



**MBUSI**

**Teammate Handbook**

*Updated: 01-2024*

## Table of Contents

Mission Statement	3
Disclaimer	3
Equal Employment Opportunity	3
Who to go to with Questions...	4
Ōnin Paid Holidays	4
PTO	4
Attendance/Punctuality Responsibilities	5
Attendance Policy	5
Call Off Procedure	5
Excused/Emergency Reasons	6
Corrective Performance Review	6
InsideMBUSI	7
Electronic Usage Policy	7
Harassment	7
Injury Reporting	8
Overtime	8
Pay Week	8
Access to MBUSI	9
Confidential Information	9
Random Searches	9
Health Insurance	10
Ōnin Awards	10
Parking	10
Teammate Handbooks	10

## Mission Statement

As a team, our core purpose is to create opportunity and empower people. As you become part of our team, an opportunity has been created, and you have been empowered. You now have an opportunity to provide for yourself and your family. You are empowered to bring value and build your career within a growing, dynamic company. You also have the opportunity to make a difference in the lives you touch each day.

In our pledge, we promise to greet you with a smile, treat you with respect, pay you accurately and on time, and be your favorite staffing company. In return, you commit to honesty and openness, being respectful, being ready and willing to go to work, doing your best at work, working safely, and following safety policies. Our overall purpose is to provide MBUSI with a high quality, reliable, stable and committed workforce. An additional benefit is to provide an opportunity for individuals to gain experience and training at MBUSI's world-class manufacturing facility.

## Disclaimer

The information contained in this handbook is designed to provide an overview of The Õnin Group's employment policies for its Teammates on assignment with MBUSI. Note that this handbook is a general overview of the policies and is not all-inclusive. While on assignment at MBUSI's Vance, Alabama facility, you may also be subject to various MBUSI regulations, policies, practices and procedures.

This handbook is not a contract of employment. The Õnin/MBUSI team reserves the right to make changes, additions and deletions to the handbook at any time with or without notice. In addition, nothing in this handbook should be construed as a promise or guarantee of employment or specific treatment in a specific situation. Õnin/MBUSI reserves the right to terminate employment at any time with or without notice.

The policies contained have been adopted with the intent to comply fully with all applicable laws governing employment practices and procedures in each of the various states that The Õnin Group conducts business in.

## Equal Employment Opportunity

The Õnin Group, along with MBUSI, provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, color, physical or mental disability, ethnicity, family or marital status, gender, gender identity or expression, genetic information, language, national origin, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, military status or obligations, ancestry and other characteristics that make our employees unique, or any other status protected by applicable Federal or State law. Corporate regulation emphasizes equality of opportunity for all persons with respect to hiring, training, placement, upgrading and other employment status changes, and in all other matters concerning the treatment of applicants and Teammates. We are committed to selecting and employing the best and most qualified person available for each job opening without discrimination.

If you have any questions about the MBUSI or Õnin equal employment opportunity regulations or procedures, please contact HR/Employment, HR/Team Relations, or an Õnin Representative. Teammates who believe they have been subjected to discrimination or retaliation should report the situation to their Group Leader, Manager, Senior Manager, a Human Resources Representative or Õnin Representative. Teammates may also report incidents to the Whistle Blower Hotline (877-482-5899). All claims of illegal discrimination or retaliation are promptly and thoroughly investigated. Corrective performance review and possible termination are actions taken as determined by the findings of the investigation.

## Who to Go to with Questions, Problems and/or Concerns

- » To an Ōnin Team Relations Representative for payroll, employee relation concerns and your benefits questions.
- » To an MBUSI Group Leader/Team Leader for attendance, safety, quality, productivity, overtime schedule, process concerns, and injury reporting.

**Need to contact the team or have a question? Scan the QR Code to stay up to date.**

**Find company updates, office announcements, Ōnin Team contact information and much more.**



## Ōnin Paid Holidays

8 hours per day for the following Holidays:

**\*Must be employed 6 months to be eligible**

- » New Year’s Day
- » Martin Luther King Jr. Day
- » Juneteenth
- » Independence Day
- » Thanksgiving Day
- » Day after Thanksgiving
- » Christmas Day

## PTO/Vacation

### EMERGENCY VACATION (EV)

After 90 days of employment, you are eligible to receive 16 hours of emergency vacation time (EV). EV can be used in 1-8 hour increments.

### UTILIZATION OF EV

EV can be applied to all daily, non-overtime hours.

### SCHEDULED/UNSCHEDULED EV

1. Scheduled EV may be used with the immediate Group Leader’s approval if arrangements have been made twenty-four (24) hours in advance of the occurrence. Teammates can schedule EV in a minimum of one (1) hour increments up to eight (8) hours per day.
2. Unscheduled EV, in cases involving illness, injury or emergencies where twenty-four (24) hour advance notification cannot be provided, may be approved based on the individual circumstances involved and will require proper documentation based on the group’s manpower condition. For shorter notice, call-ins to request EV must be made no later than thirty (30) minutes prior to the beginning of your shift and must have your Group Leader/Manager’s approval. EV must be documented in Kronos.

## VACATION

Days worked	Vacation Allocation
30 – 90 Days:	Eligible for one (1) unpaid Emergency Day with documentation and Manager approval.
0 – 3 Months:	0 Days
3 – 12 Months:	3 Days
> 12 Months:	5 Days

## Attendance/Punctuality Responsibilities

- » Be in your team center at the start of your shift.
- » Be at your work station immediately after breaks and lunches.
- » Leave your area only at breaks, lunch, at the end of your shift, and only as authorized by your Group Leader or Team Leader.
- » Provide documentation of any absences within 48 hours of your return.

## Attendance Policy

Good attendance is an important requirement for our Teammates working at MBUSI and a vital part of your success. Being absent, late or leaving early causes disruption to daily schedules and can cause undue hardship on fellow Teammates, ultimately affecting the team's success and jeopardizing production.

Perfect attendance is expected of a Teammate working at MBUSI. In the event that a Teammate cannot report to work, he or she must call their Group Leader. This notification must be as soon as possible but no later than 30 minutes prior to the start of the Teammate's assigned shift. A Teammate's failure to call their Group Leader before shift start may be cause for corrective action up to and including termination.

Teammates who fail to report to work without calling in to their supervisor for three consecutive workdays will be considered to have resigned without notice, and the Teammate will be terminated.

Absences for one or more consecutive workdays for the same reason, tardiness and early departure from work before the end of the shift without approval will be recorded on each Teammate's attendance record as follows:

If a Teammate doesn't call in before the scheduled lunch break they will be reported as a No Call, No Show (NCNS) for that day which warrants a level 1 CPR.

TYPE OF OCCURRENCE	NUMBER OF OCCURRENCES
Tardiness/Early departure*	1 Occurrence
Absence – Call in**	2 Occurrences
Absence – No call (for each day)***	3 Occurrences

\*Tardiness after 2 hours of the beginning of the shift, or an early departure before 2 hours of the end of the shift will result in 2 occurrences. An early departure is defined as leaving earlier than 2 hours before the end of the shift, even if overtime for that day is called.

\*\*In documented and approved (Management and HR) cases, Teammates may be assessed 2 occurrences for up to 5 days. All absences must be continuous and for the same cause to be subject to the above approval.

\*\*\*Teammates who notify their Group Leader of being absent after 4 hours past shift start time shall be considered to be absent without a call in for that day.

## Call-Off Procedure

- » All Teammates are required to call-off each day they will be absent and whenever they are late or leave early.  
**Failure to call in will result in an automatic corrective action.**
- » All call-ins are managed in the **Kronos App**. Visit [oningroup.com/mbusi/teammates/kronos-app-for-teammates/](http://oningroup.com/mbusi/teammates/kronos-app-for-teammates/) or scan the QR code to the right.



## Excused/Emergency Reasons

- » **Absences covered under PTO** – holiday, bereavement, military leave, jury duty or work-related injury are defined as excused absences.
- » **You must have time to cover your absences**, including but not limited to doctor's appointments and emergency visits; otherwise, it will be considered an occurrence, resulting in corrective action, up to/including termination of your assignment at MBUSI.
- » **Jury Duty** – Teammates will be excused to serve on a jury. You must provide official notification of the jury duty and the notice to the employer confirming the date and time served to the Group Leader and Ōnin Onsite Representative.
- » **Military Leave of Absence** – Teammates participating in military training or active duty will be excused. You must provide documentation to your Group Leader and Ōnin Onsite Representative in advance whenever possible. Your assignment may be temporarily ended depending on the expected length of the military leave and MBUSI's need for manpower. Under USSERA all Military Members can stay on their current assignment for up to 3 years. After 3 years the assignment can be ended.
- » **Work-Related Injury** – Absences because of work-related injury while on assignment will be excused provided documentation is supplied to the Ōnin Onsite Representative and Group Leader. Documentation from a medical provider must be provided and approved by the Ōnin Onsite Representative.
- » **Bereavement** – You must notify your Group Leader and Ōnin Onsite Representative that a family member has passed away and your relationship to the deceased. You must also provide documentation indicating the date of death and relationship within 48 hours of your return. Please check with your Ōnin Onsite Representative to make sure the relationship is an approved excused absence. Bereavement days are unpaid excused day(s) off, if approved.

## Corrective Performance Review

The following guidelines set the various levels of Corrective Performance Review (CPR) actions that will result from violations of this regulation.

1. Corrective Performance Reviews will be made whenever a Teammate's absence from work, as previously described, results in an accumulation of three (3) occurrences or more in a period of 180 days.
2. A Teammate who accumulates three (3) occurrences or more within 180 days will be issued a CPR Level 1.
3. If, within the period of 180 continuous calendar days after receiving CPR Level 1, the Teammate does not accumulate three (3) or more occurrences, the CPR Level 1 is considered inactive. However, the CPR will remain on the Teammate's record for 365 days for the purpose of this regulation.
4. If, after receiving CPR Level 1, a Teammate receives three (3) or more occurrences in a 180-day period within the next 365 continuous calendar days of the first attendance CPR, the Teammate will be issued a CPR Level 2 and will be released of their assignment at MBUSI.

**Note:** A Teammate who foresees a limited period of wholly unavoidable absences because of a bona fide serious emergency (such as a critical illness of an immediate family member) should personally discuss the matter with their Group Leader. The Group Leader will, upon receipt of evidence acceptable to Ōnin and with MBUSI HR approval, see that occurrences are not issued for such absences.

## InsideMBUSI App

Download the “Inside MBUSI” app for Plant Wide announcements for topics such as inclement weather impacting production. Visit <https://www.oningroup.com/mbusi/teammates/inside-mbusi-app-for-teammates/> for more information or scan the QR code to the right.



## Electronic Usage Policy

For safety reasons as well as to minimize distractions to Teammates, it is the policy of MBUSI/Ōnin to limit the use of personal electronic devices. Personal items include headphones, radios, pagers, cell phones, bluetooth devices, mp3s, handheld games etc., and may not be worn or used by Teammates in work areas or during their work times.

## Harassment

MBUSI, along with Ōnin, are committed to providing a work environment where all Teammates are treated with dignity and respect. Harassment of any kind only serves to diminish the individual and weaken the team. MBUSI/Ōnin prohibits any form of harassment that relates to a person’s race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected characteristic in accordance with applicable law.

Prohibited harassment includes, by way of example, slurs, names, epithets, jokes, pranks, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion, national origin, age, veteran status, or disability.

The Ōnin Group also recognizes that workplace violence is a growing concern among employers and employees across the country. Ōnin is committed to providing a safe, violence-free workplace and strictly prohibits Teammates, colleagues, consultants, customers, visitors, or anyone on Ōnin or MBUSI premises, or anyone engaging in an Ōnin or MBUSI related activity from behaving in a violent or threatening manner. As part of this policy, we want to prevent workplace violence before it begins and reserve the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Any Teammate who commits any violent act in the workplace, or threatens violence in the workplace, or participates in any talk indicating violence and/or joking about violence will be subject to corrective action up to and including termination.

Under this policy, “violence” is defined to include, but not limited to, physically harming another, shoving, pushing, physical intimidation, physical coercion, threats or talk of violence.

If you believe that you are being harassed in any manner or have been subject to harassment, or if any Teammate observes or becomes aware of any of the above listed actions or behavior by a Teammate, customer, consultant, visitor, or anyone else, you must report it immediately to: 1) the Ōnin Onsite Manager or Ōnin Team Relations Representative, or 2) Your Group Leader or 3) An MBUSI Team Relations Representative. Teammates should not assume that MBUSI management or Ōnin are aware of their problem. It is the Teammate’s responsibility to bring their complaints and concerns to a management member or Human Resources.

MBUSI and Ōnin will not retaliate nor permit any Teammate to retaliate against anyone who either objects to unwelcome conduct or reports harassment. MBUSI and Ōnin also prohibit Teammates from making a false complaint of harassment, such as reporting allegations which are not true.

## Injury Reporting

- » You must report any work-related injury immediately following the incident (within the same work shift). Illness symptoms should be reported when the Teammate is unable to perform their process due to continuous discomfort.
- » All work-related injuries and illnesses must be reported to the Group Leader, Team Leader and Onsite Supervisor.

## Overtime

- » **Voluntary Overtime** – Once a Teammate accepts voluntary overtime, it then becomes mandatory.
- » **Mandatory Overtime** – Typically, mandatory overtime is scheduled in advance. However, MBUSI reserves the right to schedule mandatory overtime at any time. If a Teammate does not support mandatory overtime, he/she will be charged with an attendance occurrence.
- » All Teammates are responsible for clocking in prior to the start of the shift and clocking out after the end of the shift.
- » Any hours worked in excess of 40 hours in a pay period will be considered overtime and will be paid at 1.5 times the regular hourly rate.
- » All Saturdays worked outside of a week's regular schedule will be considered overtime once you have reached 40 hours and will be paid at 1.5 times the regular hourly rate if you have worked your regularly scheduled shift.
- » All Sundays worked outside of a week's regular schedule will be considered double time and will be paid at 2 times the regular hourly rate if you have worked your regularly scheduled shifts; **YOU ARE ONLY ALLOWED TO WORK 1 DOUBLE TIME SHIFT PER SUNDAY.**
- » Hours worked on MBUSI observed holidays will be paid at 2 times the regular hourly rate.

## Pay Week

- » The payroll week begins with the start of your shift on Monday (Sunday night for 3rd shift) and runs through the end of your shift on Sunday.
- » All pay issues should be directed to Ònin.
- » Pay stubs are available online, at the MBUSI kiosk or through the Teammates App.
  - » Download the app from the Google Play Store or Apple App Store, register and have immediate access to your pay stub, W-2 and benefits.
- » Teammates are paid weekly, and payday is on Friday.



### Teammates App

Scan this QR to log in to the Teammates App. If you haven't logged in before, you can register your account here.



## Access to MBUSI

- » The Õnin Onsite Manager will give instructions about your badge while on assignment at MBUSI.
- » Teammates must scan their badge at the plant turnstiles to access the MBUSI facility.
- » The badge remains the property of MBUSI and must be surrendered upon demand by Õnin, MBUSI or MBUSI security.
- » Access to MBUSI property and facilities are at the sole discretion of MBUSI and can be denied at any time.

## Confidential Information

There will be occasions when you will be exposed to and entrusted with confidential information such as the nature of a model change, experiments in research and development, or production schedules. The nature of MBUSI business is highly competitive and the release of this type of information could be very damaging. Therefore, all confidential information must be kept within the plant and the release of this information is strictly prohibited.

## Random Searches

MBUSI and The Õnin Group reserve the right to conduct searches to monitor compliance with company policies regarding the safety and security of Teammates, drugs and alcohol, and possession of other prohibited items. Prohibited items include but are not limited to the following:

- » Illegal drugs
- » Alcoholic beverages
- » Prescription drugs or medications not used or possessed in compliance with current valid prescriptions
- » Weapons including, but not limited to, firearms, handguns, knives with a blade longer than four inches, any explosive materials, or any other object that could be used to harass, intimidate, or injure another individual except as specifically authorized by law
- » Any items of an obscene, harassing, demeaning or violent nature
- » Stolen property
- » Any other items MBUSI and Õnin deems inappropriate for the workplace

Teammates should not have an expectation of privacy in the workplace at MBUSI (inside and outside the premises) and Õnin except in the restrooms and changing areas of the locker rooms. In addition to searching its physical property, MBUSI and Õnin may search Teammates, their work areas, lockers, personal vehicles parked on company property, and other personal items such as coats, jackets, bags, purses, briefcases, backpacks, lunch boxes, and other containers. MBUSI and Õnin may conduct these searches at any time with or without notice or the Teammate being present.

MBUSI and Õnin may conduct searches on a random basis or based upon reasonable suspicion. Reasonable suspicion means circumstances suggesting to a reasonable degree that there is a possibility that a Teammate may be in possession of a prohibited item.

# Teammate Benefits

During New Hire Orientation, you will be given Benefits Book containing all things benefits. You may also reach out to your Ōnin Team Rep with questions.

## Ōnin Awards

### EMPLOYEE OF THE MONTH (EOM)

- » 10 Teammates will be chosen at the recommendation of the Group Leader and Team Relations Representative for their excellence of service. Criteria to be considered include:
  - » Perfect Attendance
  - » Excellent Performance in Quality, Safety and Behavior
  - » Cooperation with Group Leaders, Team Leaders, Team Relations Representatives and Teammates
- » The Teammates will be awarded with a Certificate of Recognition and Ōnin Swag.

### PERFECT ATTENDANCE (MONTHLY)

- » Teammates who qualify for perfect attendance will receive a \$200 bonus monthly.

## Parking

- » You must park in the Teammate parking areas provided. You must not park in areas marked visitors, pool cars, security, handicap, etc. Failure to park in the appropriate area or parking inappropriately at MBUSI will result in automatic corrective action.
- » Ōnin and MBUSI do not assume responsibility for loss or damage to vehicles parked on MBUSI property.

## Teammate Handbooks

- » Available from the Ōnin Onsite Team Representatives and Bessemer Branch office.
- » Policies, procedures and handbooks are revised periodically. Please check with the parties listed above for the latest version of the handbook.
- » Signed acknowledgment of the handbook will be on file for reference when necessary.

## Acknowledgment

The MBUSI Teammate Handbook describes the information regarding the employment policies and practices of MBUSI. Each Teammate is required to read this handbook carefully, as it is a valuable reference for understanding your job and the company. You are responsible for complying with all of these policies.

MBUSI and/or The Ōnin Group reserves the right to revise, delete and/or add to the content of The MBUSI Teammate Handbook at any time.

I have entered into my employment relationship with MBUSI/The Ōnin Group voluntarily and acknowledge that there is no guarantee regarding length of employment. Accordingly, MBUSI, The Ōnin Group or I can terminate the relationship at will, with or without cause at any time with or without notice.

Print Name (please print clearly): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

