

# I.K. HOFMANN USA, Inc.

Global Experience. Local Talent.

## I.K. Hofmann at BMW Plant Spartanburg

Quick Fact Sheet for new associates

### **Work Schedule and Time Keeping Procedures**

Unless otherwise specified, Full Time Associates are expected to work at least 40 hours per workweek. Associates must keep track of the time they work by using the time recording system in use at the Facility. Once an Associate clocks or signs in, work is to begin immediately. An Associate who falsifies time records or allows others to clock in or out for him/her will receive disciplinary action, up to and including termination of employment.

#### **To ensure time records are accurate:**

- Work scheduled hours, arriving on time, and taking the appropriate time for breaks and meal period; work additional hours only as required, and when approved by a BMW MC Section Leader.
- An Associate should clock no more than 10 minutes before the beginning of the scheduled shift and clock out at the end of the scheduled shift.
- If an Associate leaves BMW Plant Spartanburg premises to perform work at another BMW MC location, the Associate does not have to clock out. The respective section leader will ensure time records are complete for the day.
- If an Associate leaves BMW Plant Spartanburg premises for any other reason, including work at a non-BMW location, the Associate must clock out.
- Associates should use the designated, approved time clock for their work area.

### **Reporting an Absence, Late Arrival, Early Departure**

To maintain a high level of productivity and achieve production goals established by BMW Plant Spartanburg, Associates must demonstrate regular attendance and punctuality. Associates are expected at work on all scheduled workdays and during all scheduled work hours, and to report to work on time. Reassigning Associates or revising work schedules to accommodate absences/tardiness puts a burden on all team members. However, we do recognize that associates occasionally become ill, need to miss work for personal reasons, or will be late.

Associates are expected to report to work on time. Associates who will be late or absent must notify their BMW MC Section Leader and the SUPPLIER (Contact Information) prior to scheduled start time.

### **Reporting an Absence, Late Arrival or Early Departure**

It is important to note, this policy applies to each day of the Associates absence. An Associate who fails to contact their BMW MC Section Leader AND the SUPPLIER may be subject to disciplinary action. Failure to report absences prior to the start of the scheduled shift may be considered job abandonment or voluntary resignation.

Tardiness, absences, and early leaves for Associates will be reviewed and points assessed for each day of work the associate does not report to work and/or work as scheduled.

- The Associate will be given half of one point (.5) for arriving between one minute to three hours after their scheduled start time; and one point (1) for arriving over three hours late.
- The Associate will be given half of one-point (.5) for leaving within the last three hours of their scheduled shift end time; and one (1) point for leaving more than three hours before the scheduled end time of the shift.

An Associate who establishes a pattern of chronic absenteeism and/or tardiness will be subjected to corrective action, up to and including termination of employment.

It is the policy of SUPPLIER to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). If an Associate with a disability requests accommodation and it can be reasonably accommodated

without creating undue hardship or causing a direct threat to workplace safety, SUPPLIER will reasonably accommodate the Associate. Associate may be required to provide information from their healthcare provider. Family Medical Leave (FML) may be granted for qualified individuals, provided criteria is met based on the Family Medical Leave Act. Criteria to qualify may include continuous employment with SUPPLIER for a period of 12 months, 1250 minimum hours worked, a minimum of 50 employees at the company location or within 75 miles of the assigned work site. Please contact SUPPLIER (Contact Information) for specific details, qualifying events and FMLA eligibility.

Any Associate who accumulates three (3) points in a rolling 90-day period may be terminated for excessive absenteeism. Associates in their initial 90-day period may be terminated if two (2) attendance points are accumulated.

**Available Time Off Chart**

<b>New Hire</b>	<b>Associate</b>	<b>Associate</b>
<i>Working fewer than 90 days</i>	<i>Working 90+ days up to 2,000 hours (Generally 12 months of service)</i>	<i>Who has reached 2,000 hours (Generally, 12 months of service)</i>
<b>Contingency Time Off</b>	<b>Contingency Time Off</b>	<b>Contingency Time Off</b>
Not Eligible	1 After 90 days <i>Associates who complete their 90 days before July 1 will receive 1 CTO after the 90 days, and 1 CTO on July 1. Associates completing their 90 days after July 1 will receive 1 CTO for the calendar year. CTOs received prior to July 1 may be used at any point during the calendar year. Unused CTOs do not carry over to next calendar year.</i>	1 on January 1, 1 on July 1 <i>CTOs received prior to July 1 may be used at any point during the calendar year. Unused CTOs do not carry over to next calendar year.</i>
<b>Request Time Off (RTO)/Vacation</b>	<b>Request Time Off (RTO)</b>	<b>Vacation</b>
Not Eligible	40 Hours Upon Completing 90 Days of Service	80 Hours upon reaching 2,000 Hours Worked (Generally, 12 Months)
<b>Attendance Points Breakdown</b>	<b>Attendance Points Breakdown</b>	<b>Attendance Points Breakdown</b>
Accruing 2 Points in a 90-Day Period Is Grounds for Termination	Accruing 3 Points in a 90-Day Period Is Grounds for Termination	Accruing 3 Points in a 90-Day Period Is Grounds for Termination
<b>Arrive 1 Minute-3 Hours After Beginning of Shift, or Leave 1 Minute-3 Hours Prior to End of Shift</b>		<b>1/2 Point</b>
<b>Arrive 3+ Hours After Beginning of Shift or Leave 3+ Hours Prior to End of Shift</b>		<b>1 Point</b>
<b>Do Not Report As Scheduled</b>		<b>1 Point</b>

Work time missed for Family Medical Leave does not fall under the Attendance and Punctuality policy.

Associates are eligible for Contingency Time Off after successfully completing the initial 90-day employment period. Contingency days must be approved by the BMW Plant Spartanburg Section Leader and SUPPLIER. Associates will receive one (1) contingency day after the initial 90-day period, and then one (1) contingency day will be issued in January and July of each year thereafter. Contingency Days are unpaid, non-point accumulating absences. Contingency time off may be used to avoid receiving attendance points when applicable.

**Stand Alone Day Penalty**

A standalone day is a scheduled workday that is preceded and followed by an unscheduled shift. Associates who are tardy, leave early or are absent on a Stand-Alone Day will incur a penalty in addition to points outlined in the Attendance and Punctuality Policy.

Absence	Penalty
1 Minute-3 Hours Start/End of Shift	RTO/Vacation Leave Reduced by Half Shift's Hours
3+ Hours Start/End of Shift	RTO/Vacation Leave Reduced by Full Shift's Hours
Not Report as Scheduled	RTO/Vacation Leave Reduced by Full Shift's Hours
If Associate does not have enough RTO/Vacation Leave available to cover the penalty, an additional half (.5) attendance point would be applied instead.	

**Reporting an Absence, Late Arrival or Early Leave**

From time to time, it may be necessary for an Associate to be late or absent from work. SUPPLIER is aware emergencies, illnesses or pressing personal business may not be scheduled outside of work hours. It is the responsibility of the Associate to contact the SUPPLIER (include contact information) and their BMW MC Shift

**4 SAFETY**

We want the work environment to be safe and hazard-free. Each Associate should be an active and willing participant in recognizing, reporting, correcting, and preventing accidents and safety hazards. It is the responsibility of each Associate to know and follow the plant safety rules, process area instructions, and policies. It is also the responsibility of the Associate to immediately report accidents, injuries, near misses, and first aids to their BMW MC Section Leader and your IK Hofmann Associate Relations Leader.

**UNIFORM POLICY**

To promote a spirit of teamwork, IK Hofmann has adopted a company uniform. Uniforms remove formalities and barriers to open communication; they are also designed to project the image of a clean, attractive, and professional workplace. Additionally, they minimize the possibility of scratches to our client’s product by exposed fasteners and protect Associates by reducing the likelihood of clothing or accessories (such as hoodies and scarves) being caught in equipment or machinery. These guidelines apply to all BMW MC Facilities and BMW MC Grounds, excluding external parking areas, as well as all Plant Spartanburg Associates entering BMW MC Facilities and/or BMW MC Grounds at any time for any reason. Failure to comply with these guidelines will result in the Associate not being allowed to work until he/she is dressed appropriately and will be addressed through corrective action. Due to safety and quality, nothing should be added to the uniforms (pins or buttons). Each department may also have additional, more specific uniform guidelines for Associates performing work in that department. All Associates performing work in a department with department-specific guidelines must comply with that department’s guidelines. Below is a clarification of the current uniform program. Please be sure to read the entire guidelines and notify your IK Hofmann Associate Relations Leader (ARL) of any questions. Once uniforms are issued to Associates, they must be worn every day, without exception. Note: To help clarify what parts of BMW MC Facilities are considered production areas, green lines on the floor designate entrances to production areas. BMW MC Group visitors entering production areas must wear safety shoes (except in pedestrian aisles), visitor smocks (if applicable), and safety glasses.

**Shoe Guidelines**

- Shoes must be closed-toe ESD rated safety (steel toe) shoes with no visible metal.

**Shirt Guidelines**

- Shirts must always be buttoned appropriately.
- The following alterations shall not be made cutting off shirts, adding pockets, changing the original shape of the hem.
- Associates cannot “roll up” sleeves on short sleeve shirts.
- Once Associates receive their uniforms, they may not wear the temporary t-shirts issued to them during orientation without written ARL approval.

**Pants Guidelines**

Acceptable Pants:

- Must be full length, you cannot roll up pants.
- Must be worn around the waist, not falling below the hips.
- May not be cut to shorts or altered to add cuffs.
- If the uniform provider is unable to accommodate an Associate’s size, they will notify the IK Hofmann Management Team.

Prohibited pants styles and materials:

- jeans/denim
- Cargo
- athletic/jogging
- capri
- those with rivets

### **Shorts Guidelines**

- Are not permitted in the body shop.
- Shorts could be discontinued at any time.
- Shorts must be long enough to touch the kneecap and have a 1" blind hem type with thread color that matches the fabric.
- No alternative lengths or other alterations that deviate from this will not be allowed, e.g., no cuffs, cut-offs, or slits in the hem.
- Undergarments cannot be visible below the shorts.
- Shorts should be worn around the waist, not falling below the hips.
- Associates may not roll up shorts.
- Due to the safety impact, shorts could be prohibited in specific team areas in the future.
- Shorts must be purchased from uniform provider.

### **Social Media Policy**

Social media includes any external and Company-hosted online tools used to share content and profiles, such as personal web pages, message boards, networks, communities, and social networking websites including, but not limited to, Facebook, Google+, Digg, Flickr, Twitter, LinkedIn, Snapchat, and web blogs. The lack of explicit reference to a specific site or type of social media does not limit the application of these guidelines. IK Hofmann respects the rights of all Users to use social media. However, because communications by Company Users on social media could, in certain situations, negatively impact business operations, customer relations, or create legal liabilities, it is necessary for IK Hofmann to provide guidelines and applicable policies.

### **Associates must comply with the following guidelines when using social media:**

- Users are prohibited from using social media to post or to display comments about co-workers, customers, vendors, suppliers, and members of management that are obscene, physically threatening or intimidating, or constitutes a violation of workplace policies against discrimination, harassment, or hostility on the account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- Users are prohibited from using Company trademarks or logos or any trademarks or logos of current IK Hofmann clients in a manner that would mislead or confuse the public or customers regarding product quality, intentionally damage e goodwill associated with the trademarks or logos, or unlawfully
- Interfere with IK Hofmann's ability to effectively use trademarks or logos in its business operations. This prohibition does not apply to any User concern involving wages, benefits, and/or conditions of employment.
- Users are prohibited from posting or displaying content that is an intentional public attack on the quality of IK Hofmann's products and/or services or the products and/or services of current IK Hofmann clients in a manner that a reasonable person would perceive as calculated to harm IK Hofmann's business and reduce its income and is unrelated to any User concern involving wages, benefits, and conditions of employment.
- Users are prohibited from using or disclosing trade secret information or proprietary information related to products, designs, or using or disclosing documents or information that have been designated protected, confidential, or highly confidential.
- When content regarding a Company product or service could be relied on by the public or customers, Users should indicate that their views are their own and do not reflect the views of IK Hofmann.
- Unless authorized and approved by IK Hofmann, Users are prohibited from disclosing or publishing any promotional content.
- Users should comply with any Company request to temporarily and/or permanently suspend posted communications if the request is necessary to ensure compliance with security regulations applicable to publicly traded companies or other related laws.
- Users are prohibited from engaging in activities that involve the use of social media that violate other established Company policies or procedures.
- Users are prohibited from listing their own or any other Users' Company e-mail address or Company telephone number unless the listing of such information is solely for Company business or has been authorized by IK Hofmann.

## **EMPLOYMENT SEPARATION**

Resignation Guideline Procedures Associates who voluntarily resign are requested to give appropriate notice, in writing and should work all scheduled hours of their last scheduled workday to facilitate a smooth transition from the company.

### **Return of Company Property**

Any property issued to Associates, such as locker keys, badges, equipment keys, parking passes, identification stamps, safety equipment or anything else provided by the company must be returned at the time of termination. Associates will be responsible for any lost or damaged items.

### **At- Will Employment**

At-will means that both the associate and the employer can terminate employment, at any time with or without notice and with or without cause, except for illegal or discriminatory reasons. At- will employment also allows employers to update terms of the employment relationship regarding wages, termination benefits, or reduce paid time off. without incurring legal liability or consequences. Except for the state of Montana, all states in the United States of America follow at-will employment guidelines.

### **Standard Code of Conduct**

All associates at BMW Plant Spartanburg are expected to conduct themselves with a high regard for conduct. If you have questions or concerns about conduct, you should contact your IK Hofmann Associate Relations Leader.

The following are some examples of grounds for immediate dismissal of an Associate; it is not intended to be an all-inclusive list:

- Breach of trust or dishonesty including theft, or unauthorized possession of, or the use of property belonging to any co-worker, visitor, or customer of IK Hofmann
- Willful violation of an established policy or rule including Physical Altercations and Insubordination
- Falsification of Company records to include Timecard or sign-in book violations.
- Gross negligence.
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies.
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Possession of dangerous weapons on the premises.
- Unauthorized posting or removal of notices from Client bulletin boards.
- Marring, defacing or other willful destruction of equipment or property of IK Hofmann and/or Client.
- Failure to contact BMW MC Section Leader and IK Hofmann when arriving late to work, leaving early or when absent from work and Excessive absenteeism or lateness.
- Violation of the Substance Abuse Policy.
- Gambling, conducting games of chance, and/or possession of such devices on the Premises or during work hours.

The previous list is intended to be representative of the types of activities that will result in disciplinary action. It is not exhaustive, is not intended to be comprehensive, and does not change the employment-at-will relationship between the Associate and the Company.

### **Confidentiality**

Because of the highly competitive nature of the automotive industry, the protection of confidential business information and trade secrets is vital to the interests and success of BMW MC. Such information includes but is not limited to personal and financial information, customer lists, production processes and product research and development. All BMW MC Associates, suppliers, contractors and third-party vendors must:

- Respect the nature of privileged or confidential information.
- Not use confidential information for personal gain.
- Not share such information with persons internal or external to BMW.

Any information that BMW MC has not released to the public must be treated as confidential. If an Associate has a question about whether certain information should remain confidential, he/she should discuss it with his/her supervisor or a manager. If additional information is needed the entire policy can be viewed on the BMW Intranet

**Wavier of Employment with BMW**

I hereby formally recognize and declare myself to be employed solely by IK Hofmann (SUPPLIER), which has determined to assign me to work for SUPPLIER at BMW MANUFACTURING CO., LLC (BMW MC). The terms and conditions of my employment have been determined solely by SUPPLIER. I agree I am not subject or entitled to any benefits, wages, or other terms and conditions of employment from BMW MC or its Associates, agents and successors relating in any way to my assignment by SUPPLIER to perform services for BMW MC. Further, my assignment will be conclusively considered neither evidence of, nor an application for employment by BMW MC. I agree that the only wages, benefits, or other compensation to which I am entitled through my assignment at BMW MC will be solely and exclusively from SUPPLIER. I HEREBY WAIVE, KNOWINGLY AND VOLUNTARILY, ANY CLAIM I MAY HAVE TO BENEFITS, WAGES AND ANY OTHER COMPENSATION FROM BMW MC RELATING IN ANY WAY TO MY ASSIGNMENT BY SUPPLIER

**I.K. Hofmann Contacts**

BMW Sr. On-site Manager – Nate Breland (843) 893 6865

BMW On-site Manager – Stephen Cain (732) 642-2988

Attendance/Text Line – (864) 686-5841

I.K. Hofmann Office – Lisa Ross (864) 626-5468

Escalations – Wendy Brooks (864 )662-3555