

Employee Handbook

for

INTRALOX, L.L.C. EUROPE





Dear Colleague,

This Handbook is designed to provide the basic information of internal guidelines & policies which we need as employees of Intralox LLC Europe.

This Handbook demonstrates continuous improvement and the progress this organization is making. In addition to the value it provides, I hope this Handbook shows Intralox` belief in the value of people.

Quoting our president Jay Lapeyre; "The Laitram, L.L.C. includes four subsidiaries: Laitram Machinery Inc., Intralox Inc. ®, Lapeyre Stair and Laitram Machine Shop, L.L.C. These firms were founded on innovative ideas and their successes are dependent upon talented employees with a commitment to excellence. Nothing is as important to our success as the dedication of skilled, enthusiastic employees. To attract, retain and motivate highly productive people, we provide fair compensation and benefit programs, a safe and positive work environment and, to the extent economically possible in our markets, job security.

Your well-being and that of your family is important and directly related to your performance. Laitram must ask the best from each of us, and in turn, must ensure that our work environment makes that possible".

This Handbook offers you a concise picture of your Company, policies and procedures. Please read the book and feel free to ask your Supervisor, Manager, or Human Resources Manager about any questions you may have. As legislation may change from time to time and we put maximum effort in keeping this document up to date, on the HR SharePoint page, on the internal website, it may sometimes be the case that internal communication, or an internal guideline, is not in line with Dutch legislation. In such a situation the Dutch law always prevails.

Please sign the statement of receipt of the handbook and return the receipt to Human Resources.

For more information please contact Human Resources department. We are looking forward to a happy, productive, and challenging future.

Sincerely yours,

Intralox LLC Europe

Human Resources Manager

Table of Contents

SECTION 1: INTRODUCTION	5
1.1 About this handbook	5
1.2 Corporate Profile	5
1.3 The Intralox Mission	7
1.4 The Business Philosophy	8
1.5 The Laitram Continuous Improvement Program (LCI) Timeline	9
SECTION 2: BEGINNING YOUR EMPLOYMENT	10
2.1 Equal Employment Opportunity	10
2.2 Performance Improvement Planning	10
2.3 Personnel Records	10
2.4 Rights to see own personal records	11
2.5 Working hours and flex time	11
2.6 Punctuality	11
2.7 Health and Safety Policy	11
2.8 Sexual Harassment	12
2.9 Company Counsellor or Confidant	12
SECTION 3: Work Guidelines	13
3.1 Resolving Problems	13
3.2 Works Council/Ondernemingsraad (NL EMPLOYEES)	13
3.3 Smoking Policy	14
3.4 Drug and Alcohol Policy	14
3.5 Disciplinary Procedure	15
3.6 Protecting Trade Secrets	18
3.7 Solicitation	18
3.8 Gift Policy	18

3.9 Computer, E-Mail and Phone Systems Policy	19
3.10 Email Retention Policy	22
3.11 Theft & Fraud	23
3.12 Protecting Confidential Information	23
SECTION 4: BENEFITS	25
4.1 Compensation Philosophy	25
4.2 Pay Periods	26
4.3 Yearly Salary Adjustments	26
4.4 Tuition Reimbursement	27
SECTION 5: COMMUNICATION CHANNELS	28
5.1 Suggestions	28
5.2 Job Posting	28
5.3 Employee Referral Program	28
SECTION 6: IF YOU LEAVE US	30
6.1 Resignation	30
6.2 Reference letter	30
6.3 Return Intralox Property	30
6.4 Retirement	30

Section 1: INTRODUCTION

1.1 About this handbook

We hope you will find this Handbook to be a convenient guide to the various guidelines, policies and programs offered by the Company to meet your needs, both on and off the job. We urge you to familiarize yourself with its entire contents.

We do ask that you remember that this Handbook is only a summary of our policies and guidelines and that this handbook is part of and an addition to your employment contract and local legislation as per Government decree. *We have tried to make sure the information in this handbook is as accurate as possible, if there is an inconsistency between the content in this handbook and legal guidelines as per local legislation, the legal guidelines as per local legislation will prevail.*

The guidelines outlined in this Handbook supersede any policies published previously by Intralox LLC Europe. Intralox reserves all rights to change these policies and programs in due to change in national legislation. These changes can be subject to change without notice.

Additional information concerning specific programs is available through your Supervisor or the Human Resources Department.

For convenience, we are using the pronoun “he” editorially in many instances throughout the Handbook to refer to both male and female genders. The term “regular” employee refers to a full-time employee who has completed his probationary period.

1.2 Corporate Profile

[Intralox L.L.C. Europe](#) is a branch of Intralox L.L.C. which is a subsidiary of the Laitram, L.L.C.

[Laitram, L.L.C.](#) is a closely held, family owned business, originally organized in 1949. The Company, through its four wholly owned subsidiaries, operates worldwide offering unique and patented products to a wide range of industrial customers.

[LAITRAM MACHINERY, INC.](#)– has manufactured shrimp processing equipment since 1949, the year J.M. Lapeyre introduced his patented shrimp-peeling machine to the Gulf Coast canning industry. Today, Laitram Machinery offers a wide range of equipment for peeling, grading, deveining and cooking shrimp and other types of seafood. These products have been sold or leased in more than 35 countries around the world. Laitram is widely recognized as the world leader in automatic shrimp processing technology, the result of years of innovation, high product quality and reliable service.

[INTRALOX, L.L.C.](#) – Intralox LLC is a global provider of conveying solutions, offering direct service in more than 40 countries. The company was founded in 1973 to manufacture and sell conveyor solutions originally developed to solve the rust and drive problems existing with the wire and rubber belting used on the shrimp processing equipment. The Intralox modular design permits the manufacture of belts of any width and length which are lightweight, high strength, non-corrosive, positively tracked, long wearing, easily cleaned and chemically resistant. Currently, we specialize in 3 innovative technology platforms: Modular Plastic Conveyor Belting, ThermoDrive belting, and Activated Roller Belt™ (ARB™) equipment. With the strongest guarantees for belt performance and on-time shipping and significant expertise in the industries we serve, Intralox has become a world leader by consistently delivering where it matters most: Service, Technology, Accountability, and Results.

The Company’s European headquarters is located in Amsterdam, The Netherlands, with assembly operations in the Netherlands, the United Kingdom, Australia, Brazil, China, India and Japan.

LAPEYRE STAIR– Lapeyre Stair, organized in 1981, manufactures and sells alternating tread space-saving stairs as well as assorted platforms and mobile stairs. The patented design makes the Lapeyre® stair perfect for mezzanines, catwalks, conveyor crossovers, cranes, drilling rigs, pits, tanks, machinery access and many other applications.

LAITRAM MACHINE SHOP, L.L.C. - Laitram Machine Shop, incorporated in 1999, supports new product development and produces cost effective components for the Laitram divisions and select outside customers.

COMMERCIAL FOOD SANITATION, L.L.C. - Since 2012, Commercial Food Sanitation and Intralox have worked together to provide unparalleled sanitation and food safety expertise with state-of-the-art conveyance technologies to help plant owners and operators design the safest food processing environments possible. Commercial Food Sanitation addresses food safety and sanitation challenges through strategic consulting, training and education.

MISSION STATEMENT

OUR MISSION

To be the world leader in modular plastic conveyor belt products and related services and solutions.

To create significant economic value for our customers by optimizing their conveying systems.

OUR COMMITMENT

1. Improve customer efficiencies.
 - Listen objectively. Think creatively. Deliver results.
 - Develop mutually beneficial customer partnerships based on shared values and common objectives.
2. Minimize customer downtime.
 - Provide extraordinary customer service: superior quality, technical expertise and industry specialization.
 - Deliver reliable, on-time and zero-defect products and services.
 - Offer industry-leading guarantees.
3. Rigorously implement our culture of continuous improvement.
 - Invest in self-managed people who apply the values of our business philosophy.
 - Introduce innovative products and services which anticipate customer needs.
 - Review our internal processes to continuously improve productivity and eliminate waste.

BUSINESS PHILOSOPHY

In order to serve our individual interests, the shareholders and employees agree to combine our resources to make them more productive than they would be apart. This philosophy is consistent with our individual values. We agree to practice these principles for our mutual benefit.

CUSTOMERS/PROFITS

We agree to provide our customers the most competitive values while generating the profits needed to continuously improve our products and services.

PRODUCTIVITY

We agree to continuously improve Company productivity. Productivity is defined as increasing value to our customers or reducing Company costs. Productivity is a result of ideas, teamwork and effort.

- | | |
|-----------------|--|
| Ideas | We agree to listen to each other's ideas. Our business can continuously be improved with better ideas. Ideas can come only from people. |
| Teamwork | We agree to work as a team. We benefit from each other's success. We will treat customers, suppliers and each other as we expect to be treated: with respect, honesty and fairness. |
| Effort | We agree to serve as positive examples for each other. We will take pride in and show enthusiasm for our work. We will strive to have fun at work. When necessary, we will make short-term personal sacrifices to benefit our long-term interests. |

CREDIBILITY/SELF-MANAGEMENT

We agree to be responsible for our own credibility. Our maximum productivity can be achieved only through self-managed people. We will each be self-managed. Self-managed people are our greatest resource.

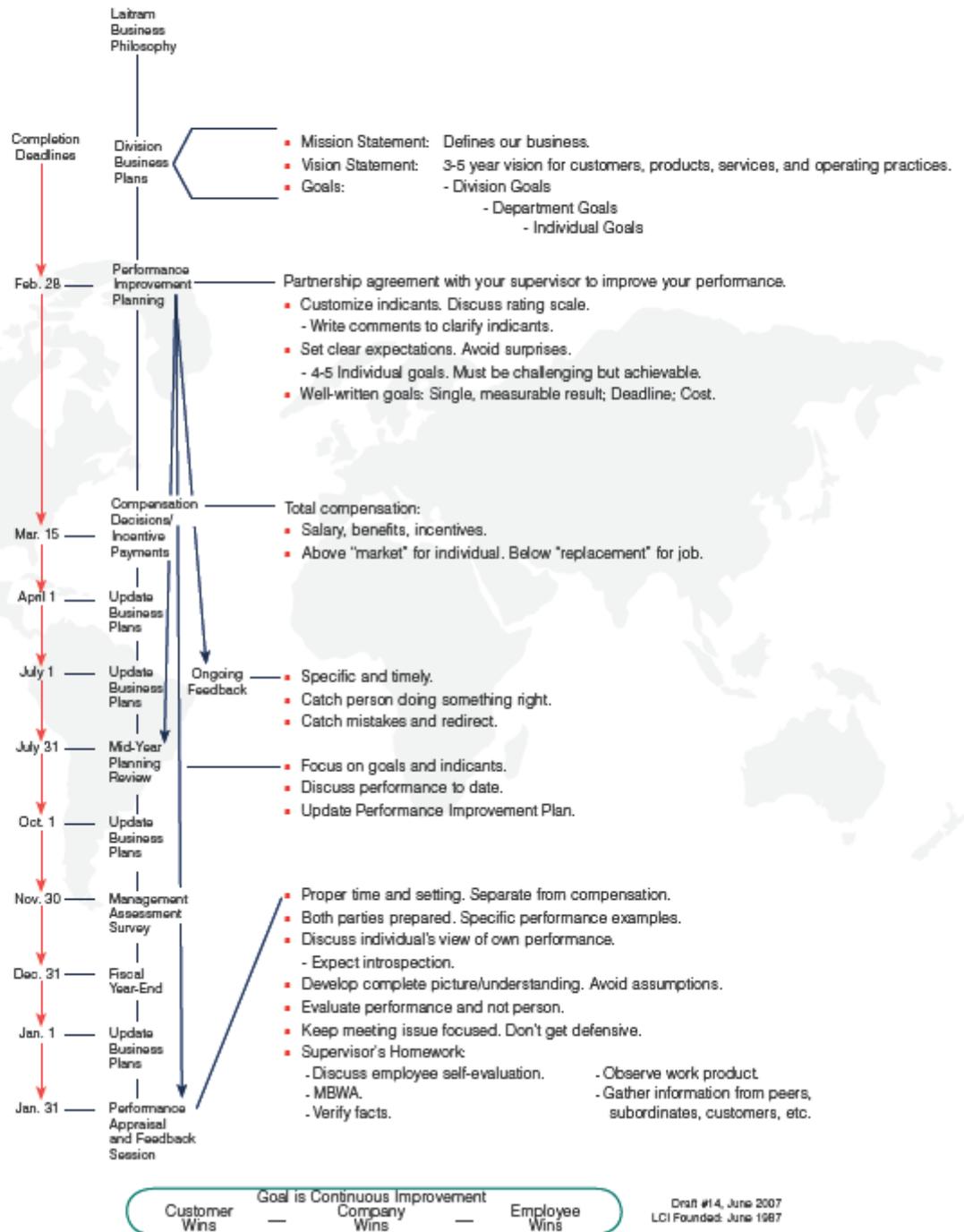
COMPENSATION

We agree to be compensated based on individual and Company performance. We will not ask for more, or be asked to accept less, than we have earned. Each of us will share in the benefits created by our efforts, but only in accordance with the value of our individual contributions.

1.5 The Laitram Continuous Improvement Program (LCI) Timeline

LAITRAM CONTINUOUS IMPROVEMENT

Timeline



Section 2: BEGINNING YOUR EMPLOYMENT

2.1 Equal Employment Opportunity

Intralox L.L.C. and the Laitram Company follow an established policy of non-discrimination in matters relating to hiring and the treatment of its employees.

The policy of Intralox and the Laitram Corporation is to provide equal employment opportunities without regard to race, creed, color, age, sex, national origin or religion. This policy will be pursued in hiring, placement, promotion, and other status changes, and in all other matters concerning treatment of our employees.

To maintain a sound competitive position for Intralox and to ensure the security of the jobs of all employees, each job will be staffed by an individual who is competent and whose experience and employment record demonstrates that the individual is qualified for the job. This is consistent with the Laitram Business Philosophy. Intralox will treat all employees fairly and will provide them the opportunity to progress within the organization to the full extent of the capacity of the employee and the capacity of the Intralox Corporation.

As an Intralox employee you are expected to conduct yourself in a manner consistent with the policy and Laitram Business Philosophy. Any job applicant or employee may appeal directly to the Human Resources Manager for review and correction of any action, which does not conform to these principles.

2.2 Performance Improvement Planning

Three times a year you will meet with your Supervisor to discuss your performance, goals, and ideas for improving your job (i.e. Personal Planning session, Mid Year Review and Year end Review). You and your Supervisor will complete and use a Performance Improvement Plan to be sure that you both understand and agree upon the expectations for your performance each year. The plan serves as a communication tool between you and your Supervisor so that there are “no surprises” when it comes to your performance evaluation.

We encourage you to contribute to these meetings by being introspective, open and honest, and by understanding how important they are to us in promoting our corporate philosophy.

2.3 Personnel Records

Intralox is required to ask for and verify personal information, copy of passport, work permit, etc. It will be necessary for all potential employees to complete verification requirements prior to working with our company.

By law you are obliged to have a form of identification with you every day.

It is also essential that you keep your personnel records up to date to enable the Company to reach you or a family member in case of an emergency, properly maintain your insurance and health benefits, and accurately compute your payroll deductions. HR will account for privacy rules as applicable per legislation.

Promptly notify Human Resources Department of any change in your:

- A. Name
- B. Address or telephone number(s)

- C. Marital status, i.e. Marriage, Official “Samenlevingscontract”, Divorce
- D. Beneficiary or dependents listed on your insurance policies
- E. Person to notify in case of accident or emergency

If there are changes in your personal situation you have to inform Human Resources by submitting a “Personal Information Change Form” through Intralox sharepoint. <http://corporate-portal/sites/HR-Online/Lists/Address%20Change/NewForm.aspx>

For own safety reasons, it is advisable to inform the Human Resources Department if you have significant medical problems (for example if you are diabetic or epileptic patient).

In addition, you should notify the Human Resources Department upon the completion of education or training courses so that you may receive proper consideration should promotion opportunities arise.

2.4 Rights to see own personal records

Each employee has the right to see his/her personal records. Upon request - the employee can see his/her personal records in the presence of the Human Resources Manager. **Local legislation will prevail.**

2.5 Working hours and flex time

Working hours within the different Intralox LLC departments:

Reception	08:30 - 16:00
ITS	08:00 - 18:00
Assembly/Warehouse/Shipping	07:00 – 15:30 or 08:00 - 16:30
Customer Service in general	08:00 - 18:00
All Others	08:30 - 17:00

Department managers are allowed to adjust working hours and go to flextime within limits (Starting between 07.30 - 09.30) but only if the specific job function and the department’s structure allow so.

Full time Intralox’ contracted hours are 40 per week. Local legislation prevails.

2.6 Punctuality

If you know you will be late reporting for work, call your Supervisor as soon as possible (no text messages). An estimated time of arrival should be given at the time of notification. Repeated tardiness will result in disciplinary action and a lack of improvement thereafter may result in discharge.

2.7 Health and Safety Policy

The policy of the company is to conduct all phases of the business in safe manner for the protection of the employees, other workers, and the general public. No job, large or small, is so urgent that is to be conducted in an unsafe manner.

The Company recognizes the importance of safety and health. We manage our operations to prevent injury to employees, the residents of our community, and all visitors to our facilities. To that end, we have developed a safety and health program that strives to provide a place of employment free from recognized hazards that are likely to cause physical harm. Safety and health are responsibilities that must be shared equally and without exception by each

individual within the Company. All employees are expected to participate in the safety and health program and to conduct their daily tasks in a manner consistent with its objectives and regulations. Copies of the safety and health program and the employee safety and health handbook can be found on the Safety SharePoint site under Europe Division. The handbook is also provided to new employees during their orientation.

WORKPLACE VIOLENCE

Intralox does not tolerate acts of workplace violence committed by or against employees, customers, vendors, contractors, and other visitors. Prohibited conduct includes, but is not limited to, the following:

- Injuring or threatening to injure another person physically.
- Damaging or threatening to damage another's property.
- Any other violent, threatening, harassing, intimidating or disruptive behavior.

All individuals who violate this policy will be subject to discipline, criminal penalties or both. Talking or joking about violence will not be tolerated and will constitute a violation of this policy. You are required to report to the Human Resources Manager any behavior which violates this policy and which compromises Intralox's ability to maintain a safe work environment. **Please refer to separate policy**

2.8 Sexual Harassment

It is the policy of Intralox to provide our employees with a positive, cooperative, non coercive work environment, free of discrimination. This policy recognizes that harassment of any kind directed at an employee, including harassment of a sexual nature is improper and will not be tolerated as in line with LOCAL LEGISLATION on unwanted sexual intimates.

All Intralox employees are responsible for helping to assure that we avoid harassment. If, as an employee of our Company, you have been subjected to any type of harassment, it is your responsibility to notify someone who can address the issue. It can be your Supervisor, the General Manager, Jay Lapeyre, or anyone in Human Resources.

Intralox' policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the Company will keep complaints confidential. If an investigation confirms that harassment has occurred, Intralox will take appropriate corrective action, up to and including termination.

We view any type of sexual relationship between you and your supervisor, or anyone in your chain of command, to be a clear violation of our business philosophy. Both parties involved in the relationship are violating our philosophy with respect to credibility, fairness, and example setting. If a relationship of this type becomes an issue, you should immediately contact your Human Resources Manager or your General Manager to review the possible alternatives such as transfers or restructuring of the reporting relationship.

2.9 Company Counsellor or Confidant

The Company has appointed the HR Manager as the COMPANY CONFIDANT.

If there is anything at all that an employee would like to confide concerning a very confidential/personal matter that he/she cannot discuss with his/her supervisor the Confidant will be available.

Please also consider the Employee Assistance Program (EAP) which is available to all employees and their spouse and children free of charge. Information can be found on the company intranet page:

<http://corporate-portal/sites/HR-Online/Europe%20Documents/Forms/AllItems.aspx>

SECTION 3: Work Guidelines

3.1 Resolving Problems

Although our Company strives for an atmosphere of cooperation and fair treatment, sometimes misunderstandings do occur. If this should happen to you, and you are unable to resolve the conflict yourself, we encourage you to follow the steps listed below.

- 1) Discuss the complaint with your immediate Supervisor. If the Supervisor is the basis of the complaint, begin at step 2.
- 2) If you are not satisfied with your Supervisor's answer, you may appeal to the next level of management (your Supervisor's superior). That Manager will meet with you and respond to your complaint.
- 3) If you are still not satisfied, you may appeal in writing to the next level of management.
- 4) The final appeal may be made in writing to Jay Lapeyre.

Throughout the process to resolve the problem, the Human Resources Manager is available to the employee and/or the Supervisor for help in interpreting policies or to help expedite a decision. His role is as an advisor only, and the ultimate decision is made by the Company management.

Intralox believes strongly in an open door policy and wants you to bring any ideas, complaints, or problem areas to our attention. However, we do insist that you follow the procedure outlined above in seeking to resolve any disagreements or misunderstandings. Using the steps outlined above to help resolve a problem will not be held against an employee in any way. All appeals will be handled in a confidential manner.

3.2 Works Council/Ondernemingsraad (NL EMPLOYEES)

The Intralox Ondernemingsraad (OR) has (7) elected members, all, at the time that they were elected, working more than (12) months for Intralox.

The Intralox Ondernemingsraad mission statement is to make Intralox the best company to work for.

The OR tries to achieve this by:

- ↵ Promoting a continuous dialogue with and between all Intralox employees.
- ↵ Taking into account, independently, both personnel and company interests.
- ↵ Being proactive and by having open communication.
- ↵ Looking for ways to improving the working conditions and creating a better environment.

The Intralox Ondernemingsraad has an important function within the Intralox LLC Organization; we are able to work on numerous matters with the management team. These matters can vary from safety and working conditions, to social policies and the general environment.

The Intralox Ondernemingsraad welcomes your ideas or suggestions for improvement within the Intralox organization. By way of communicating your comments, you can contact one of the OR members or by sending an email on ONDERNEMINGSRAAD_ILOX_NL

The O.R. also has an IDEA BOX which is situated in the canteen..

3.3 Smoking Policy

Every employee will have the right to work in a smoke-free environment.

The amended tobacco legislation states that employers are obliged to take the necessary measures to ensure that employees are able to carry out their work without being affected by smoke from others.

A smoke free work-environment includes public areas such as canteens, hall-ways, toilets, etc.

Therefore smoking is prohibited throughout the Amsterdam facility; also in the garage or in front of the building and around the entrance. Smoking is only allowed in the designated smoking areas.

3.4 Drug and Alcohol Policy

The welfare and success of Intralox L.L.C. Europe depends on the physical and psychological health of all employees. The abuse of drugs and alcohol poses a serious threat to both our Company and all employees. Commonly abused or improperly used drugs and substances include, among others, alcohol, pain killers, sedatives, stimulants and tranquilizers, as well as marijuana, cocaine, heroin and other illegal drugs.

It is the responsibility of both our Company and the employee to maintain a safe, healthy and productive working environment. For that purpose, we have adopted these policies:

1. The possession, use, or sale of unauthorized or illegal drugs, or the use and/or misuse of alcohol or any legal drugs on Company premises, while on Company business, or when driving a Company vehicle is prohibited and will constitute grounds for discipline, including termination.
2. Any employee under the influence of drugs or alcohol whose performance and behavior is altered or causes a danger to other employees as a consequence of drugs or alcohol use (while on Company premises, while on Company business, or when driving a Company vehicle) will be subject to discipline, including termination.
3. Employees are responsible for promptly reporting to his/her Supervisor any use of prescribed medication which may affect the employee's judgment, performance or behavior. The employee may be sent to the Arbo-doctor consult.
4. In the case that Intralox organizes events where alcohol is offered to Employees; these events will normally take place after working hours. Each Employee is responsible for his/her own consumption before driving home.
5. If an Employee is aware of an incident involving alcohol/drugs use, the Employee must report the incident to his/her own direct supervisor or to the Human Resources Department. In case of an accident due to use of alcohol/drugs, Intralox will report the incident directly to the Labor Inspection.

The Company will utilize such procedures as necessary to effectively enforce this policy. Consequences may include clinically accepted physical and behavioral tests. Those tests will be done through the appropriate channels. Refusing to cooperate with these procedures may be cause for disciplinary action, including termination. A positive drug screen or a refusal to submit to testing when requested may also have consequences for your employment.

Intralox L.L.C. Europe will help Employees with drug or alcohol problems who ask for help through the Arbo doctor.

No employee with alcohol or drug dependency will be disciplined or terminated due to a request for help in overcoming that dependency or as a result of involvement in a rehabilitation effort. If, however, an employee violates provisions of the Company Drug and Alcohol Policy, disciplinary action cannot be avoided by a request at that time for treatment or rehabilitation. It is each employee's responsibility to seek assistance before the problem affects judgment, performance or behavior.

3.4.1 Post Accident Drug Tests

In our continuing effort to provide a drug-free work environment, anyone injured in an accident, causing an accident, causing a serious "near miss", or causing damage to Company property, may be required to pass a drug/alcohol screen. Failure to pass this test or refusal to submit to testing may result in termination of employment and could jeopardize his/her ability to collect unemployment benefits. Local legislation prevails.

3.5 Disciplinary Procedure

Purpose and scope

Intralox requires good standards of discipline from its employees, together with satisfactory standards of work. The present procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. The company rules contained in the Employee Handbook and the present procedure apply to all employees. The aim is to ensure consistent and fair treatment for all in the organization. This procedure applies to all employees irrespective of their length of service, status or number of worked hours or geographical place of work in Europe.

Intralox reserves the right to change the terms of the present disciplinary procedure from time to time and to introduce a replacement procedure as may be required.

Principles

No disciplinary action will be taken against an employee until the case has been fully investigated. A thorough investigation as to the facts and happenings will be conducted.

Once the case investigated, a meeting will be held to inform the employee of the facts and/or behaviors alleged against him/her.

At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.

At every stage, the employee will have the right and choice to be accompanied by another employee.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, where the penalty will be dismissal without notice or payment in lieu of notice.

At all stages of the disciplinary procedure, except in the case of gross misconduct justifying an immediate dismissal, the employee will have right of appeal.

Nature of misconduct

The disciplinary procedure applies to any misconduct or failure to meet standards of performance. Summary dismissal without notice will take place if an act of gross misconduct is committed.

The following is a non-exhaustive list of examples of offences that amount to Misconduct:

- unauthorized absence of work
- unacceptable pattern of absence
- non-compliance with the Company's notification illness procedure

- repeated lateness
- excessive use/misuse of the telephone, email or internet
- smoking in areas designated no smoking areas

The following is a non-exhaustive list of examples of offences that amount to Gross Misconduct:

- violation of the Company's business philosophy- dishonesty
- breach of health and safety rules that endangers the health and safety of others
- serious insubordination
- violent, abusive or intimidating behavior
- unauthorized use or disclosure of confidential information
- sexual, racial, or other harassment or discrimination
- attending work under the influence of alcohol or non-medically prescribed drugs
- conviction of any serious criminal offence while an employee of the Company
- theft

The Procedure

Stage 1: First Written Warning: unsatisfactory performance or misconduct

If performance does not meet acceptable standards or where there is unsatisfactory conduct, the employee may be issued a first written warning.

The Company will invite the employee to attend a meeting to discuss the matter before any disciplinary action is taken (with the exception of summary dismissal). The invite will set out the performance problem or alleged allegations, the improvement that is required, the timescale and any help that may be given.

After the meeting, the Company shall notify the employee of its decision and the employee shall be notified of the right to appeal against the disciplinary measure.

If the employee does wish to exercise the right to appeal, he or she must inform the Company in writing within 5 days.

The appeal meeting needs to take place before the dismissal or disciplinary action takes effect.

After the appeal meeting, the Company will inform the employee of its final decision.

This first warning will be kept for a period of 12 months after which time it will be disregarded for disciplinary purposes subject to achievement and sustainment of satisfactory conduct or performance.

Stage 2: Second Written Warning: unsatisfactory performance or misconduct

If the unsatisfactory performance or conduct continues, the employee may be given a second written warning and/or another disciplinary sanction.

The Company will invite the employee to attend a meeting to discuss the matter before any further disciplinary action is taken (with the exception of summary dismissal). The invite will set out the change in behavior/performance required and the timescale given to perform those improvements.

After the meeting, the Company shall notify the employee of its decision. Should a further warning be issued the letter will inform the employee that a final warning may be considered if there is no sustained satisfactory improvement or change.

The same appeal procedure as in stage 1 will be applied.

This second warning will be kept for a period of 12 months after which time it will be disregarded for disciplinary purposes subject to achievement and sustainment of satisfactory conduct or performance.

Stage 3: Final Written Warning

If the offence is sufficiently serious, or there is a failure to improve during the currency of prior warnings for the same type of offence, a Final Written Warning and/or another disciplinary sanction may be issued to the employee.

The Company will invite the employee to attend a meeting to discuss the matter before any further disciplinary action is taken (with the exception of summary dismissal). The invite will set out the change in behavior/performance required and the timescale given to perform those improvements.

After the meeting, the Company shall notify the employee of its decision. It will also warn the employee that failure to improve may lead to action under stage 4 (dismissal or some other action short of dismissal), and will refer to the right of appeal.

The same appeal procedure as in stage 1 will be applied.

This second warning will be kept for a period of 12 months after which time it will be disregarded for disciplinary purposes subject to achievement and sustainment of satisfactory conduct or performance.

This will give details of the complaint, the improvement required and the timescale.

Stage 4: Dismissal or some other action short of dismissal

If the performance or behavior does not improve or if a gross misconduct is committed, the employee may be dismissed. In the case of gross misconduct, the employee will be summarily dismissed.

In exceptional circumstances, or if there are any genuine circumstances, alternative disciplinary action may be taken.

Suspension during an investigation

At any stage it may be necessary to suspend an employee pending an investigation. If an employee is suspended it is in order for the investigation to be carried out unimpeded and, in this situation is not a disciplinary sanction.

If the employee is suspended for the needs of the investigation for example, it will be on full pay and for no longer than five days.

Alternative disciplinary action

During any stage of the disciplinary procedure it may be deemed appropriate to issue an alternative disciplinary sanction to that of a written warning. Examples of alternative sanctions could include:

- A period of unpaid suspension
- Demotion or transfer
- Temporary removal of an incentive or pay element.

3.6 Protecting Trade Secrets

Intralox' success is in part the result of having developed special ways of designing, making and selling our products. Such special methods insure lower production costs while improving product quality and making our products more valuable to customers. By improving our competitive position, they help maintain, protect, and create jobs.

What we do in connection with designing, making, and selling our products that our competitors do not know is called "proprietary information". Public disclosure to even one competitor would damage our business and threaten our jobs. Intralox has developed the following policy to protect such information and guard against disclosure:

Never discuss engineering, manufacturing, sales or financial aspects of Intralox with anyone outside the company except when needed for legitimate company business. Also, use reasonable care in talking company business with fellow employees in any public place. Proprietary information can be unintentionally "leaked" in such situations.

Should you leave Intralox for any reason, the obligation not to disclose proprietary information continues. This is a legal obligation which Intralox views seriously, since the confidentiality of what we know about making our products is one of our most valuable assets.

All employees involved in the design or sale of any of our products, or having access to any proprietary information, will be required to sign an "Employee Patent and Confidential Information Agreement" as a condition of employment.

3.7 Solicitation

To prevent employees from being harassed or pressured while on the job, Intralox has adopted the following policies:

Non-employees are not permitted to come on Intralox property for the purpose of soliciting our employees for any cause or distributing any written or printed literature or materials of any kind.

Employees may not solicit other employees for any cause while either the employee doing the soliciting or the employee being solicited is on working time. "Working time" does not include coffee breaks or meal breaks.

Employees may not distribute written or printed materials during working time or in working areas of Intralox, with the exclusion of job related matters, at any time. "Working areas" does not include employee lunchroom.

3.8 Gift Policy

To avoid the perception of a conflict or inappropriate influence in our business decisions, the Company has a policy against accepting gifts in any form from suppliers, customers, etc.

As a general rule, any gift valued in excess of € 25.00 should not be accepted, unless it is directly related to our business. Exceptions to this policy should only occur with the knowledge of the immediate supervisor or manager.

An employee receiving business gifts, services, or entertainment valued in excess of € 25.00 must either:

- ◆ Return the gift or
- ◆ Not accept the invitation, or
- ◆ Notify the immediate supervisor or manager of the intention to accept the gift and give the reason for the exception.

This policy is not intended to cover all possible situations, but rather to serve as a guideline. Each person must use his or her judgment in handling smaller gifts and/or multiple gifts. If in doubt, consult with your Supervisor, Manager, or our Human Resources Manager.

3.9 Computer, E-Mail and Phone Systems Policy

This Policy Statement applies to all users of computers at Intralox LLC Europe, as well as its affiliates. Please read it thoroughly and ask your Supervisor or Information Technology Services if you have any questions.

1. General Information - The computer systems within Intralox, which consist of all hardware, software, data and related items, including email, are considered at all times to be the property of Intralox. Intralox reserves the right to review, access, and copy any information in the computer systems, including email, without the permission of the user when deemed necessary for the interest of the company. Accordingly, no user at Intralox should expect the company computer and email systems are private.
2. Abuse of Company Systems - Each employee has made a commitment to be self managed, and we expect each other to live up to that commitment. Misuse of Company time is considered a violation of the Company's Business Philosophy and a threat to the Company's culture. Please note that any of the following will be reason for disciplinary action, including termination of employment
 - Spending significant amounts of Company time to send or receive personal emails, access non-business internet sites, or conducting personal phone calls. The test should be, "Would I be comfortable if management knew how much time I was spending each day on these activities?" No one should have concerns about passing this test and we should each be comfortable that we have more than made up for personal time taken.
 - Slowing down our computer systems by storing non-business related graphics, etc. Our computer systems are for business use. Our system speed and capacity should not be reduced by storage of non-business related information.
 - Reducing our productivity is a serious issue. We will take the steps necessary to ensure that the personal use of our telephone and computer systems is appropriate. This includes using software to identify possible abuses, and, compliance with this policy.
3. Electronic Mail
 - The use of the electronic mail system is to conduct Company business. All messages composed, sent, or received on the electronic mail system are and remain the property of the Company. They are not the private property of any individual.
 - No one may use the Company's electronic mail system in any way that may be seen as insulting, disruptive, offensive by other persons or harmful to morale or in violation of the Company's policy on workplace sexual harassment, discrimination and retaliation. Before sending an email or forwarding a joke, etc., you should ask, "Would I be uncomfortable if my Supervisor or Manager

knew that I sent this?" If so, don't send it. If you receive inappropriate material, you should delete it and ask the sender not to forward similar material in the future. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based upon their sex, race, color, age, national origin, religious beliefs, disability and/or any other legally protected status. Use of the Company's electronic mail system in violation of this guideline may result in disciplinary action, up to and including termination.

- In no event may any individual use the electronic mail system for solicitation purposes, religious or personal causes, outside organizations, or other similar, non job-related solicitations. Violations of this guideline may result in disciplinary action, up to and including termination.
- The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Company.
- Internet access is available to all employees using the Company E-mail system. The intended purpose of this Internet access is for business purposes. Personal use should be kept to a minimum.
- While the Company does not monitor electronic mail messages as a routine matter, the Company reserves the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail system for any purpose. Therefore, you should not assume that messages are confidential. In case of suspected abuse your personal messages can be accessed by the Company without prior notice, you should not use electronic mail to transmit any messages you would not want read by a third party. No user of the electronic mail system should expect messages to be private.
- Employees should not attempt to gain access to another employee's messages without their permission.
- In order to provide adequate storage to all users, you should delete any messages that are no longer useful. The retention of messages or documents transmitted through electronic mail will be determined by the Company's Records Retention Policy (paragraph 3.11).

4. Internet Access

- Employees are allowed limited and occasional access to the Internet for personal use during personal time. This would include time before work hours, lunch time, after work hours, weekends, etc. The Company Internet connection has a certain capacity, or bandwidth, that allows a specific amount of data on the Internet connection at any given time. The capacity of the connection can become overloaded at times, causing business-related uses such as Web Conferences and Internet transfer of large files to be slowed or interrupted. Therefore, on workdays from 7:00 AM to 6:00 PM, you should not access any personal sites that require large files (for example, Internet radio) and contribute to the overloading of the Company's Internet connection.
- To minimize the risk of contamination from computer viruses/worms to our system from other sites, you must not access through your Company Internet connection any personal e-mail system from your home computer (such as yahoo.com, cox.net, etc.) or download from personal sites onto your Company computer any executable files, screen savers, pictures, music, or movies.

- You should not access Internet sites from a Company computer or through a Company's Internet connection that are obscene, sexually graphic, or otherwise offensive. Violations of this guideline may result in disciplinary action, up to and including termination. Allowing employees to access the Internet for personal use or viewing is a privilege provided by the Company that can be revoked at any time if widespread abuse occurs. The Company monitors Internet usage for violations of this policy.
5. **Safeguarding Your Computer Monitor** - It is your responsibility to protect the contents of your screen (monitor) in much the same way you would protect memos, contracts, letters, etc., from being viewed by other persons. When you are away from your work area for more than a few minutes, please exit whatever program you are in or, at a minimum, close any open documents that you may be working on.
 6. **Security** - The Company places emphasis on computer security to protect its programs and data files from damage or access to data from unauthorized persons. Do not give other persons your password(s) and do not share network ID's unless you are specifically instructed to do so. No person at the Company can see or discover your password(s) without your involvement.
 - Do not attempt to bypass system security or to use Company computers to subvert or break into other computer systems. Use of the Company computer systems in violation of this guideline may result in disciplinary action, up to and including termination.
 - Personnel who are assigned laptop computers should take care to prevent theft of equipment.
 - If Company computer equipment needs to be taken home to complete work, you must first obtain approval from your Supervisor in writing.
 7. **Software Piracy** - It is illegal to copy software in most situations. Do not remove software from the Company or from any Company computer system, or copy software and take it home to use, without first verifying from your Supervisor that this is permitted under the appropriate software license. Do not load a copy of a software product on a Company computer without the knowledge of the Company, whether or not it is properly in your possession. The Company makes every effort to honor the software licensing agreements for software products used in its business. If you are aware of a situation in which an employee or representative is not complying with a software licensing agreement or if you are uncertain concerning the use of a software license, please consult your Supervisor.
 8. **Computer Viruses** - Computer viruses can do tremendous damage to computer systems. The Company has taken precautions to protect all of its computer systems from the threat of "infection," but it is impossible to provide complete protection. Do not install software onto your computer, a network or any Company computer system without consulting the ITS Department. Do not remove, try to defeat or turn off any "anti-virus" software on your workstation.
 9. **Unauthorized Use** - The Company's computer systems are explicitly intended to execute the Company's business functions. Individuals or outside systems must be specifically granted access to the Company's computer system, through the issuance of a system ID and password by the ITS Department, prior to utilizing the Company's computer system. It is prohibited to use any Company computer or telephone system to cause theft or electronic damage to any computer system through the use of malicious software such as viruses, Trojan horses, network attacks, denial of service attacks, etc. The Company will cooperate fully with appropriate Law Enforcement authorities to investigate and prosecute such activities.

3.10 Email Retention Policy

With the switchover to Microsoft Outlook, Laitram implemented an email retention policy that is more consistent with industry practices. Previously all emails remained in the system for an indefinite time period. Two major problems resulted from this:

- An email system becomes, in effect, the company's document or content management system. This was never the intent of email (a messaging system), and it poses a significant risk to the company. When employees leave the company, there is no efficient method to determine which emails contain company-critical information without the monumental effort of reading all the emails, which may consist of several years' worth. For all practical purposes, information embedded in emails is lost forever.
- An email system that is not periodically purged creates potentially huge costs in litigation cases. When an opposing party requests that Laitram produce "all emails related to subject matter xyz," then all emails in the system have to be searched for relevant information. This cost would be enormous, even assuming that the search could be done electronically.

After reviewing common email retention practices in other businesses, the company decided to implement what we believe to be is a conservative strategy:

- The standard policy is that all emails sent or received will have a life of 1 year. Prior to the end of the 1-year period, if the email should be retained, it should be converted to a PDF and saved, printed as a hard copy, or otherwise saved. (The retention period for managers and supervisors who have direct reports will be 2 years.)
- ITS is investigating a notification system that will alert you in advance of emails that will be deleted due to time-expiration.
- Messages sent as discussion items through SharePoint are not subject to this retention period at this time.
- We understand that we've used email as a content management system for many years. We realize it will take time to deploy new systems and processes for dealing with key business data that may come in via email. To ensure we're ready as a business before we actually activate the "purge" process, we are implementing the following safeguards:
- We will stamp email with a migration date that will "start" the clock on the 1 and 2 year retention periods. However, we will not automatically run those purges. We will manually activate those purges at the 1 and 2 year windows. Handling this manually will ensure we're ready before we start deleting archived mail.

We will begin to move through the organization with guidelines and processes for utilizing shared drives such as the S: and V: -drives. We will also be routing priorities for moving departments to SharePoint and other tools over the next year to take business processes out of email and into more shared and globally available tools to help us avoid knowledge silos such as individual email databases.

We recognize that this email retention policy may cause us to change the way in which we handle emails. But we know that the end result will be a better organized method of maintaining key company and customer records, documents, and other information.

3.11 Theft & Fraud

Theft and fraud is a growing problem in many companies. All employees are expected to remain alert to the possibility of theft and fraud and report any suspected activities to their supervisor or the Human Resources Manager. Your confidentiality will be respected at all times and without limitations. The theft of any company property -- including office supplies, equipment, inventory, and tools is a ground for instant dismissal. (See disciplinary procedure paragraph 3.4). For insurance purposes, an official police report (procesverbal) is required. The person(s) reporting it should file an official " aangifte" disposition.

CAMERA

In the hope of deterring future crime and for our safety, we have installed security cameras on the outside of the building and in the inside hallways. The cameras will operate 24/7, i.e. during and after working hours; and on weekends.

DOOR ACCESS SYSTEM

The security system has been implemented to ensure the security of Intralox and its employees and to eliminate crime.

Access keys will be issued to all staff, and limited access will also be granted to external people such as contractors, cleaners, etc. If someone loses their access key, they are required to inform ITS department immediately, so we can block the lost access key and keep the building secured. Different levels of access have been granted to different groups of employees, according to their position and working hours, as it is not always the case that all staff need access to every door, and need to be on company premises after a certain time. In additions, for our own protection, the department doors in 31A can only be accessed with an access key before 07:50 and after 17:30. Between 07:50 and 17:30 employees can access these doors freely without the use of an access key. However, the Production office downstairs in 31B can only be accessed with the access key 24/7.

The information recorded from the door security system will be used in the case of burglaries, or in suspicious circumstances to identify who was present in the building at a certain time. In the case of burglary a third party will be allowed to receive the information recorded from the security system. The system will be run from a stand alone computer, and only a very small group of people will be authorized to operate it through using a protected password.

One final point – employees should restrict the use of the emergency exit doors at any time. Emergency doors need to stay closed and only be used in case of an emergency. Official entrances are the turning door at the reception area 31A, the 'Bijlmer Gate' access near the main stair 31A and the Operations office entrance at 31B.

3.12 Protecting Confidential Information

The belting market is intensely competitive; we can expect competitors to become more aggressive in pursuing our knowledge, in making false claims of equal products and services, and even in threatening or pursuing legal action. We must protect company information from inadvertent leaks.

To knowingly pass confidential information to our competitors is an error of intent, and cause for termination. Information leaks give competitors a cost advantage, debase the value of the knowledge, and cause wasted effort and speculation within Intralox.

Below are a few principles of our policies on this issue:

- Intralox business should not be discussed with competitors or former employees who might have direct or indirect contact with competitors. This includes information about the market, our structure and strategies, sales situations and initiatives, new products or anything related to our operations.

- Employees should be cautious in discussions with suppliers and customers who might have contacts with competitors. Be alert in protecting high value technical and market information. Trying to demonstrate and sell value to price-shopping customers can be a source of leaks, as they may try to commoditize our products and services by helping educate competitors.

Finally, if you have questions or if you are aware of a specific source for leaks, please speak with Human Resources or your Manager/Supervisor in confidence

Section 4: BENEFITS

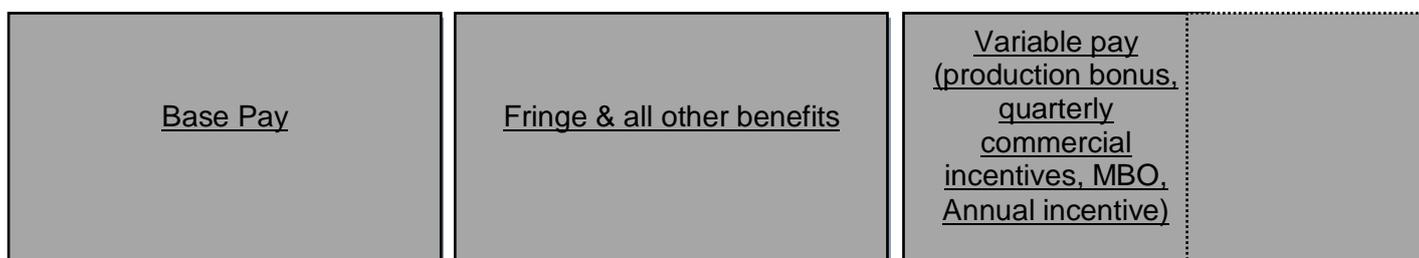
4.1 Compensation Philosophy

Our philosophy is to compensate employees based on 1) the value of a person's contributions to the company's productivity, and 2) the success of the company. Through our profit incentives, our system should result in higher pay and more stable employment over time than is possible with traditional systems.

Our system is not perfect, and it continues to evolve. But we believe our system is superior to a traditional pay system, and we have not seen an overall compensation systems that fits our needs better than this one.

Our goal is to provide each employee a package of base pay, benefits and, in some areas, production incentives that is competitive with the market. In addition, each individual has the opportunity to significantly increase total compensation by sharing in the Company's success through outstanding individual performance.

TOTAL COMPENSATION =



One of the components that differentiate our pay system is the importance of variable pay in total compensation. With our production incentives, profit incentives, and commercial incentive plans, pay will vary from check to check (production plans) or year to year (profit incentives). Our goal in having variable pay in our compensation plan is to allow people to benefit from both increases in individual effort and increases in Company profitability.

When we talk about "pay at risk," we mean any difference (deficit) between your base pay and market value. This is actually pay that you are "risking" (you could earn it somewhere else) in order to participate in our various incentive plans.

Our philosophy is to have little or no pay at risk for entry-level positions. As you go higher in pay and responsibility, there would be more pay at risk, and therefore higher variable pay (incentives) when the Company increases profitability.

Our compensation philosophy is also based on the concept of market value.

When an individual was properly paid during the past year and he has performed to our expectations, Intralox will increase salaries yearly in March with an inflation percentage, based on consumer price index from March through February that year.

Employees with less than one year service will get inflation percentage adjustment pro-rated to the duration of employment.

We will be evaluating individual performance. The inflation correction is not a guaranteed raise. It is the standard raise for people who were not overpaid or underpaid in the past year and are doing a good job.

Exemptions for greater increases are made only when due to a change in the employee's market value. An employee acquiring significant new skills which makes him more efficient or better able to perform his job responsibilities such that his market value has increased is eligible to receive higher base salary increases. Significant changes in the level of responsibility in a job or job promotion can also affect market value.

We try to determine approximate market value of employees by using wage surveys, talking to other companies, evaluating the qualifications and pay of incoming applicants, evaluating turnover in certain positions etc.

Additional information and separate compensation guidelines are available on the intranet: <http://corporate-portal/sites/HR-Online/Europe%20Documents/Forms/AllItems.aspx>

4.2 Pay Periods

Payment instructions from Accounting to the Bank to pay the month-end salaries will go out on the 24th of each month.

Pay-slips are sent out on the 24th each month. (If the 24th falls on weekend or public holiday they will be sent out the prior working day).

Payroll data:

All employees are expected to archive payroll documents like salary slips and annual statements carefully in their personal administration. Copies can only be asked for in case of extraordinary circumstances.

Errors in pay must be reported to your Supervisor or the HR/Payroll Department as soon as possible following the receipt of the paycheck. Any adjustments will be made on the following paycheck(s).

4.3 Yearly Salary Adjustments

When an individual was properly paid during the past year and he has performed to our expectations Intralox will consider increasing salaries yearly in March with an inflation percentage, based on the consumer price index from that year. CPI based salary increases are not guaranteed.

Employees with less than one-year service on our regular pay schedule will be prorated the percentage of the year they've been here against the full Intralox inflation percentage adjustment.

4.4 Tuition Reimbursement

As part of our comprehensive benefit package, Intralox participates with our employees in a tuition reimbursement program for job-related and approved courses.

In this program, a regular employee with at least one-year of service may be reimbursed for certain cost of job-related courses.

The following criteria must be met in order to receive tuition reimbursement:

- Your immediate Supervisor, Department Head, and Human Resources Manager grant approval prior to enrollment.

Benefits of the Program:

The Company will pay 100% of the tuition cost of pre-approved classes.

In case the work relation with the Company is terminated either voluntarily or involuntarily, the Company reserves the right to recover the cost from the employee. For job related courses (needed to better fulfil the job), repayment to Intralox is according to the following schedule after completion of course:

< 1 year	100%
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For non job-related courses (could be not related to the job but will bring added value to the employee), repayment terms

< 1 year	100%
1-2 yrs	50%
> 2 yrs	0%

For Management MBA (University Degree level) - Study that leads to a degree.

< 1 year	100%
1-2 yrs	75%
2 - 3 yrs	50%
> 3 yrs	0%

Should the work relation with the Company be terminated by the employee's initiative the Company reserves the right to recover from the employee, the amount paid under the tuition agreement. The incurred amount will depend on job related or personal development nature of the program. This will be deducted from his/her final paycheck. To obtain an application for tuition reimbursement, or to receive more information on the program, contact Human Resources. Please note that tuition reimbursement is only applicable if a course is approved by your supervisor and HR in advance.

Section 5: COMMUNICATION CHANNELS

5.1 Suggestions

Any and all suggestions on how Intralox can be more productive, efficient or a better place to work are welcomed and encouraged.

Suggestions can be made directly to your Supervisor, our Human Resources Manager, Department Managers, Business Unit Manager, General Manager, or Jay Lapeyre. All suggestions will be presented to management and considered seriously. You will be informed promptly as to whether or not your suggestion has been accepted and, if not, why that decision was made.

If you prefer, any suggestion can be made in strict confidence to our Human Resource Manager.

5.2 Job Posting

When a job opening becomes available, a brief job description will be posted by email to our office based employees. Operations vacancies are posted in the company canteen.

If management decides a job does not need to be posted they should have approval from the OR (Netherlands only).

Employees are welcome to apply for these positions or to refer other candidates for consideration. Priority will be given to internal applicants and internal hiring processes. Intralox employees must have worked a minimum of six months in their current positions before they can be considered for another position. The first six months of employment is a training and adjustment period. To move someone out of a department during this period is very inefficient and not in the best interest of the Company. Any exceptions to this standard must be approved by the General Manager for moves within a division and by Jay Lapeyre for moves between divisions.

If you would like to apply to a job opening please inform the Human Resources department and he/she will inform you on the procedure.

5.3 Employee Referral Program

When it comes to quality, speed and cost, Intralox acknowledges that the best source of candidates is employee referrals. Participation in the Intralox' employee referral programs will significantly reduce in recruitment fees, job boards and advertising costs.

You can earn an incentive of € 1.000 or equivalent in local currency (which is subject to taxation) if you refer an external applicant. The payment of this award will be done through the monthly payroll to the employee at the moment that a candidate has been interviewed, selected and passed successfully a minimum employment period of 6 months.

Hiring managers cannot be awarded for the bonus for referring individuals for open positions in their own department.

You cannot refer anyone who has already applied to the HR department, who already works at Intralox, or anyone who has worked for the company before.

The HR department after discussion with the hiring manager decides when a position is to be included in the Employee Referral Program. The HR department may include a position when it is first available or at a later date; however, once included, a position may not be withdrawn from the program.

The Human Resources department reserves the right to determine whether or not referred applicants are qualified for positions covered by the program. Intralox may modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be handled on an individual basis.

In the event an applicant is referred from more than one source; for example, from two employees, or an employee and an employment agency, the deciding factor will be the date of receipt of the referral to the Human Resources department. The HR department will inform the participating parties when such situations arise.

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Section 6: IF YOU LEAVE US

6.1 Resignation

Should you decide to resign from employment with our Company, you are expected to live up to the notice period in your employment contract and to give notice in writing, all in order to leave in good standing.

6.2 Reference letter

* Upon request a reference letter will be provided.

6.3 Return Intralox Property

* Upon termination of employment the employee is obliged to return Intralox properties, such as below but not exhaustively:

- Alarm/entrance badge
- Lap-top and other hardware
- Mobile Phone
- Transportation Card
- Books
- Company Car

6.4 Retirement

The Employment agreement may end when the Employee reaches the statutory retirement age *. If you wish to make use of the right to retire, the employment agreement will end, without any notice of termination or other action being required, on the first day of the month in which you reach the retirement age that applies at that time.

If you are considering retirement or continuing to work, we ask you to consult Human Resources at least 3 months in advance of the retirement date. This will allow us to coordinate your Pension as well as giving the Company opportunity to allow for a smooth transition of your job duties.

* Subject to the laws of the country.

STATEMENT OF RECEIPT OF HANDBOOK

I have received a copy of the Intralox LLC Europe Employee Handbook and I accept the terms and conditions defined by the company herein.

I understand that this Handbook is only a summary of our policies and benefits, that they supersede any policies published previously by Intralox LLC Europe and that Intralox LLC Europe preserves the right to change or add any policies and programs without prior notice and that it constitutes an integral part with my employment agreement with Intralox.

If I have any questions concerning its contents, it is my responsibility to ask my Supervisor, Manager or the Human Resources Manager for clarification.

I acknowledge that the electronic version of this Handbook located on the Company's internal website (intranet) is the most current version that applies to my employment by the Company.

Employee Name (please print)

Signature

Date