policy with respect to romantic and sexual relationships in the workplace.

Prohibited Employee Relationships

No person in a management or supervisory position shall have a romantic or sexual relationship with an employee whom the individual directly supervises. Additionally, regardless of the reporting relationship, if in Southwire management's belief, a past/current romantic or sexual relationship is interfering or has the potential to interfere with the effective management of the business, the Company, with support from the Human Resources Department, will take actions it deems appropriate under this policy to address such issues. For example, it may be determined that a romantic or sexual relationship between an individual in a management or supervisory role who has responsibility to enforce a company policy against another individual creates a potential or actual conflict of interest

Policy Protocols and Consequences

Individuals involved in a relationship covered by this policy may be asked to sign a document acknowledging that their relationship is entirely consensual and free from coercion and harassment. If the relationship is covered by this policy and is between a more senior and more junior employee, the more senior employee may be subject to demotion to remove the conflict of interest. At the discretion of Southwire, in addition to or instead of demotion, one of the individuals involved in the relationship may be subject to transfer or termination of employment. If transfer or termination is appropriate, to the extent possible, Southwire will give individuals involved in the relationship the opportunity to select one employee in the relationship who will be subject to a change in employment status (transfer or termination). If the individuals involved in the relationship decline to make this decision, Southwire will do so.

Professionalism

Employees are expected to conduct themselves in a professional manner at all times. Workplace romantic or sexual relationships must

not interfere with any employee's professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable (for example, overt physical displays of affection and using sexual language). Management personnel are expected to set a high standard of professional conduct both at work and at events sponsored by Southwire. For this reason, management personnel are prohibited from social interaction with subordinates that is or might be perceived as inappropriate.

Discretion and Non-Discrimination

Southwire retains discretion in its enforcement of this policy. Decisions made under this policy will be made based on operational and business reasons and without regard to any other protected characteristic under federal, state or local law.

Nepotism Policy

Southwire recognizes that family members of current employees may seek employment at Southwire. To promote a productive and trusted environment, free from conflicts of interest as well as favoritism and unfair advantage, whether perceived or real, Southwire has adopted the following rules and guidelines related to employment of family members, as defined below. This policy applies to all Southwire employees, regardless of rank or title. It is applicable to full-time employees, part-time employees, interns and co-op students.

Definition of Family Member

For purposes of this policy, family member is defined broadly as:

- Spouse
- Parent
- Son or daughter
- Brother or sister
- Grandparent or grandchild
- Aunt or uncle
- Niece or nephew
- Cousin
- Guardian or ward
- Step, half or in-law relation
- A person living in one's household
- Any other person with such a close bond as to suggest conflict in the employment relationship (for example, a fiancé).

Hiring of Family Members

Family members seeking employment at Southwire must use the standard application process for the applicable position. All hiring decisions of family members must be reviewed by Human Resources to ensure compliance with Southwire's policies.

Working Relationship of Family Members

Family members may not directly supervise another family member or occupy a position in the chain of command.

Change in Family Status

If two employees marry, cohabitate or become otherwise related, to qualify as family members under this policy's definition, they must report the change in status to Human Resources, which will work with the employees to devise a working solution to avoid nepotism issues under this policy. The two employees may not remain in any direct reporting relationship.

Change in Work Assignment

If an hourly employee bids to transfer using the job post and bid policy and this change in status would result in a violation of this policy, the hourly employee will not be awarded the position.

Executives

A family member of a Senior Vice President or higher-level employee may not be employed within the same department as that executive. Additionally, the decision to employ, promote, transfer or terminate the employment of a family member of a Senior Vice President or higher-level employee must be approved in advance by the Executive Vice President of Human Resources and the General Counsel.

Employee Records

It is important that each employee's Southwire personnel information is accurate. It is the employee's responsibility to update any changes in address, telephone number, name, dependents, etc. using the Company's iAM Exchange.

If you would like to review the personnel file maintained by the Company for you, please request access from your Human Resources representative who will schedule a time for the review.

Workplace Searches

To maintain a safe, healthy and productive work environment, Southwire reserves the right at all times to search or inspect employees' surroundings and possessions. This right extends to the search or inspection of clothing, offices, files, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and tool boxes, lunch boxes, any employer-owned or leased vehicles and any vehicles parked on company property. Employees should have no expectation of privacy while on Southwire's premises, except in restrooms/locker rooms/ nursing rooms. Refusal to allow search or inspection may result in discipline. The Human Resources Department is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about workplace searches that are not addressed in this policy, please contact your Human Resources representative.

Southwire Progressive Discipline & Work Rules

Southwire is committed to providing employees a safe, pleasant, productive and desirable place to work.

In order to do this, there are certain rules set forth which govern our conduct as employees while on company property.

The Work Rules and Progressive Discipline apply to hourly employees. Salaried employees are expected to comply with the Work Rules but may not be eligible for progressive discipline.

When addressing actions considered to be in violation of these rules, management will give careful consideration to the seriousness of the violation, the circumstances surrounding the case and the employee's past disciplinary record. We are committed to treating employees consistently and fairly throughout Southwire.

Work Rules

While it is impossible to compile a complete list of rules of conduct that might result in disciplinary action, our handbook is meant to bring attention to common examples of the conduct that will result in corrective action, up to and including immediate termination. The types of behaviors listed below will result in disciplinary action: We are committed to treating employees fairly and consistently throughout Southwire. While it is impossible to compile a complete summary of rules of conduct that may result in disciplinary action, the following provides a basic pattern for such action. Employees are expected to adhere to the following work rules:

- 1. Excessive Unexcused Absenteeism**
**Refer to your location's Attendance Policy*
- 2. Failure to Be Properly Prepared for Work**
- 3. Leaving Assigned Work Area without Authorization**
- 4. Failure to Produce a Reasonable Quantity of Acceptable Quality Work**
- 5. Failure to Follow Rules for Safety, Security and Job Performance**
- 6. Failure to Meet Performance Expectations**
- 7. Failure to Carry Out Assignments and Instructions in a Cooperative Manner**
- 8. Any Actions that Endanger Life, Limb or Property**
- 9. Violation of any Company Policy, including those contained in this Employee Handbook**
- 10. Violation of the Company's Standards of Business Ethics and Conduct Policy (sometimes referred to as the "Code of Conduct"), including those acts not meeting the Company's expectations that employees treat others with dignity and respect and act with integrity**
- 11. General Misconduct**
- 12. Using Tobacco while on the company's premises**
**Violations will result in a Final Written Warning*

Progressive Discipline

When determining what steps should be taken for disciplinary problems, management considers the seriousness of the violation, the employee's past disciplinary records and other relevant circumstances. Disciplinary action is calculated using a rolling 12-month time period, not a calendar year. This means that all infractions during the prior 12 months will be considered when determining necessary action for work rule violations. Progressive discipline, once it begins, will remain in effect for 12 months from the date of the most recent discipline issued. The 12-month time frame for discipline is relative to active employment. Leave time is not counted for purposes of progressive discipline.

The following disciplinary progression generally will be utilized for work rule violations, except in the case of Intolerable Violations:

- Coaching Session**
- Written Warning**
- Final Written Warning**
- Discharge**

There are times when one or more steps of progressive discipline level may be skipped because of the seriousness of the situation or other circumstances. At all times, Southwire maintains the complete discretion to impose discipline that it deems appropriate.

Intolerable Violations

In the case of intolerable violations, these actions are considered so severe that they may lead to immediate termination no matter where the employee is in the progressive discipline process. The following actions are some examples, but not all encompassing, of intolerable violations:

- Violation of the Company's drug and alcohol-free workplace policies, including possessing, using or being under the influence of alcohol, controlled substances (drugs) or any intoxicant while on Southwire's premises
- Leaving the facility without your supervisor's knowledge and/

or permission during scheduled working hours (abandoning job without being properly relieved). If your supervisor is not available, you must contact another supervisor or manager or your Human Resources representative.

- Safety violations which include actions or inactions that could result in serious injury or death
- Failure to comply with lockout/tag out procedures
- Failure to use required machine guarding
- Failure to use/adjust equipment safety devices
- Violation of the Company's equal employment opportunity, anti-harassment, anti-retaliation or workplace violence policies
- Violation of the Company's workplace violence policies, including verbal or physical threats or actions (even if joking)
- Refusal to cooperate with a company investigation
- Willfully damaging, destroying or taking company or personal property (Theft)
- Unauthorized possession or use of any company property, equipment or materials
- Unauthorized disclosure of the company's confidential information
- Possessing weapons of any kind at the workplace or employer-sponsored events.
- Falsification of employment application, personnel records or any other company or business records
- Deliberately clocking out, falsifying your own or another employee's time record or permitting another employee to clock out or falsifying your time record
- Engaging in criminal activity or other activity that could bring the organization into serious disrepute
- Using tobacco on company premises (this will result in a final written warning)

Employee Classifications

Southwire designates each employee as either exempt or nonexempt in compliance with applicable federal, state and local law.

- **Exempt Employees** - Employees who are designated as exempt are paid a fixed salary and are not entitled to overtime pay. Exempt employees also may not be subject to certain salary deductions.
- **Nonexempt Employees** - Employees who are designated as nonexempt are entitled to overtime pay at a rate of one and one-half times their regular rate of pay for all hours worked over 40 in a workweek or as required by applicable federal, state and local law. Nonexempt employees may be hourly or salaried.

Southwire also assigns each employee to one of the following categories:

- **Full-Time Employees** - Full-time employees regularly work at least 30 hours per workweek, except for approved time off.
- **Part-time Employees** - Generally work less than 30 hours per workweek.

Work Week for Compensation Purposes

Each employee has an assigned work week that is used for compensation purposes (such as overtime calculations). For example, an employee work week may begin Sunday 7:00 a.m. and end Sunday morning at 6:59 a.m. Please see your supervisor or Human Resources representative with any questions concerning your work week.

Pay Cycles and Paydays

Employees are paid weekly or bi-weekly. If a payday falls on a holiday, employees normally will be paid on the last business day before the holiday.

Employees enrolled in direct deposit will have their pay deposited in their designated account by payday.

If you do not receive your direct deposit or pay check, notify your Human Resources representative immediately.

During January of each year, employees will be given a statement of earnings and taxes paid in the prior calendar year to file income tax returns.

Payroll Deductions

No deduction will be made from your paycheck unless it is authorized by you or it is for legally required purposes.

Southwire is required by law to make certain deductions from your pay each pay period, including:

- Federal and state income taxes.
- Social Security (FICA) taxes.
- Deductions required by wage garnishment or child support orders. If an official action is processed against an employee that requires garnishment of wages, the appropriate amount will be deducted.
- Deductions required by collective bargaining agreements, such as union dues.

Southwire also may deduct from your pay your portion of health, dental and life insurance premiums; voluntary contributions to a 401(k) – retirement plan; or prior overpayments. All deductions from your pay will be identified on your pay statement.

Hours of Work

Because of the nature of work, Southwire's various departments must work a variety of shifts. Work hours must be flexible and are subject to change as operating conditions change. When special shifts are necessary, each facility or department that requires special shifts will schedule the shift independently. You are expected to be at your workstation ready to work at the beginning of your shift and at the end of your meal period, and you should continue working until the end of your shift.

Timekeeping

To ensure that Southwire has accurate time records and that employees are paid for all hours worked in a timely manner, nonexempt employees are required to accurately record all hours worked using the Company's timekeeping system. Nonexempt employees should record all hours worked. Breaks longer than 20 minutes, including meal breaks, must be recorded. (If you are employed at a location or in a position in which meal breaks are paid, you are not required to "clock" in and out for such breaks unless you leave the facility for such breaks.) Your supervisor will review your time records weekly and you are encouraged to verify them at the end of each week.

Salaried nonexempt employees' meal breaks must be accurately recorded on each employee's time record. Employees must clock in and out for their meal breaks. Non-working meal breaks do not count as hours worked.

Your time record is your personal bill to Southwire for services that you have performed. You are responsible for verifying the accuracy of your time records.

Employees are responsible for reporting to their Human Resources representative if any individual encourages or requires off-the-clock work or instructs someone to (1) incorrectly or falsely under – or over-report hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked.

Fraudulent timekeeping and falsification of time records are subject to discipline, up to and including termination of employment.

Overtime

Employees may occasionally be asked to work beyond their normally scheduled hours and, when this occurs, employees are expected to work overtime or to report to work if called in. The Company will make every effort to provide as much notice as possible and to distribute overtime fairly. Please discuss any questions you have concerning overtime with your supervisor.

Nonexempt employees will receive overtime pay in accordance with applicable federal, state and local law. For all hours worked over 40 hours in any given workweek (or as state law dictates), employees will be paid at a rate of one and one-half times their regular rate of pay (including any applicable shift premium) or at such other rate that state law dictates.

Nonexempt employees must obtain approval from their supervisor in advance of working overtime (including starting work early, finishing work late, working during an unpaid meal break, working from home or performing any other unscheduled work). Failure to obtain approval for working overtime may result in discipline, up to and including termination of employment.

Shift Premiums

Employees scheduled to work other than standard day shifts will receive additional pay in the form of a shift premium. If you have any questions about shift premiums, ask your supervisor.

Reporting Allowances

It is our aim to provide steady employment and regular work schedules for our employees, but our production is largely dependent upon our customers' orders. If you are scheduled to report to work and, on arrival, find no work available on your job, other work will be provided to you or you will be paid at your regular rate or as otherwise provided by law. The number of hours paid may vary by facility. Check with your supervisor for your facility specific policy.

Call-In Pay

It may become necessary to ask you to report to work at some time other than your regularly scheduled work hours. If you are called to work during your scheduled time off, you will be paid at your regular rate or as otherwise provided by law. The number of hours paid may vary by facility. Check with your supervisor for your facility specific policy.

Reporting Pay Errors

Employees should review their pay statement for errors. If you believe there are any errors in your pay, including that you have been overpaid or underpaid; that improper deductions have been taken from your pay; or that your pay does not accurately reflect all hours worked, including overtime hours, off-the-clock work and work performed during meal breaks; you must report your concerns to your Human Resources representative immediately. If you do not believe your report was addressed satisfactorily, you must access the Ethics Hotline to report your concerns. Southwire will promptly investigate all reported concerns. If there has been an erroneous overpayment or underpayment, Southwire will correct it as soon as possible.

Maximum Days Worked

Employees working 12-hour schedules will not be required to work more than 14 days without a day off. Employees working 10-hour schedules will not be required to work more than 17 days without a day off. For employees working 8-hour schedules, the maximum number of required days without time off is 21 days.

Pay Transparency Nondiscrimination

Southwire will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer or (c) consistent with Southwire's legal duty to furnish information.

Length of Service

This policy defines the method of calculating and the use of an employee's length of service. Length of service is an important consideration at Southwire. For example, it is a factor in determining eligibility for certain benefits (like vacation) and job advancement opportunities.

Hire Date/Adjusted Hire Date

Southwire's length of service is calculated as the time elapsed since an employee's hire date as a full-time employee. The hire date for purposes of measuring the length of service is the date that the employee was last hired.

Length of Service Applications

An employee's length of service is applied in the following situations:

1. Reduction in force
2. Transfers through the Job Posting System for promotion, down bid, lateral changes
3. Shift assignments

4. Vacation eligibility and amount of vacation time awarded
5. Service awards
6. Short term disability benefits for exempt employees
7. Eligibility for medical benefits
8. Parental leave eligibility
9. Tuition reimbursement eligibility
10. Personal leave eligibility
11. Eligibility for peer review
12. Eligibility for bereavement leave

Length of Service Clarifications:

- Interns and co-op students do not earn service while employed in those positions. If the intern or co-op student is hired into a full-time job, length of service begins with that date of hire.
- Individuals that become employees as the result of an acquisition may have an original date of hire from the company that was purchased and an adjusted date of hire with Southwire. The original date of hire is normally used for vacation credit but may vary depending on the terms of the acquisition contract.
- 12 for Life®:
 1. If a student transitions to a full-time position with no break in service, the adjusted date of hire is the original date of hire as a 12 for Life student. This applies to benefits.
 2. If a student transitions to a full-time position with no break in service, the seniority date is the date the student begins the full-time position.
 3. If a student leaves the 12 for Life program and is hired after a break in service, the new date of hire is the date hired into a full-time position and the previous service as a 12 for Life student does not apply.

Job Post and Bid System

The Job Post and Bid System affords every hourly employee an opportunity and consideration for advancement.

Hourly employees have an opportunity to bid on job openings within a department, a different department or another facility to obtain higher pay, varied skills or shift preference. Jobs will be posted in the department, the facility and if unfilled company wide. The facility-wide posting will cover all shifts in the facility, a minimum of twenty-four (24) hours each. Company-wide postings will cover all shifts for a minimum of seventy-two (72) hours each.

All full-time, non-supervisory, hourly job openings will be posted for bids unless the same job on the same shift and department has been posted within the past 90 days. If this occurs, the job may be filled from the previous bid list.

Hourly supervisors also may use the bid system.

All selection interviews will be scheduled using the total length of service from the seniority date. Seniority dates do not change when an employee transfers between facilities in the company.

All things equal, a tie for seniority will be broken using the last four digits of employees' social security number. The lowest number will be considered more senior.

Consideration will be given to qualified bidders in the following order:

Non-Certified Classifications

Within Facility

1. Employees in the job classification in the department (as defined by the facility) by seniority, without final written warning level discipline.
2. Other employees without final written warning level discipline within the department/department grouping (as defined by the facility) by seniority.

Company Wide

1. Employees with specialized experience indicated on job posting directly related to the opening and without final written warning level discipline by seniority
2. All other full-time employees without final written warning level discipline by seniority,

Certified Classifications (Tech I - IV, where applicable)**Within Facility**

1. Within Tech Classification, without final written warning level discipline, by seniority, with actual machine certification
2. Other employees certified in the Tech Classification, without final written warning level discipline, by seniority
3. Other employees, without final written warning level discipline, by seniority

Company Wide

1. Employees with specialized experience directly related to opening, without final written warning level discipline, by seniority
2. All other, full-time employees without final written warning level discipline, by seniority

Employees awarded a certified position through the job bid process, must fully certify and demonstrate competency for the job within the designated time frame allotted for that position or be subject to displacement.

Maintenance/Skilled Craft Certifications**Within Facility**

1. Within job classification without final written warning level discipline, by seniority
2. Other employees fully certified ** (written & hands-on) within the department/department grouping without final written warning level discipline, by seniority.

** Employee must hold certification required on the job posting prior to the position being posted. An employee cannot be offered or ac-

cept the position unless the required certification(s) for the position are held (written and hands-on).

Company Wide

1. Fully certified ** without final written warning level discipline, by seniority.

** Employee must hold certification required on the job posting prior to the position being posted. An employee cannot be offered or accept the position unless the required certification(s) for the position are held (written and hands-on).

Bid Eligibility

To be considered an eligible bidder an employee must:

- Be a full-time hourly employee with a minimum of six-months continuous Southwire service and no longer in probationary period;
- Not have transferred or changed jobs through a personal request within the last six months, or have been awarded a position through the job bid process and turned down the position;
- Have an employee record that indicates the employee meets the requirements as specified on the Job Requisition; and
- Have an employee record that does not have an active final written warning level discipline.

Employees that transfer from one Southwire facility to another will maintain their seniority for future bid opportunities.

If a position cannot be filled through the internal Posting and Bidding Procedure, the opening is cleared to hire from outside company; any employee that expressed interest in the job but was an ineligible bidder can be considered at manager's discretion for the open position prior to hiring externally.

Shift Alignment

1. Prior to a job going up for bid, shift alignment will be offered to the employees on the line/group/unit (as defined by the operation). A shift alignment involves no training and will be awarded by seniority based on the employees in the identified group.

Bid Procedures

- During the Departmental /Facility posting, anyone interested in the job should sign the bid list
- The selection process will flow as indicated in the non-certified and certified procedures

During the company-wide posting, anyone interested in the job should bid through the iAm Exchange under My Career, Hourly Job Posting.

Peer Review – Hourly

In most disciplinary actions affecting an employee's pay (example termination), employees that have completed the probationary period may request a peer review. In certain cases, the nature of the conduct is so severe that a peer review will not be granted. Those cases include but are not limited to disciplinary actions that have been taken due to harassment, failing a drug or alcohol test, theft or workplace violence. In such cases, an employee will not be granted a peer review. In addition, the Company may decide, in the interest of employees' privacy, safety or workplace relations, that a peer review is not available, regardless of the reason for discipline. In all cases, the Company has complete discretion to deny the request for a peer review. An employee must submit a request within five (5) facility working days of the discipline for a peer review.



Summary of Total Rewards

Some companies call them benefits, but at Southwire, we offer so much more than just medical insurance and a 401(k). Total rewards encompass everything of value in your experience at Southwire. They are our programs, practices and, yes, our benefits, that collectively define our strategy to motivate, retain and attract our employees.

Southwire Total Rewards include:

- Retirement Benefits, including 401(k) and Pension Plans (Note: Only eligible hourly employees may participate in the pension plan.)
- Paid Vacation
- Paid Holidays and Paid Floating Days
- Medical Coverage, including, when applicable Health Savings Accounts and Health Flexible Spending Accounts
- Vision Coverage
- Dental Coverage
- Prescription Coverage
- Dependent Care Flexible Spending Accounts
- Life Insurance
- Short-Term and Long-Term Disability Coverage
- Workers' Compensation Coverage
- Inclusive Work Environment
- Employee Assistance Program
- Educational Programs
- Incentive Compensation Plans
- POWER Fund
- Project GIFT®
- Southwire Store
- Tuition Reimbursement
- Family Day
- Service Recognition
- Other additional resources and programs available at various Company locations

Benefit Information in this Handbook

Employees should refer to the benefit plan documents for specific information about benefits. Any descriptions of employee benefits in this Employee Handbook only summarize the provisions of a formal benefit plan document and do not attempt to cover all of the details contained in the plan document. To the extent that any of the information contained in this Handbook, a summary plan description ("SPD") or any information you receive orally is inconsistent with the official Plan document, the provisions in the Plan document will govern in all cases. If you wish to review the plan document, please refer to the section of the SPD for this benefit plan entitled "YOUR RIGHTS," which discusses your ability to review the Plan document.

SPD's are in the benefits portal on **The iAm Exchange**

Vacation Policy

Southwire provides paid vacation to full-time employees. Vacation is earned based on years of service and is accrued on a calendar year basis.

Eligibility

- **Full-time hourly employees** are eligible begin accruing vacation on the first day after six (6) months of service. Such employees also are eligible to participate in the vacation sell-back program.
- **Full-time salaried employees** are eligible to receive vacation beginning on the first day of employment. Such employees also are eligible to participate in the vacation buy-up program.
- **Part-time employees** are not eligible for paid vacation.

Vacation Amounts

For purposes of determining vacation amounts, the years of service are based on the years of service an employee would obtain at any

time during the calendar year. Employees will receive the vacation amounts included in the below table at each level of their service.

Years of Service	Days	Hours
0-2	10	80
3-4	12	96
5-9	15	120
10-14	18	144
15 +	20	160

Southwire will advance employees the full allotment of vacation for each calendar year beginning on January 1st. Vacation is accrued prorated throughout the year at a rate of one-twelfth (1/12th) of the employee's yearly vacation allotment each month.

Salaried employees receive prorated vacation for the calendar year in which they are hired. Hourly employees become eligible to begin accruing vacation at the completion of the six-month probationary period.

Requests for Vacation

Southwire understands the importance of vacation and encourages employees to take their vacation each calendar year. Employees must request vacation from their supervisor/manager as far in advance as possible, or based on the facility's requirements. Vacation is awarded based upon facility requirements, production scheduling and other business-related needs.

Employees must take vacation in at least half (½) day increments.

No Carryover

Any accrued but unused vacation is forfeited at the end of the calendar year unless state law dictates otherwise.

Leaves of Absence

Employees on an approved leave of absence for six (6) months or less will accrue vacation while on leave.

Termination of Employment

On termination of employment for any reason, employees will be paid for accrued but unused vacation at the employee's final base rate of pay. Southwire will attempt, whenever possible, to make such payment by the pay period following the last day of employment unless state law states otherwise.

Vacation amounts are accrued each month. Employees will receive credit for the entire month no matter what day of the month they terminate. If an employee has used or sold more vacation than they have accrued at the time of termination, the difference will be deducted from their final pay check, subject to any applicable legal requirements.

Hourly Sell-Back Program

Full-time hourly employees are eligible to sell back to Southwire up to half of their vacation time in full-day increments of at least 8 hours. Employees can use the sell back option twice in a calendar year for a maximum of half of vacation time. Employees must complete vacation sell-back utilizing the timekeeping system with supervisor/manager approval. Any vacation time sold back is paid at the employee's base pay at the time it is sold back.

Salaried Buy-Up Program

Full-time, salaried employees are eligible to purchase up to 5 additional days (40 hours) of vacation in full day increments. Purchased days will be post-tax reductions in the employee's salary spread across the calendar year in equal installments per that employee's bi-weekly pay cycle. Employees are required to use the purchased days first. The cost of the purchased days will be based on the employee's base rate of pay at the time of the purchase. Purchases can only be elected one time per year during open enrollment periods, making new employees not eligible until the next open enrollment period. Employees terminating from Southwire will be paid out for purchased days that have been paid for but unused.

Holidays

Each calendar year Southwire employees enjoy a total of 11 paid days off as either paid holidays or paid floating days.

Each calendar year, a list of actual holidays and the dates on which they will be observed is distributed for each facility.

For more information, visit [The iAm Exchange](#)

Incentive Compensation Plans

At Southwire, we are invested in the sustainability of our company and ensuring that employees are engaged and feel a sense of ownership in the success of the company. Employees share in Southwire's success through incentive compensation programs which are an incentive metric applied to a plan and tailored to the different job groups and positions around the Company. For example, most full-time hourly employees are eligible to participate in the IMPACT bonus plan. For questions about incentive compensation plans, please talk to your Human Resources representative.

Commitment to Education

Southwire is committed to education. The company strives to provide on-the-job training, tuition assistance and support to attend area schools.

It is the Company's policy, within budgetary constraints, to provide financial assistance to eligible employees for approved employee development and education programs. Southwire will pay the full cost of short courses, seminars, professional certifications and professional or trade conferences, which provide state-of-the-art knowledge and enhance the effectiveness of the employee on a present or projected work assignment within Southwire.

Southwire also provides tuition assistance for satisfactory completion of diploma or degree programs at vocational/technical institutions, colleges or universities. All financial assistance must be approved by the employee's executive leader.

For more information, visit [The iAm Exchange](#)

Leaves of Absence - General

Southwire recognizes that for a variety of reasons employees may require an absence from work. Employees may be eligible for an assortment of different types of leave, which are explained in greater detail in the policies that follow. Such leaves include family leave, jury duty leave, bereavement leave, personal leave, parental leave and military leave.

A leave of absence is a Company-granted period away from an employee's regularly assigned job and work schedule. The job and shift can only be guaranteed if the employee returns to work during or at the expiration of a Family and Medical Leave protected leave or other leave protected by federal, state or local law.

The following requirements generally apply to all leaves:

- Advance notice of a return to work is required to allow time to adjust work schedules.
- Requests for FMLA leaves and medical leaves of absence must be made to Liberty Mutual online at www.mylibertyconnection.com.
- Other forms of leave are requested through the employee's supervisor and Human Resources representative.
- Documentation may be required to support the leave request. Failure to provide the appropriate documents in a timely manner may result in the leave being delayed or denied.
- Employees who accept other employment while on leave may be terminated.
- An employee must return to work after the expiration of any leave. Employees who have not returned by the end of any leave granted or who fail to provide appropriate documents to extend a leave will be considered to have voluntarily terminated their employment. Employment ends the last day worked or at the expiration of the approved leave.

Most employees on leave will be allowed to continue medical insurance, life insurance and disability benefits for themselves and their eligible dependents up to a maximum of six (6) months. Employees will be required to pay premiums as if they were on active status.

Southwire will recoup premiums it paid for any employee who does not return from leave. After six (6) months the employee is eligible to apply for COBRA.

Hourly employees will not receive or accrue benefits pertaining to holidays occurring during the leave period. All employees on leave more than six (6) months will not accrue vacation.

Bereavement Leave Policy

Full-time employees may be granted up to two (2) scheduled workdays of bereavement leave with pay following the death of the employee's parent, spouse, domestic partner, son, daughter, stepson, stepdaughter, step-parent, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sibling-in-law or grandparent-in-law. The pay will be calculated based on hours, according to employees' regular permanently assigned shift. Hourly employees become eligible for such leave after sixty (60) days of employment. Salaried employees become eligible upon hire.

An additional two (2) days, without pay, may be taken in the event of the death of the employee's spouse, parent or child.

Employees also may use their vacation time if additional time is needed. Additional unpaid time off may be granted at the discretion of the employee's Human Resources representative working with management on a case-by-case basis.

Employees are responsible for requesting bereavement leave from their supervisor as far in advance as possible. Southwire may require verification of the need for bereavement leave.

Family and Medical Leave Policy

Southwire provides U.S.-based employees with leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. Upon returning from an approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

Southwire utilizes a third-party administrator to manage approvals, denials, tracking of balances and medical certifications and related communications.

To qualify for FMLA leave, you must: (1) have worked for Southwire for at least 12 months; and (2) have worked at least 1,250 hours in the last 12 months. If you have any questions about your eligibility for FMLA leave, please contact Southwire's FMLA Administrator.

Leave Entitlement

You may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period for any of the following reasons:

- The birth of a child in order to care for such child (leave to be taken continuously within one year of the child's birth);
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave to be completed continuously within one year of the child's placement);
- To care for a spouse, child or parent with a serious health condition;
- To care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- A qualifying exigency of a spouse, child or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

FMLA leave is calculated using a “rolling” method that is measured backward from the date you use any FMLA leave. For example, Michael requests three weeks of FMLA leave to begin on July 31st. Southwire will look back 12 months (from July 31st back to the prior August 1st) to see if any FMLA leave had been used. Michael had not taken any prior FMLA leave, so he is entitled to the three weeks he requested and has nine more weeks available.

Military Caregiver Leave

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Notice of Leave

If your need for FMLA leave is foreseeable, you must give Southwire and Southwire's FMLA Administrator at least 30 days' prior written notice. When you become aware of a need for FMLA leave less than 30 days in advance or the need for FMLA leave is not foreseeable, you must provide notice of the need for the leave to Southwire and Southwire's FMLA Administrator either the same day or next business day. Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with Southwire first regarding the dates of such treatment to work out a schedule that best suits the needs of both Southwire and the employee or the covered military member, if applicable.

FMLA leaves may be taken in a minimum one (1) hour increment.

Compliance with Applicable Absence Management Process

FMLA leaves are being administered by a third-party vendor, but that FMLA administration process does not replace your location's absence management process. As a result, employees requesting or using FMLA leave must comply with the requirements of this policy, those of the FMLA Administrator, and any applicable attendance policy and communicate as required under those policies with both Southwire and the FMLA Administrator.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification within 15 days. When you request leave, the FMLA Administrator will notify you of the requirement for medical certification. Failure to provide requested medical certification within 15 days may result in denial of FMLA-covered leave until it is provided.

Southwire, at its expense, may require an examination by a second health care provider designated by Southwire. If the second health care provider's opinion conflicts with the original medical certification, Southwire, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Southwire may require subsequent medical recertification. Southwire also requires you to submit to the FMLA Administrator a certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Recertification may be required for employees that exceed intermittent frequency or expired FMLA.

Reporting Changes While on Leave

You must give notice to Southwire's FMLA Administrator as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid

FMLA leave is unpaid. The employee may choose to use vacation during an approved FMLA leave; however, the employee will not be required to do so. Compensation may be available to eligible employees under Southwire's short-term and/or long-term disability benefits plans or through workers' compensation insurance. However, substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. Your FMLA leave runs concurrently with other types of leave. For example, vacation time and/or disability benefits that may be available during FMLA leave that is substituted for unpaid FMLA leave and/or any state family leave laws run concurrently (to the extent allowed by state law).

Union employees should refer to the terms of their collective bargaining agreement with regard to the use of paid time during FMLA leaves.

Medical and Other Benefits

During approved FMLA leave, Southwire will maintain your group health benefits. While on FMLA, employees will be instructed on how to make payments for such benefits through either payroll deductions or scheduled employee payments outside the payroll system. Your benefit coverage will cease if your premium payment is more than 60 days late. Please consult the applicable benefits Summary Plan Descriptions (SPD) for additional detail.

Intermittent and Reduced Schedule Leave

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave also may be taken intermittently or on a reduced leave schedule for a qualifying family member of exigency relating to covered military service.

Southwire will reduce your compensation based on the amount of time taken. In addition, while you are on an intermittent or reduced schedule leave, Southwire may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning from Leave

Southwire requests that you provide as much advance notice as possible of your return date to allow time to adjust work schedules. If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

Employees on FMLA leave are entitled to bid on other jobs provided they submit a medical provider's statement along with their bid indicating that they are able to perform the job. It is the employee's responsibility to inquire on job openings.

State or Local Family and/or Medical Leave Laws

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by such laws, will apply.

Military Service Leave

Southwire recognizes that employees may need to be absent from work to serve in the U.S. military. Southwire provides military service leaves of absence to all regular full-time, part-time and probationary employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

For more information, visit [The iAm Exchange](#)

Jury Duty Leave

Southwire encourages employees to fulfill their civic duties related to jury service.

Upon receiving a jury summons, an employee should immediately take it to the individual's supervisor who will schedule a work replacement for the time that the employee will be away from work, if needed. When the jury duty is complete, the employee should secure a statement from the court verifying the dates served, time released and the amount of compensation received for the jury duty. The statement should be given to the employee's supervisor so that payment of the jury duty allowance can be included in the employee's regular paycheck.

If an hourly, full-time employee is called for jury duty, the employee is paid the difference between base hourly rate of pay and compensation received for jury duty for the scheduled work hours of each working day missed. If a salaried, full-time employee is called for jury duty, the employee will continue to receive the employee's regular salary for the workweeks on which days are missed.

If jury service extends beyond six months, the employee will be grant-

ed an unpaid leave of absence until such service is completed.

An employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment. You are expected to call your supervisor immediately after you are excused from jury duty if during regular working hours, so that the supervisor can advise you whether to come into work.

Southwire complies with state-specific jury duty leave obligations and offers leave in accordance with its requirements. If you have any questions about jury duty leave that are not addressed in this policy, please contact your Human Resources representative.

Personal Leaves of Absence

Southwire recognizes that employees may require a personal leave of absence from work. Eligible full-time salaried and hourly employees may be granted a personal leave of absence, with the length of such leave determined based upon service with the Company, as well as the employee's job duties and responsibilities and the Company's ability to accommodate the length of leave requested.

For more information, visit [The iAm Exchange](#)

Voting Leaves

Employees are encouraged to vote in elections and Southwire recognizes that, in some instances, employees may need time off to vote. Southwire will provide up to two (2) hours of unpaid leave for a full-time employee to vote. However, the employee must request this time off to vote at least three (3) days prior to the election date and it is in the supervisor's discretion to determine which two hours the employee will have off for this purpose. Voting leave laws vary by state and Southwire will abide by all state requirements if they conflict with this policy.

Parental Leave

To assist and support new parent relationships through its leave policies and programs and to assist with balancing work and family matters, Southwire provides paid parental leave. This policy provides eligible employees with a period of paid time off for activities related to the care and well-being of their newborn or child placed through adoption or foster care.

Southwire will provide up to 3 days of paid parental leave to an eligible parent following the birth of a child and to care for the newborn child and following the placement with the employee of a child for adoption or foster care and to care for the newly placed child. The amount of the benefit will be base compensation determined by regularly scheduled hours of work and work schedule. Parental leave will be paid on regular payroll dates.

Paid parental leave must be taken on consecutive workdays and within four (4) weeks of the birth or placement of the child, except an employee who has been granted compensation benefits under Southwire's short-term disability policy following delivery of a child may take the paid parental leave immediately following the exhaustion of those benefits.

Any unused paid parental leave days will be forfeited and will neither carryover to any subsequent time nor be paid out upon termination of employment.

Any paid parental leave will run concurrently with all other leave to which the employee may be entitled, including leave under the Family and Medical Leave Act.

Eligibility

Full-time employees who have completed twelve consecutive months of service with the Company are eligible for parental leave.

*This policy may not be applicable to employees covered under a union contract. Employees covered by a union contract should refer to their respective contract.

Teacher Conferences

Southwire is committed to education and the support of schools. Southwire encourages parents to become involved in the education of their children, and therefore Southwire will allow full-time employees to take up to two (2) hours off, two (2) times per year with pay to meet with their children's teachers for conferences. This policy applies only to parent/teacher conferences, no other school activities. The employee must (1) notify his or her supervisor at least one working day in advance; (2) work with the school and his or her supervisor to schedule the conference at the most convenient time for all concerned; and (3) provide his or her supervisor with the appropriate verification from the school of the scheduled conference.

Health and Safety in the Workplace

Southwire is committed to maintaining a safe workplace. To further its goal, Southwire has issued safety rules and guidelines. You are required to comply with all Southwire's rules and guidelines, as well as any applicable federal, state and local laws regarding workplace safety. In addition, you must keep your work area organized and free of any potential hazards. Failure to follow Southwire's safety rules and guidelines may result in discipline, up to and including termination of employment.

If you witness any unsafe conditions or potential hazards (such as wet floors/broken equipment/defective appliances), you must report them to those designated by your facility. If you do not believe your report was addressed satisfactorily, you must report this information to the facility manager. If you still believe your report was not addressed satisfactorily report this information to Corporate EHS.

Southwire prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations.

Mandatory Reporting of All Work-Related Injuries or Illnesses

As a condition of employment, all employees are required to report any vehicle or mobile equipment accidents, property damage, and work-related injuries or illnesses, regardless of severity, as soon as practicable. In almost all instances, this will mean within one (1) hour of becoming aware of the accident, damage or injury/illness or prior to the end of the shift on which the injury/illness occurred, whichever comes first. This will allow the Company to promptly investigate each situation to determine the cause of the incident and/or injury/illness and what the Company must do to prevent a recurrence of a similar situation. "Near-miss" events, which are vehicle and mobile equipment accidents not resulting in property damage or injury or other

conditions or events that could have resulted in property damage or injury, also are to be reported as soon as practicable. In almost all instances, this will mean within one (1) hour of becoming aware of the near-miss or prior to the end of the shift on which the near-miss occurred, whichever comes first. It will be investigated just as those events causing an incident or injuries. Employees must report all injuries/illnesses/near-misses to their immediate supervisor. If the immediate supervisor is not available, employees must contact another management representative and report the situation to him/her. An employee who does not comply with these requirements could be subject to discipline. Southwire will not discharge, discriminate or otherwise retaliate against employees for reporting such accidents, damage, injuries, illnesses or near-misses.

First Responders

Throughout all Southwire plants and work areas, there are many trained in basic first aid or as First Responders. First Responders have more than 60 hours of emergency medical care training. The training is provided by Southwire at no cost to employees. It is important for all employees to be aware of and know how to contact the First Responders and first aid trained employees in each area. For more information about First Responders and basic first aid training or if you are interested in becoming one, contact your EHS or Human Resource representative.

OSHA Voluntary Protection Program (VPP)

As an employee of Southwire, we are committed to providing a safe and healthy work environment. Safety is our number one principle under the "Culture of Zero" at Southwire where "Avoiding injuries will always come before everything else" and "Safety is everyone's responsibility." We expect each employee to take their own personal safety seriously at home and at work with meaningful participation in the site's safety program.

Southwire has entered into a partnership with the Occupational Safe-

ty and Health Administration (OSHA) Voluntary Protection Program (VPP). VPP recognizes employers and workers in the private industry and federal agencies who have implemented effective safety and health management systems and maintain injury and illness rates below national Bureau of Labor Statistics averages for their respective industries. In VPP, management, employees and OSHA work cooperatively and proactively to prevent fatalities, injuries and illnesses through a system focused on: hazard prevention and control, worksite analysis, training, management commitment and worker involvement. To participate, employers must submit an application to OSHA and undergo a rigorous onsite evaluation by a team of safety and health professionals. VPP participants are re-evaluated every three to five years to remain in the program.

Southwire's goal and commitment with VPP is to create a culture of continuous improvement and go above and beyond compliance. Currently, Southwire has numerous VPP Star sites with plans for all U.S. manufacturing operations and customers service centers to achieve this distinct designation.

Safety Equipment and Personal Protective Equipment

Employees are required to wear all clothing and equipment appropriate for the job that they perform. Clothing damaged in connection with an accident will be replaced at no cost to the employee.

Safety glasses are supplied without cost by the Company. Safety glasses damaged through normal wear and tear will be replaced at no cost to the employee. Replacement of glasses lost or broken through carelessness will be paid for by the employee. Prescription lens safety glasses also are supplied by Southwire through a local optometrist's office. The necessary forms to obtain prescription lens safety glasses are available through your Human Resources representative. Some facilities have an optical provider on site so check with your Human Resources representative for the process in your facility. Prescription safety glasses may be replaced every two (2) years, any time they are damaged on the job or any time an eye doctor determines that a change in prescription is needed.

Safety shoes are supplied without cost by the Company. Annually the employee receives a shoe allotment for the purchase of safety shoes.

Hearing protection equipment (where required) is supplied by the Company, without cost. Replacement of hearing equipment is paid for by the Company unless the equipment was lost or damaged through carelessness.

All other safety equipment designated by Southwire's Safety Department for use in specific jobs, such as gloves, aprons, hard hats, goggles, face shields, respirators, etc., will be provided to the employee at no cost and will be replaced without cost unless lost or damaged through carelessness.

General Rules for Safety

1. Working safely is a condition of employment.
2. All injuries, no matter how small, must be reported to your supervisor.
3. Running, scuffling and horseplay are forbidden.
4. Report unsafe conditions to a supervisor.
5. While on duty at manufacturing facilities and Customer Service Centers, jewelry presents entanglement hazards. Rings, necklaces, watches and earrings are not permitted. The only allowable exceptions are stud earrings and "break-away" or not fully enclosed emergency medical bracelets.
6. Approved eye protection, hearing protection and safety shoes must be worn at all times in designated areas.
7. Employees at manufacturing facilities and Customer Service Centers with long hair must wear a hair guard or arrange it in a manner so that it cannot contact equipment or machinery. No hair should hang loosely or in a ponytail below the bottom of a normal shirt collar. Hair must be pulled back and contained. It should be tucked underneath a cap, hard hat, hair net, hair clip or other suitable head covering when working in an area of rotating or moving equipment to prevent hair from being snagged or caught by the machinery. Facial hair must be kept

- short and/or close to the face as to not to present an entanglement hazard.
8. For employees at manufacturing facilities and Customer Service Centers, no baggy, loose, torn, and/or frayed sweatshirts, jackets, shirts, pants or shorts. No strings, hoods, cords or heavily accessorized materials on clothing are allowed to be worn in any operations locations' areas outside designated walking paths. These types of clothing have been identified to have the potential to create an entanglement hazard to the wearer when working around machinery/equipment.
 9. Any equipment that employees have been told is necessary for a certain job must be utilized
 10. Never try to operate any machine unless familiar with its operation or without instructions and authorization to do so by a supervisor.
 11. Machines must be shut down before oiling, cleaning or repairing.
 12. Never start a machine until the safeguards are in place. Never bypass or disable a safety guard.
 13. Observe fire prevention rules.
 14. Seat belts are required for all drivers and passengers of Company vehicles. Employees also are strongly encouraged to use seat belts in personal vehicles.
 15. Individual departments or areas may establish additional rules or regulations concerning safety in their respective areas, with approval or guidance from the Safety Department
 16. No requirement for a job is more critical than safety. Make sure that you understand all safety considerations for your job. Ask any time you are uncertain. Safety is a shared responsibility: employees and management both have equal obligations to ensure that Southwire is a safe and accident-free workplace.



Our Position on Unions

We are proud to say that most of Southwire's facilities are union-free. We prefer to deal directly with our employees rather than through a union. Our personnel policies and programs are designed to meet the needs of employees, providing a positive environment where each employee enjoys maximum opportunity for open communication, conflict resolution and job satisfaction. We work hard to avoid the need for a union.

We want you to express your problems and suggestions to us directly so that we can understand each other better. You have that opportunity, and you may do so without having a third party limit the direct communication between you and the Company. We will listen and do our best to keep you safe, satisfied, informed and motivated.

In locations where we do have unions, Southwire will strive to maintain a professional and respectful relationship with any labor organization that represents our employees. The Company will meet and bargain in good faith with such labor organization as required by the National Labor Relations Act (NLRA).

Union Cards

Signing a union “authorization” card is a significant matter. If you are ever approached, we urge you not to sign one. Union cards frequently contain language, which “authorizes” a union to take away the right you now have to speak for yourself about your job. Unions will use these signed cards to try to get into a plant or distribution center. The signed cards become legally binding documents, which can turn many of your individual job rights over to the union. Experience has shown that once a card is signed and given to the union, it is difficult for an employee to ever get the card back. If you are ever presented with a union card and would like more information or clarification, please feel free to speak with your supervisor or facility manager.

Attendance Policy

Regular attendance and prompt arrival to work is critical to the success of Southwire Company's operations. This attendance policy has been established to make sure each facility has the appropriate staffing required to meet business demands and to ensure equity in the administration of attendance related discipline.

An acceptable absence, tardy or leave early is one of the following:

1. Jury Duty
2. Bereavement/Funeral Leave
3. Approved Leaves of Absence
4. Vacation/Floating Holidays
5. Teacher Conferences
6. Voting Time

An acceptable absence, tardy or leave early must be reported as soon as reasonably possible or it may not be excused.

Computation of Occurrences

An occurrence is defined as any instance of being away from work for an entire workday or any part of your scheduled shift. This includes, but is not limited to leaving early, leaving and coming back, doctor visits with or without an excuse, being tardy or absent, etc.

Occurrences are calculated as follows:

Missing > 25% of your scheduled shift will result in **1 point**

Missing ≤ 25% of your scheduled shift will result in **½ point**

Examples: (Missing 3.5 hours of a 12-hour shift will result in 1 point)
(Missing 2.5 hours of an 8-hour shift will result in 1 point)
(Missing 2.0 hours of a 10-hour shift will result in ½ point)

These same rules apply if an employee is tardy, leaves early, leaves and comes back, or any combination of the three.

Disciplinary Process

Disciplinary action is calculated using a rolling 12-month time period,

not a calendar year. This means that all occurrences during the 12 months prior to the date of an occurrence are considered when determining necessary action under the attendance policy. Progressive discipline, once it begins, remains in effect for 12 months from the date of the most recent discipline issued.

The following outlines progressive discipline in correlation to accumulated points:

Number of Points	Disciplinary Action
2	Documented Coaching
3	Written Warning
5	Final Written Warning
8	Subject to Discharge

Two or more points accrued during an employee's 6-month probationary period may result in termination.

The progressive discipline illustrated above denotes violations of work rule #1 and is considered independent to the progressive discipline set forth by the Southwire Handbook.

Absences Due to Sickness

Failure to report to work or having to leave work early due to sickness constitutes an absence. However, medically related absences of two or more consecutive days count as one occurrence with an approved doctor's excuse. This is not to exceed seven (7) consecutive days.

Employee's that experience excessive absences due to their own serious health condition or one involving immediate family members should contact their HR department to determine if they are eligible for a leave of absence under the Family and Medical Leave Act (FMLA).

No Call No Show

Employees who are absent three (3) consecutive scheduled work-days without following the proper call in procedures will be terminated for job abandonment.



90-Day Rule

An employee who maintains perfect attendance for a 90-day time period will have 1 point removed from their attendance point total. The calculation of the 90-day time period starts over after every new occurrence. No credit is given if there are no occurrences on file. This concession is not to be confused with a regression in Progressive Discipline, therefore an employee is unable to drop below the last active discipline administered (Written Warning or higher).

Employee Handbook Acknowledgment

I acknowledge that, on the date below, I have received a hard copy and/or electronic copy of Southwire's Employee Handbook for U.S. Employees ("Handbook"). I understand and agree that it is my obligation to read, understand and comply with it.

I recognize that all members of management are dedicated to ensuring that Southwire's policies and procedures are administered fairly. However, I understand that this Handbook is not a complete statement of Southwire's policies and procedures and that Southwire has the maximum discretion permitted by law to interpret, administer, modify, supplement or delete the rules, regulations, procedures and benefits contained in the Handbook at any time, with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this Handbook. Changes can only be made if approved in writing by Southwire's Executive Vice President of Human Resources. I also understand that any delay or failure by Southwire to enforce any rule, regulation or procedure contained in the Handbook will not constitute a waiver of Southwire's right to do so in the future.

I acknowledge that I am not committed to stay with Southwire for any particular length of time, and Southwire makes no specific assurances to employ me for any particular length of time. I understand that neither this Handbook nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that I am employed at will and this Handbook does not modify my at-will employment status.

Finally, I understand that, if I have a question about anything in the Handbook, I will consult my Human Resources representative.

Employee Name (Print): _____

Employee Number: _____

Signature: _____ **Date:** _____





SOUTHWIRE COMPANY, LLC
CARROLLTON, GA 30119



THE  Southwire
iAm EXCHANGE

iam.southwire.com