



HONDA

Ohio Transmission Plant

Updated April 8, 2021

Associate Handbook



Dear Associate,


As Honda becomes a more unified company in the U.S., Human Resources (HR) is working to develop a simple, more unified framework with standard policies and systems that will best support our entire workforce now and into the future. Please see the matrix below for existing Transmission Plant- Ohio Manufacturing Division policies which have been updated and as indicated, have varying effective dates. Additional policy changes will be announced in phases throughout 2021. Until the effective date, associates will continue to follow the policies of their previous company prior to HDMA or as individually notified if recently hired.

All Associates (All Production and Non-Production roles (Exempt and Non-Exempt))																																						
Policy Application	Policy	Effective Date	Page Number	Change Point																																		
Administration	Business Travel	4/1/2021	16	Beginning April 1, 2021, Honda travel and expense policies will be updated to support and guide associates who travel on behalf of Honda or incur expenses while doing business. Those who have business travel can access the new travel and expense policies in advance and are encouraged to begin familiarizing themselves with the new policies. Associates can access the online self-guided HEAT training in the Honda Learning Center. If you have any questions on HEAT, please send an e-mail to hondacorporatetravel@ahm.honda.com .																																		
Job Assignment, Transfer and Promotion	NEW Career Levels, Skills Framework and Competencies	4/1/2021	N/A	Beginning April 1, 2021 , Honda will adopt a standard approach to career levels that will establish a common organizational hierarchy and define expectations for each level. The career levels and skills framework are the foundation for HR programs such as compensation, advancement, performance, and rewards, and learning and development. <table border="1"> <thead> <tr> <th>Career Levels</th> <th>L-1</th> <th>L-2</th> <th>L-3</th> <th>L-4</th> <th>L-5</th> <th>L-6</th> <th>L-7</th> <th>L-8</th> <th>L-9</th> </tr> </thead> <tbody> <tr> <td>Non-Exempt Compensation Grades</td> <td>NE3</td> <td>NE4</td> <td>NE5</td> <td>NE6</td> <td>NE7</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Exempt Compensation Grades</td> <td>-</td> <td>-</td> <td>-</td> <td>EX1</td> <td>EX2</td> <td>EX3</td> <td>EX4</td> <td>EX5</td> <td>EX6</td> <td>EX7</td> <td>EX8</td> <td>EX9</td> <td>EX10</td> </tr> </tbody> </table>	Career Levels	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	L-9	Non-Exempt Compensation Grades	NE3	NE4	NE5	NE6	NE7	-	-	-	-	Exempt Compensation Grades	-	-	-	EX1	EX2	EX3	EX4	EX5	EX6	EX7	EX8	EX9	EX10
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Compensation and Benefits	Payroll	1/1/2022	20	Beginning January 2022, Honda will align several payroll practices to new standards that will improve both the accuracy and efficiency of payroll services. These changes will apply to all U.S. Honda associates. <ul style="list-style-type: none"> All U.S. associate pay will align to a bi-weekly schedule (i.e., pay every other week). All U.S. associates will receive pay every other Friday. All U.S. associate pay method will be calculated and paid in arrears. 																																		
Compensation and Benefits	Non-Exempt Wage System	5/6/2021	18	Beginning May 6, 2021 , Honda will align production associate pay progression scales by adopting consistent timing and duration of scheduled wage increases. Production associates will have a six (6) year wage progression with wage increase steps every six months beginning after the date of hire.																																		
Compensation and Benefits	Bonus Sharing	4/1/2021	NA	Starting April 1, 2021, for 98 Ki, a new performance management cycle will connect with a standardized regional bonus . Bonuses are not guaranteed and are always dependent on business conditions in any given period. The regional bonus plan will use a formula that includes the following factors: <ul style="list-style-type: none"> Individual Performance (Non-Production Roles) / Attendance (Production Roles) Salary Grade Level Targets Annual Global Financial Results (ROS) Regional Factor <p>The regional bonus plan will be integrated into the overall compensation structure and will better recognize and reward the efforts and contributions of our associates who are highly motivated and strong contributors toward achieving the company's goals. Additionally, regional bonus plan timing will be aligned to August. This new timing will impact the 98Ki regional bonus that will be paid in August 2022 (99Ki). The 97Ki bonus, will follow same schedule and formula in 2021 following current practices at each company.</p>																																		
Compensation and Benefits	Payroll Week	1/1/2022	20	Beginning January 1, 2022, all U.S. associate pay periods will begin on a Monday and end on Sunday .																																		
Compensation and Benefits	Shift Premium	5/6/2021	22	Beginning May 6, 2021 , Honda will implement consistent non-exempt shift premiums, also known as shift differential, to recognize associates working non-traditional shifts. All non-exempt associates will receive a shift premium rate of \$1.10 in addition to the normal hourly wage for working a scheduled second or third shift.																																		
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Attendance and Time Off	Holiday/Shutdown Pay and Paid Holidays	4/1/2022	N/A	<p>Beginning 4/1/2022, HDMA will observe the following holidays:</p> <table border="1"> <thead> <tr> <th>Paid Holidays / Shutdown</th> <th>Pay Type</th> </tr> </thead> <tbody> <tr> <td>New Year's Day*</td> <td>Holiday</td> </tr> <tr> <td>Martin Luther King, Jr. Day*</td> <td>Holiday</td> </tr> <tr> <td>Memorial Day*</td> <td>Holiday</td> </tr> <tr> <td>Independence Day*</td> <td>Holiday</td> </tr> <tr> <td>Summer Shutdown**</td> <td>Shutdown</td> </tr> <tr> <td>Labor Day*</td> <td>Holiday</td> </tr> <tr> <td>Thanksgiving Day*</td> <td>Holiday</td> </tr> <tr> <td>Day After Thanksgiving</td> <td>Holiday</td> </tr> <tr> <td>Christmas Day*</td> <td>Holiday</td> </tr> <tr> <td>Winter Shutdown</td> <td>Holiday</td> </tr> <tr> <td>New Year's Eve*</td> <td>Holiday</td> </tr> </tbody> </table>	Paid Holidays / Shutdown	Pay Type	New Year's Day*	Holiday	Martin Luther King, Jr. Day*	Holiday	Memorial Day*	Holiday	Independence Day*	Holiday	Summer Shutdown**	Shutdown	Labor Day*	Holiday	Thanksgiving Day*	Holiday	Day After Thanksgiving	Holiday	Christmas Day*	Holiday	Winter Shutdown	Holiday	New Year's Eve*	Holiday
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Attendance and Time off	Paid Time Off/Accrual	1/1/2022	28	<p>PTO/Vacation Structure Beginning January 2022, Honda will standardize the Paid Time Off (PTO)/Vacation structure that determines annual PTO/Vacation accruals based on years of service. Additional transition information will be provided to associates that may be impacted negatively by this change before January 2022. Below shows the new PTO/Vacation structure.</p> <table border="1"> <thead> <tr> <th>Years of Service</th> <th>1 to 4</th> <th>5-14</th> <th>15 or more</th> </tr> </thead> <tbody> <tr> <td>Annual Vacation Days</td> <td>10</td> <td>15</td> <td>20</td> </tr> </tbody> </table>	Years of Service	1 to 4	5-14	15 or more	Annual Vacation Days	10	15	20																
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Compensation and Benefits	Attendance Bonus	5/6/2021	21	<p>Beginning May 6, 2021, the monthly <u>attendance bonus</u> will have a maximum annual value of \$2340. Associates will qualify for an attendance bonus if they have had perfect attendance for all regularly scheduled hours during any consecutive four (4) week period.</p> <table border="1"> <thead> <tr> <th>No Impact to Continuous Attendance</th> <th>Impact Continuous Attendance (Reset)</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Paid Time Off (PTO) • Late Occurrence Coverage (LOC) • Paid Holidays • Bereavement • No Pay, No Penalty • No Work Available </td> <td> <ul style="list-style-type: none"> • Unexcused Absence • Emergency Paid Time (EPT) • Jury Duty (if exceeding 80 hours) • FMLA • Medical Leave • Personal Leave • Unpaid Leaves </td> </tr> </tbody> </table>	No Impact to Continuous Attendance	Impact Continuous Attendance (Reset)	<ul style="list-style-type: none"> • Paid Time Off (PTO) • Late Occurrence Coverage (LOC) • Paid Holidays • Bereavement • No Pay, No Penalty • No Work Available 	<ul style="list-style-type: none"> • Unexcused Absence • Emergency Paid Time (EPT) • Jury Duty (if exceeding 80 hours) • FMLA • Medical Leave • Personal Leave • Unpaid Leaves 																				
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Compensation and Benefits	Honda Product Purchase Program	4/1/2021	N/A	<p>New Vehicles Currently, all Honda associates have access to <i>Team Honda Purchase Program (THPP)</i> that provides discounts on automotive purchases for both the associate and eligible family members.</p> <p>Used Vehicles Beginning April 1, 2021, Honda will begin to standardize the used vehicle purchase programs to simplify the process and provide this benefit consistently to our associates across the U.S.</p> <ul style="list-style-type: none"> • AHM and HDMA will maintain separate used car sales and associates will be eligible to purchase used vehicles from their company only. • Pricing will be determined using the black book wholesale average less 10%. • The lottery system will be used to determine "winners" who can purchase a used vehicle. • Full-time associates are permitted two used vehicle purchases per calendar year (including current AHM leases, if applicable). • In some cases, used cars may be located out of state and vehicle shipping will be the responsibility of the associate (if applicable). 																								
Payroll	Identification Cards	4/1/2021	20	<p>Beginning April 1, 2021, Honda will begin distributing an adhesive overlay (sticker) for associate security (ID) badges. This process will enable associates to maintain their security access without disruption. Honda security teams will distribute the new overlay with further instructions.</p> <p>Security data needed to gain access to your assigned facility and clock-in is stored in your old Honda badge, so it is important not to damage or lose your badge. Any lost or damaged badges should be immediately reported to security.</p>																								
Safety, Security and Health	Safety Shoes	4/1/2021	45	<p>Beginning April 1, 2021 Honda will adopt a consistent reimbursement amount of non-specialty safety footwear. Associates can receive reimbursement up to \$100 per calendar year for one (1) pair of non-specialty safety footwear. Associates will continue to follow their current location practice for purchase and reimbursement requests.</p> <p>Based on identified hazards, some departments/processes require special safety footwear. Associates will follow department procedures for purchase, reimbursement, use, care, and storage of specialty safety footwear.</p>																								

Non-Production Associates (All Exempt Positions, Non-Exempt Support Staff)

Policy Application	Policy	Effective Date	Page Number	Change Point																											
Performance Management	NEW Performance Management	4/1/2021	NA	<p>Beginning April 1, 2021, HDMA will begin a regional program that is based on the competency and skills framework defined for each career level and includes additional self-development initiatives.</p> <p><u>Associates will be assessed annually and receive two separate performance ratings:</u></p> <ol style="list-style-type: none"> Competency Rating: Measures an associate's performance against the established competencies and skills framework as defined for each career level. The competency rating will be used to determine the associate's annual merit increase. Business Goal Rating: Measures an associate's performance on agreed upon business objectives and priorities. The business goal rating will be used to determine the associate's annual bonus amount. 																											
Compensation and Benefits	Merit Increases	4/1/2021	NA	<p>For the performance year beginning April 1, 2021, the adoption of a standard approach to merit (pay) increases will provide improved differentiation in rewards for associates who are highly motivated and contributing proficiently toward the achievement of company goals.</p> <ul style="list-style-type: none"> Two-Rating System: The rating for business goals will be used to inform the regional bonus whereas the competency rating will inform the merit increase. Standard Merit Methodology: Merit increases are determined by both the annual competency rating and the individual's position within their salary range. Merit Timing: At the conclusion of 98Ki (fiscal year), merit increases will be effective in June. This alignment impacts merit increases beginning in 2022. 																											
Compensation and Benefits	NEW Exempt Short-Term Disability	4/1/2021	NA	<p>Short-Term Disability (STD) will replace Salary Continuation benefits for Exempt associates and Non-Exempt associates classified as Professional Support Staff.</p> <ul style="list-style-type: none"> The Salary Continuation program for Exempt associates and for Non-Exempt associates classified as Professional Support Staff will end for new absences beginning on or after April 1, 2021. FMLA Intermittent absences taken on or after April 1, 2021 will be unpaid. Associates may use PTO/Vacation to receive pay. 																											
Compensation and Benefits	NEW Honda Disability Allowance	4/1/2021	NA	<p>Exempt and non-exempt professional staff will be eligible for a benefit, Honda Disability Allowance (HDA). Honda Disability Allowance provides up to 40% wage replacement benefits in addition to short-term disability benefits as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Service Length (Full Time & Continuous)</th> <th style="text-align: center;">Benefit Level</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 – 90 days</td> <td>Not eligible for Honda Disability Allowance</td> </tr> <tr> <td style="text-align: center;">91st Day – 2.99 years</td> <td>Month 1: 40% based wage + STD benefit Month 2 – 6: 15% base wage + STD benefit</td> </tr> <tr> <td style="text-align: center;">3.00 – 3.99 years</td> <td>Months 1 – 2: 40% based wage + STD benefit Months 3 – 6: 15% base wage + STD benefit</td> </tr> <tr> <td style="text-align: center;">4 years or more</td> <td>Months 1 – 3: 40% based wage + STD benefit Months 4 – 6: 15% base wage + STD benefit</td> </tr> </tbody> </table> <p>For continuous leaves beginning on or before March 31, 2021, current policies will remain in effect until the associate returns to work, associate exhausts 26 weeks of Salary Continuation benefits, or the associate is no longer eligible for a leave of absence. For intermittent leaves, salary continuation will no longer be paid on or after April 1, 2021.</p>	Service Length (Full Time & Continuous)	Benefit Level	0 – 90 days	Not eligible for Honda Disability Allowance	91 st Day – 2.99 years	Month 1: 40% based wage + STD benefit Month 2 – 6: 15% base wage + STD benefit	3.00 – 3.99 years	Months 1 – 2: 40% based wage + STD benefit Months 3 – 6: 15% base wage + STD benefit	4 years or more	Months 1 – 3: 40% based wage + STD benefit Months 4 – 6: 15% base wage + STD benefit																	
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Compensation and Benefits	NEW Personalized Grade/Level	4/1/2021	NA	<p>Effective April 1, 2021, initial mapping to new grades/levels will take place. No immediate changes will be made to associates' current pay; however, during 98Ki, each job will be evaluated, and the Career Level/Compensation grade will be finalized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Career Levels</th> <th style="text-align: center;">L-1</th> <th style="text-align: center;">L-2</th> <th style="text-align: center;">L-3</th> <th style="text-align: center;">L-4</th> <th style="text-align: center;">L-5</th> <th style="text-align: center;">L-6</th> <th style="text-align: center;">L-7</th> <th style="text-align: center;">L-8</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Non-Exempt Compensation Grades</td> <td style="text-align: center;">NE3</td> <td style="text-align: center;">NE4</td> <td style="text-align: center;">NE5</td> <td style="text-align: center;">NE6</td> <td style="text-align: center;">NE7</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">Exempt Compensation Grades</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">EX1</td> <td style="text-align: center;">EX2</td> <td style="text-align: center;">EX3</td> <td style="text-align: center;">EX4</td> <td style="text-align: center;">EX5</td> </tr> </tbody> </table> <p>Career Levels fundamentally defines one's level of responsibility or expectation within the company. Compensation Grades are based on the job being performed and the skills, experience, and knowledge required to perform the job</p> <p>Exemption status (Exempt or Non-Exempt) defines one's eligibility for overtime pay based on the type of work performed as defined by the Fair Labor Standards Act (FLSA)</p> <p>Within a given Career level, there can be both Non-Exempt & Exempt work as well as multiple Compensation grades.</p>	Career Levels	L-1	L-2	L-3	L-4	L-5	L-6	L-7	L-8	Non-Exempt Compensation Grades	NE3	NE4	NE5	NE6	NE7	-	-	-	Exempt Compensation Grades	-	-	-	EX1	EX2	EX3	EX4	EX5
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 Denotes upcoming policy change previously announced

As always, please take the time to review the Associate Handbook and understand all of TMP-OMD's operating policies. If you were to have any questions regarding TMP-OMD's policies or practices, please contact your department leadership team or Human Resources.

If you see **“**See associate letter matrix,”** please refer to the matrix above for the updated policy

Sincerely,

HDMA HR

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INTRODUCTION

PURPOSE OF THE HANDBOOK

Welcome to Honda Development and Manufacturing of America, LLC Transmission Plant-Ohio Manufacturing Division (TMP-OMD). It is TMP-OMD's belief that our success depends on mutual respect, teamwork and open communication among all associates. This handbook was designed to encourage communication and convey important information to associates by providing a summary of many TMP-OMD programs, policies and procedures. The contributions of all associates are important in building a strong TMP-OMD team. The policies in this handbook are intended to be fair and consistent in their application. They were designed to be simple to understand and provide for flexibility in responding to individual circumstances. **It is each associate's responsibility to read and understand these policies.** If you have any questions on policy content or intent, please contact any member of your department management or a member of Administration - Associate Relations.

On occasion, TMP-OMD policies may need to be revised to respond to business or associate needs. Accordingly, TMP-OMD reserves the right to make modifications to any or all of the policies contained herein, at its sole discretion, at any time.

RESPECT FOR THE INDIVIDUAL

The human being is born as a free and unique individual with the capacity to think, reason and create - and the ability to dream. "Respect for the Individual" calls on Honda to nurture and promote these characteristics in our company by respecting individual differences and trusting each other as equal partners. Respect for the Individual recognizes the following core concepts: Initiative, Equality, and Trust. Honda is comprised of individuals working together for a common purpose. Each individual, acting appropriately within his or her role, must translate the philosophy into actions. It is this contribution from each associate that contributes to the company's success, and every associate should be honored for these efforts. The belief of Respect for the Individual should be applied to our relationships with fellow associates and with the people and companies with whom we conduct our business.

HONDA PHILOSOPHY

Honda Motor Co., Ltd., was founded in 1948. The company began by making engines, which were clipped onto bicycles. Since those modest beginnings, Honda has grown to take a leadership position in the areas of motorcycle, automobile and power products design and manufacturing.

A driving force behind Honda's growth came from the leadership of the founders: Mr. Soichiro Honda and Mr. Takeo Fujisawa. The most valuable thing the founders gave the company was the Honda philosophy. It is this philosophy that serves as the basis of Honda's business endeavors past, present and future.

Honda is now engaged in business activities on a global scale. It is necessary for Honda associates Worldwide to understand, respect, share and implement a unifying philosophy. The Honda philosophy should be the base of action and judgment for all companies and associates within the Honda group.

The Honda philosophy would be meaningless if it were to remain no more than words. Words alone are not important; what is important is for the intended meaning of the words to be fully understood and translated into action so that this philosophy takes root as the corporate culture in each company. It is Honda's belief that accomplishing this will lead us to a strong future.

The Honda philosophy is expressed in this illustration.



The center of Honda's philosophy is the Company Principle. Underlying the Company Principle are two fundamental beliefs:

- Respect for the Individual
- The Three Joys

Surrounding the Company Principle are the management policies, which help guide our daily actions and surrounding everything are the values that make up the Honda philosophy.

COMPANY PRINCIPLE

Maintaining a global viewpoint, we are dedicated to supplying products of the highest quality yet at a reasonable price for worldwide customer satisfaction.

FUNDAMENTAL BELIEFS

- Respect for the Individual
- The Three Joys
 - Ø The Joy of Buying
 - Ø The Joy of Selling
 - Ø The Joy of Creating

MANAGEMENT POLICIES

- Proceed always with ambition and youthfulness.
- Respect sound theory, develop fresh ideas and make the most effective use of time.
- Enjoy your work and encourage open communication.
- Strive constantly for a harmonious flow of work.
- Be ever mindful of the value of research and endeavor.

OPERATING PRINCIPLES

- **Quality in All Jobs**
Learn, Think, Analyze, Evaluate and Improve
- **Reliable Products**
On time, with Excellence and Consistency
- **Better Communication**
Listen, Ask, and Speak Up

OPERATING PRIORITIES

In all areas of manufacturing operations, TMP-OMD observes the following priorities:

1. Safety
2. Quality
3. Production

“Action without philosophy is a lethal weapon; philosophy without action is worthless.” - Soichiro Honda

THE HONDA VISION --- POWERED BY DREAMS

Soichiro Honda faced a faltering economy and a very limited amount of money for investment when he founded Honda Motor Co. at Hamamatsu, Japan in 1948. Driven by a burning personal interest in the internal combustion engine and an unstoppable desire, he started supplying Japanese consumers with a simple, efficient and economical form of transportation, which was critically needed at the time - bicycles powered with small, war-surplus engines.

The odds were clearly against Mr. Honda at the start of his company, but he continued to focus

on the future by designing and manufacturing his own engines and motorcycles. With his vision solidly in place, it quickly became clear that Honda was on its way to becoming an innovative force in the transportation industry.

WORLDWIDE REPUTATION

Honda earned a reputation for quality, performance and reliability in Japan, but had yet to gain the respect and confidence of the world. This changed in 1959, when Honda surprised well-established British and European motorcycle companies by winning some of the most prestigious motorcycle races in the world. The Honda name became the trademark for superior quality and outstanding performance throughout the international motorcycling industry.

Worldwide motorcycle sales immediately reflected Honda's accomplishments on the challenging motorcycle racing circuits. Within a few years, Honda motorcycle sales surpassed those of the older European and U.S. manufacturers.

Honda's challenging spirit continued with Mr. Honda's desire to expand into the automobile industry. The first Honda autos produced in 1960 were small sports cars. Like the motorcycles that preceded them, they enjoyed an excellent reputation for quality and performance. Production of a small sedan began in 1966 and four years later Honda exported its first automobile to the United States, the Honda N600. Honda engineers developed another small car for the U.S. market that was introduced in 1973 as the Honda Civic. It quickly became popular with U.S. consumers, as did the Honda Accord when introduced to the United States in 1976. Based on a core philosophy of respect for the individual, Honda continues to manufacture automobiles, motorcycles and power products that exceed customer expectations. Honda associates are encouraged to work as a team to produce highly engineered products with superb quality, as efficiently as possible. The philosophy of Respect for the Individual carries through with respect for society and the environment. Honda has been the leader in fuel-efficiency and vehicle safety, and is in the forefront of producing vehicles that minimize the impact on the environment. The company succeeded under Mr. Honda by viewing product engineering as a means to an end. Under this philosophy, it is important to first determine the needs of consumers and society, and then pioneer innovations in technology to meet those needs.

In addition, the Honda challenging spirit combines the competitiveness of the individual with the cooperative effort of the team. Each member of the Honda team is viewed as an intelligent, creative and energetic associate who can make endless contributions to the company's overall success.

Transmission Plant-Ohio Manufacturing Division History

When Honda of America Manufacturing (HAM) decided to manufacture automobiles in Marysville, it began a search for U.S. suppliers to supply component parts and assemblies. After further studies and discussion, Honda decided to create a new business in Ohio to assemble seat parts. As a result, American Honda negotiated with Tokyo Seat and Sankei Giken of Japan to form a joint venture called Bellemar Parts Industries. Bellemar was incorporated in December of 1981 and started production in Marysville in October of 1982. Two other facilities were built in 1984 and 1987. The Russells Point facility started operations in July of 1985 and the Canadian facility in September of 1988. In 1994, planning began to assure the long-term stability of Bellemar. Due to the lack of research and development capabilities, it was difficult to be competitive in the products Bellemar was producing. As a result, a plan was made to transfer Bellemar's seat business to other companies.

The most important part of the plan focused on establishing Bellemar as Honda's center of automatic transmission production in North America. This new business allowed our associates to secure their future with a stable product that would be a core part of the automobile. Shortly after establishing our first automatic transmission line in July 1996, Bellemar became wholly owned by American Honda and changed its name to

Honda Transmission Mfg. of America, Inc. (HTM) effective January 1, 1997.

TMP-OMD has continued to produce quality transmissions and has expanded our drive train components to include gears and four-wheel drive rear differentials.

BUSINESS PRACTICES

TMP-OMD's compliance and ethics Business Practices Policy is intended to emphasize Honda's philosophy and commitment to good corporate citizenship and appropriate business conduct. Consistent with this philosophy, it is the policy of Honda Transmission Mfg. of America, Inc. (TMP-OMD) to comply with both the letter and the spirit of all laws. As a corporation, TMP-OMD acts through associates, and it is the responsibility of each associate to comply with all laws and TMP-OMD policies. Further, associates are expected to observe high standards of business ethics when acting on TMP-OMD's behalf.

All associates are not only encouraged, but are obligated to call to TMP-OMD's attention any situation in which this policy may be violated. Any associate who has questions about this policy or who needs to report a known or suspected violation of this policy should do one of the following:

- Contact your supervisor or manager
- Contact the functionally responsible section (e.g. Safety and Health, Environmental, etc.)
- Contact Administration
- Contact the Corporate Compliance & Ethics Office at: 937-843-5555 ext. 2000 or 1-800-642-5524; or the Honda North America

Corporate Compliance Office at 855-462-2236, 24 hours a day, 7 days a week Callers have the option of remaining anonymous. Associates who call the 1-800 Line or leave a voice message must provide sufficient information to enable TMP-OMD to conduct an investigation (e.g., shift, area, names, etc.)

TMP-OMD will undertake an investigation of any suspected violation of the compliance and ethics Business Practices Policy. Violations may result in corrective action up to and including separation from employment. Retaliation or adverse action against any associate for reporting a suspected violation of TMP-OMD policy is prohibited. TMP-OMD policy also prohibits associates from knowingly making false reports.

COMPLIANCE & ETHICS

From the beginning, the Honda Philosophy has emphasized the obligations the company has to our customers, business partners, society, and to one another. We will always conduct business lawfully and honestly, following all applicable laws and regulations in carrying out our responsibilities on behalf of the Company. No excuse or pressure can justify violating the law, nor may a person acting on behalf of Honda (an agent) be used to do something prohibited by law or Honda policy. Leaders are expected to exemplify the highest standards of ethical business conduct and look for opportunities to discuss and address ethics and challenging situations with others.

All Honda associates are responsible for conducting themselves with the highest standards of ethics, integrity, honesty and fair dealing. All Honda management and supervisory associates should explain these policies to associates who are dealing with suppliers, contingents, contractors and service providers on behalf of the Company.

All associates are expected to observe high standards of business ethics when acting on behalf of Honda while understanding the following policies:

- Honda Code of Conduct and North American Region Compliance & Ethics Policy
- Anti-Corruption and Anti-Money Laundering

- Antitrust and Competition
- Conflict of Interest
- Former Associates Seeking to do Business with Honda

TO ASK QUESTIONS OR REPORT CONCERNS, PLEASE REFER TO PAGE #6 OF THIS HANDBOOK.

ANTI-CORRUPTION AND ANTI-MONEY LAUNDERING

Honda strictly prohibits its associates or anyone acting on Honda's behalf from offering or receiving bribes, or anything that could be reasonably construed as a bribe, or money laundering in any business transaction or other circumstance. **Even if Honda suffers a disadvantage in business as a result of the associate complying with this Policy, individual company policies and standards, or laws and regulations, the associate will not suffer any adverse action.**

VIOLATIONS

Violations of this Policy may result in severe criminal and/or civil penalties for both Honda and the individuals involved. It is important to always act in a manner which avoids even the appearance of a potential violation. Violations can occur even when the benefit being offered or received is small. Any associate who is found to have violated any part of this policy may be subject to corrective action up to, and including, separation from employment

ANTITRUST AND COMPETITION

Honda supports free and open competition as well as compliance with the antitrust laws intended to promote competition. These laws prohibit, among other things, agreeing with competitors to limit production, fix prices or divide markets, customers or territories. They also may govern exclusive purchasing or sales agreements with suppliers and customers. This area of the law is extremely complex, but certain rules generally apply:

- Never discuss or share with a competitor any competitively sensitive information, regardless of whether it's ours or theirs, such as pricing;
- Never share competitively sensitive information, such as pricing, of business partners or other third parties with their competitors; and
- Never take advantage of anyone through manipulation, abuse of privileged information, misrepresentation of facts, or any other intentionally unethical or illegal action.

VIOLATIONS

Violations of this Policy may result in severe criminal and/or civil penalties for both Honda and the individuals involved. It is important to always act in a manner which avoids even the appearance of a potential violation. Any associate who is found to have violated any part of this policy may be subject to corrective action up to, and including, separation from employment

CONFLICT OF INTEREST

A conflict of interest happens whenever an associate has a competing interest or loyalty that may interfere with their ability to make an objective decision for Honda. All Honda associates are expected to use good judgment and avoid situations that can lead to a clash between our professional obligations and our personal interests or that of our family members. That includes even the appearance of a conflict which can undermine the trust others place in us and damage our reputation.

DISCLOSING COI's

Conflicts of interest may be actual, potential or even a matter of perception. Since these situations are not always clear-cut, associates are expected to fully disclose them to a member of leadership, Human Resources or the Compliance & Ethics (C&E) so that they can be properly evaluated and managed.

VIOLATIONS

Any associate who is found to have violated any part of this policy may be subject to corrective action up to and including, separation from employment.

FORMER ASSOCIATES SEEKING TO DO BUSINESS WITH HONDA

It is Honda's policy not to conduct business with former associates, whether on their own behalf or on behalf of their new employer, within two (2) years after separation from Honda or a Honda affiliate. Honda may continue to do business with the supplier, but require that the associate not be a liaison to Honda.

An exception to this policy can be made with written permission from the Compliance Officer, which can be facilitated through the Corporate Compliance & Ethics Office.

The following will be considered:

1. Does the former associate's employment at Honda or a Honda affiliate provide him or her (or employer) a competitive advantage by:
 - Providing him or her access to pertinent Honda information?
 - Previously influencing Honda's decisions in areas for which the former associate (or employer) now seeks to do business?
2. Will it create an appearance of 'unfairness' to others competing for Honda's business? The appearance of unfairness is likely if:
 - The former associate was/is in a position to influence decisions for Honda.
 - Other competing businesses could reasonably conclude that item 1. Is true based upon information then available to them.

After the two-year period, a business division may decide whether to conduct business with the former associate and should continue to consider the same factors above.

ASKING QUESTIONS / REPORTING CONCERNS – WITHOUT RETALIATION

Compliance & Ethics Contact Information	
Internal	69556
External	800-642-5524
C&E Line (Toll Free)	800-642-5524
TMP-OMD C&E Site	HondaWeb
Electronic Issue/Inquiry Submission Form	EIS

Compliance & Ethics (C&E) is a resource for questions or to seek guidance. Associates are obligated to report any observed unethical or illegal act.

In addition, if you have a question, a concern, or see a possible violation, the Honda Philosophy calls on you to take initiative and use your good judgment. This may mean, as a first step, talking to your supervisor. If you are uncomfortable reporting your concern to your supervisor, alternatively you can report it to Human Resources, the C&E, use the Electronic Issue/Inquiry Submission Form, or call the Compliance & Ethics Line. Calls to this line may be made 24 hours a day, 7 days a week, anonymously, if preferred. In order to completely investigate your concern, Compliance & Ethics must have as much information as possible. Confidentiality for those who report concerns or who have a question will be maintained to the fullest extent possible. All reports will be taken seriously.

TMP-OMD will investigate any suspected violation of Honda policy. Violations may result in corrective action up to and including separation from employment.

If you have already reported your concern through internal resources such as Human Resources / Associate Relations and/or Compliance & Ethics, or you believe the concern should be reported at the regional level, you may contact the Honda North America Corporate Compliance & Ethics Office (HNA CCEO).

Retaliation or adverse action against an associate for cooperating in a formal audit, investigation, or reporting a suspected violation of Honda policy, is a violation of the *Code of Conduct and North American Region Compliance & Ethics Policy* and will not be tolerated.

In addition to internal avenues available for reporting, associates also have the right to freely report any concerns externally to the appropriate authorities. Nothing in this policy, nor any other Honda policy prohibits, or is intended to prohibit, associates from reporting possible violations of law or regulation to any governmental agency or entity, or making other disclosures that are protected under such laws or regulations. One does not need the permission of anyone at Honda, including anyone in HNA Law, to make any such reports or disclosures. Although associates are expected to participate actively in the Compliance & Ethics program and report possible legal violations internally as described by this policy, there is no obligation to notify anyone at Honda that the associate has reported any such possible violations to a governmental agency or entity. Associates who choose to report externally are also protected from retaliation and/or adverse action on this basis as described and set forth by this Policy.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

TMP-OMD is an equal opportunity employer that does not tolerate discrimination against any person based on race, color, religion, genetic information, gender, sexual orientation, national origin, age, disability, military status, or any other protected characteristic, in accordance with applicable law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, associate development, transfer, promotion, compensation, and corrective action.

All associates must comply with this policy. If you believe that you have been the target of, or may have observed discriminatory conduct, you must report it promptly to any member of management, Administration - Associate Relations, or the Compliance & Ethics Line.

EMPLOYMENT OF DIRECT RELATIVES

Direct relatives of TMP-OMD associates are eligible for hire. For purposes of this policy, direct relatives are: parents, children, spouse, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren. These relatives are also considered direct if they become relatives through a legal adoption.

TMP-OMD will assign direct relatives to different supervisors as defined by your department. Direct relatives may not have supervisory responsibilities over the other person, nor shall associates be required to take direction from a direct relative. It is your responsibility when requesting a transfer, to notify Administration - Associate Relations if any direct relatives work in the area of interest.

SELF-DISCLOSURE OF FELONY CONVICTIONS

TMP-OMD is committed to assuring a safe and secure environment. For this reason, TMP-OMD has enacted this policy which provides a mandatory process by which all associates (as defined below) must self-disclose any felony conviction(s) that occur after an associate has been formally offered and accepted employment/assignment and during their employment at TMP-OMD to Administration/Human Resources.

Purpose

This policy sets forth a process which enables TMP-OMD to review the circumstances of the felony conviction(s) to assure that the associate in question does not pose an unreasonable safety risk or indicate conduct that would be inconsistent with the associate's assigned job duties and his/her access to TMP-OMD resources or facilities. At times, TMP-OMD will act on a felony charge based upon safe and secure practices or company image.

The standards contained in this policy shall apply to felony convictions reported directly by the associate or identified independently by TMP-OMD through any other means. Convictions that occur on **October 1, 2020** (implementation date of this policy) or later are required to be reported.

Reporting

Associates must report any felony conviction(s). For this purpose, "felony conviction" means all felony convictions and pleas that are acknowledgements of felony criminal responsibility, including but not limited to pleas of guilty or no contest. Associates are required to report felony convictions as outlined in this policy within five business days of the conviction or other covered criminal disposition or at the first possible opportunity if the associate is incarcerated. The associate is required to report this information to TMP-OMD Administration/Human Resources. Leadership members who have had such matters reported directly to them, either from the associate or through any other source, must immediately convey this information to TMP-OMD Administration/Human Resources.

Failure to report a felony conviction under this policy or to cooperate with TMP-OMD authorities in regards to a reportable matter under this policy may subject the associate to appropriate disciplinary action, up to and including termination of Honda employment or affiliation.

Consideration & Assessment of a Felony Conviction

The intent of this policy is to ensure the safety of the TMP-OMD community and to properly protect TMP-OMD's resources and facilities. It is not the intent of this policy that every felony conviction will result in taking an action that would adversely affect an individual's employment or affiliation with TMP-OMD.

TMP-OMD's Administration/Human Resources, in consultation with the associate's leadership team, will review the felony conviction(s) in question to determine if the matter would materially interfere with or pose an unacceptable safety risk with regard to the performance of the associate's job duties or is part of an ongoing and sustained pattern of illegal conduct.

In considering whether a felony conviction may necessitate taking an action which may adversely affect an individual's employment or affiliation with TMP-OMD, an individualized assessment will be used to determine an appropriate course of action.

EMPLOYMENT REFERENCES

Requests for information about a current or former TMP-OMD associate should be referred immediately to Administration. Associate employment information is considered confidential; therefore, strict observance of this policy is expected of all associates.

LAYOFF AND RECALL

TMP-OMD's intention is to offer stable employment and only hire associates when there is a reasonable likelihood their employment will continue. However, TMP-OMD's ability to operate is dependent upon materials, market demands, and other matters beyond its control. As a result, even the best efforts cannot prevent the possibility of a reduction in workforce. During periods of material shortages, inventory adjustments, breakdown of machinery or equipment, or other factors, TMP-OMD may need to reduce production. For temporary reductions in production, the payroll week may be reduced before any associates are laid off; should a reduction in workforce beyond one (1) full pay period become necessary, TMP-OMD will follow the procedures below:

Temporary Layoff Procedure

In the event the temporary reduction in production continues for longer than one (1) full pay period, TMP-OMD may layoff associates whose services are not required for up to 21 consecutive calendar days without regard to their associate service date. When a temporary layoff extends beyond 21 consecutive calendar days, TMP-OMD will follow the Indefinite Layoff Procedure. When a production associate is temporarily laid off for more than 160 hours in a calendar year, TMP-OMD will either:

- Offer that production associate a transfer to the job held by the production associate with the least amount of associate service, or
- Reduce the workforce in accordance with the Indefinite Layoff Procedure.

Indefinite Layoff Procedure (Production)

In the event TMP-OMD needs to reduce production for an indefinite period, TMP-OMD will lay off those associates with the least amount of associate service. In order to maintain the efficiency and quality of production, TMP-OMD may transfer retained associates, as deemed necessary.

TMP-OMD will recall production associates in order of associate service. As production associates are recalled, TMP-OMD may transfer production associates as necessary to maintain the efficiency and quality of production.

Indefinite Layoff Procedure (Equipment Service)

If it becomes necessary to reduce the number of Equipment Service associates, TMP-OMD will first displace trainee associates according to their length of service as Equipment Service associates. If further reductions are necessary, TMP-OMD will displace Maintenance/Equipment Service associates with the least amount of Maintenance/Equipment Service, providing the remaining Maintenance/Equipment Service associates have the abilities and/or licenses necessary to perform the required work. If their associate service allows, displaced Equipment Service associates will be transferred to Production, provided they formerly worked a Production position. Equipment Service associates will be recalled in order of their Maintenance/
Equipment service.

Extended Coverage for Insurance

All insurance provided by TMP-OMD will be extended for one (1) full calendar month following the month of layoff. Medical insurance will be extended for an additional period of time as indicated in the following chart. Insurance coverage will only be extended for those who were eligible for insurance at the time of layoff. After the extended coverage, you may be entitled to continue coverage at your expense under COBRA.

Continuation of Service and Insurance during Layoff

	Less than 6 months	6 months to 1 year	1 year to 2 years	2 years or more
Maximum continuation of associate service during one (1) layoff period	1 year	1 year	2 years	3 years
Extended coverage for all insurance (Basic Life, Accidental Death and Dismemberment, Dental, Vision and Disability)	1 month	1 month	1 month	1 month
Additional extended coverage for Medical and Major Medical (Medical and prescription)	1 month	2 months	4 months	6 months

REHIRE POLICY

Former full time associates who resigned from the company in good standing may be considered for full time positions in Equipment Service, Die Service and exempt roles.

ADMINISTRATION NON-HARASSMENT

TMP-OMD's philosophy of Respect for the Individual is based on the fundamental belief in the uniqueness of the human being. TMP-OMD believes the diversity of its workforce is a source of strength, and harassment of any kind undermines this principle. TMP-OMD provides a work environment where all individuals are treated with respect and dignity. TMP-OMD prohibits any form of unlawful harassment, including harassment that relates to a person's race, religion, color, national origin, age, disability, genetic information, sex, sexual orientation, military status, or other protected characteristics in accordance with applicable law.

Sexual harassment is prohibited by law and usually involves unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

All TMP-OMD associates are responsible for complying with TMP-OMD's prohibition against harassment. TMP-OMD expects all associates to object to inappropriate conduct by stating clearly and firmly to that person that his or her particular behaviors, actions, or statements are unwelcome.

If you feel you cannot object to the unwelcome conduct or, if after stating objections, the conduct continues, you must promptly report the incident to: any member of management; Administration - Associate Relations; and/or The Compliance & Ethics Line at 937-843-5555 ext. 2000 or 1-800-642-5524; 24 hours a day, 7 days a week

TMP-OMD will not retaliate, nor permit any associate to retaliate against anyone who either objects to unwelcome conduct, or reports harassment. TMP-OMD also prohibits associates from

knowingly making a false complaint of harassment. Any associate who has violated any part of this policy may be subject to corrective action up to and including separation from employment.

ASSOCIATE STANDARDS OF CONDUCT

In order for TMP-OMD to maintain a productive organization and to ensure a cooperative and professional work environment, a number of Standards of Conduct have been established. While it is not possible to list all of the expected Standards of Conduct in the workplace, the following are the minimum Standards of Conduct that TMP-OMD expects from each associate. These Standards of Conduct apply to everyone at TMP-OMD, and if violated, may result in corrective action up to and including separation from employment. If multiple violations exist, the result may be considered gross accumulated misconduct and could result in separation of employment.

Violation of these standards occurs if you:

1. Report late to shift start; leave early for or return late from breaks or lunch; or stop work before the end of shift
2. Fail to comply with TMP-OMD's Solicitation/Distribution policy
3. Report to the work area without wearing your TMP-OMD uniform and/or any required personal protective equipment
4. Fail to observe established safety rules
5. Fail to report a work-related injury/illness on the day your injury/illness occurs to your supervisor or the TMP-OMD Nurse
6. Are absent for three (3) consecutive workdays without notifying TMP-OMD or fail to return to work within three (3) workdays following a leave of absence or notification to return to work
7. Leave the work area during assigned working hours without first notifying your supervisor
8. Steal, willfully damage, or hide any property belonging to other associates or TMP-OMD
9. Willfully deface, damage or sabotage any TMP-OMD product or property
10. Park inappropriately or outside of the designated associate parking areas
11. Interfere with the work of another
12. Work below the standard for either quality or quantity of work
13. Sleep or loaf while on the job
14. Tamper with or deliberately misuse emergency or production equipment
15. Obtain property, money or other privileges from TMP-OMD through fraud or misrepresentation, or engage in this type of activity while conducting TMP-OMD business
16. Refuse to comply with the legitimate instructions of management and/or supervision
17. Use abusive or threatening language either to, or about, fellow associates
18. Misrepresent facts or falsify records or reports, such as personnel records, medical records, leave of absence documentation, inventory counts, quality control reports, etc. Misrepresenting includes additions, deletions, or modifications made to the original document
19. Gamble on TMP-OMD premises
20. Remove, deface or change posted notices or bulletins
21. Purchase or attempt to purchase, sell or attempt to sell, consume, or are under the influence of alcohol while on TMP-OMD property
22. Possess, purchase, sell or use any illegal drugs; distribute or misuse prescription drugs while on TMP-OMD property, or report to work under these influences
23. Create a flame or use any tobacco products, including smokeless tobacco, or similar products/devices outside designated smoking areas
24. Other than as provided in the Ohio revised Code, bring firearms, other weapons, or related

paraphernalia onto TMP-OMD property.

25. Use cameras, video equipment, or recording devices without proper authorization while on TMP-OMD premises
26. Fail to comply with TMP-OMD's leave of absence requirements
27. Inappropriately obtain or share confidential information with anyone who does not need to know it
28. Interfere with or fail to participate in an authorized TMP-OMD investigation, or because of an investigation, participate in any form of retaliation activity
29. Bring or remove tools or equipment to or from TMP-OMD premises without proper authorization
30. Remove from the premises any TMP-OMD property without proper authorization
31. Fight with or attempt to injure another associate while on TMP-OMD premises
32. Indulge in horseplay or practical jokes while on TMP-OMD premises
33. Fail to comply with TMP-OMD's established attendance guidelines
34. Create an intimidating, aggressive or offensive working environment, or retaliate against a fellow associate in any way
35. Willfully scan another's identification card
36. Use another associate's locker or store anything in your personal locker other than personal possessions and uniforms
37. Duplicate any TMP-OMD keys without proper authorization
38. Use TMP-OMD electronic communication tools inappropriately
39. Place signs, notes, papers, or any materials not required for production in or on any products

ASSOCIATE COACHING AND COUNSELING

At TMP-OMD, the focus of coaching and counseling is to correct or improve unacceptable job performance or workplace behavior. In most circumstances, you will be given the opportunity to improve an area of concern through a coaching or disciplinary counseling process as explained below:

Coaching:

If improvement in any area is necessary, your team leader, supervisor and/or an Administration Associate Relations representative may meet with you to discuss the concern. TMP-OMD regards this discussion as coaching. During the coaching, you and your team leader, supervisor and/or Administration - Associate Relations representative will try to identify solutions to help improve the situation.

Counseling:

The counseling process is a formal way of documenting when improvement is necessary. You and your supervisor and/or an Administration - Associate Relations representative will have a formal discussion about correcting an area of concern or addressing conduct that is not consistent with associate Standards of Conduct. The TMP-OMD counseling system is generally progressive, but may not be, depending upon the nature of a situation. In serious cases when good business practices require, or the welfare of other associates is at stake, counseling may occur at any level.

If you receive any level of counseling, you will lose promotion privileges for 12 months from the date of the counseling as well as the right to transfer departments. In certain circumstances, TMP-OMD may reassign and/or demote you.

The three (3) levels of progressive counseling:

Associate Relations Counseling (Level I)

Whenever your work performance, or workplace behavior is unsatisfactory, or you violate TMP-OMD Standards of Conduct or policy, an Administration - Associate Relations representative and/or your immediate supervisor will discuss the situation with you, define the acceptable behavior, and provide

improvement expectations.

Manager Counseling (Level II)

If your behavior or performance continues to be unacceptable, and a Manager Level Counseling is appropriate, an Administration - Associate Relations representative and your Manager or Assistant Manager will hold a counseling session with you to discuss the situation, emphasize acceptable behavior, and reaffirm improvement expectations.

Manager Counseling and 3-Day Suspension (Level III)

If your behavior or performance continues to be unacceptable, an Administration - Associate Relations representative and your Manager or Assistant Manager will hold another counseling session with you after which you may be suspended for a period of three (3) working days without pay. Your failure to have corrected your performance and/or behavior may result in additional corrective action up to and including separation from employment. You will not be permitted to cover the suspension with PTO.

SEPARATION REVIEW PANEL

Occasionally, it becomes necessary for TMP-OMD to separate an associate from employment. A decision to separate an associate is a serious matter, and it is TMP-OMD's policy to give a non-exempt associate who has been separated the opportunity to appeal the decision to a Review Panel. The Separation Review Panel does not apply to cases involving separation if you: (1) are unable to return to work after 2 years on

an authorized leave of absence; (2) violate TMP-OMD's Drug and Alcohol Free Workplace policy; (3) violate TMP-OMD's Workplace Violence policy; or (4) create an intimidating, offensive or aggressive work environment.

If you are separated, and wish to appeal your separation, you must request an appeal from Administration - Associate Relations within three (3) working days of being notified of the separation, including the day notified.

TMP-OMD processes an appeal as quickly as possible and normally conducts a Review Panel within five (5) workdays. In turn, you must be able to attend a Review Panel within thirty (30) days of the separation date, or relinquish right to the appeal. Once a Review Panel is scheduled, it can only be re-scheduled for a serious and unexpected hardship. If you fail to appear on time for the Review Panel, you will forfeit your right to a Review Panel.

The Review Panel allows you the opportunity to state your position concerning the separation. Only TMP-OMD associates with a role in the specified Review Panel are permitted to participate in the Review Panel. At the conclusion of the Review Panel, each panel member will vote, by secret ballot, on whether the separation should be upheld or reversed. If the majority of the panel votes to uphold the separation decision, your appeal will end, and your separation will be final. However, if the majority of the panel votes to reverse the separation decision, TMP-OMD will reinstate you. The Review Panel's decision is considered final.

PERFORMANCE MANAGEMENT

To ensure performance expectations are communicated and an evaluation of that performance is provided formally, TMP-OMD has established an annual performance review for Exempt and Non-exempt Staff level associates with an additional mid-year progress check for Exempt associates. These discussions will enable you and your supervisor to have specific two-way communication regarding key issues related to your performance. You are expected to constructively participate in this process.

CONFLICT OF INTEREST

TMP-OMD relies on associates to act professionally with the highest standards of ethics, integrity, honesty and fair dealing, and to avoid any appearance of impropriety. TMP-OMD must rely on associates involved in company decisions to act professionally and avoid any appearance of impropriety.

You must avoid involvement in situations which create, or appear to create, conflicts with the interests of TMP-OMD. A conflict of interest occurs whenever an associate allows the possibility of direct or indirect personal gain to influence his/her judgment in conducting any TMP-OMD business. Associates must be sure not to create even the appearance of a conflict of interest.

You are prohibited from accepting gifts of any kind from suppliers, competitors or others with whom we have a business relationship, or are seeking to do business with TMP-OMD, if the value of the gifts exceeds \$50.00 or entertainment of any kind if the value of the entertainment exceeds \$100.00. If associates have any reason to believe that they or anyone else may be in a conflict of interest situation, they must immediately report the conduct to their Department Manager, an Associate Relations Representative, or TMP-OMD's Compliance and Ethics Line at (937) 843-5555 ex. 2000 (24 hours a day, 7 days a week) or in-plant at extension 2000. Please refer to the Business Practices Policy for additional information.

UNIFORMS

TMP-OMD provides uniforms to associates to ensure:

- Product quality by avoiding scratches and other deformities
- A team environment among all associates
- A clean and attractive work environment that projects a favorable image to visitors, customers and dealers when they visit the work site
- Personal protection from specific hazards

All uniform shirt sleeves must be down and in the buttoned position when in manufacturing work areas (inside production lines, quality labs/work areas and any other shop areas)

All TMP-OMD associates are responsible for wearing the required uniform as outlined in this policy. While uniforms are intended for TMP-OMD work only, you may wear your uniform when commuting to and from work. However, you should not wear your uniform for any other purpose or in any other place outside TMP-OMD.

TMP-OMD uniforms are provided by another company who supplies, cleans, and repairs the uniforms at no cost to the associate. Only the supplier may alter a uniform.

You are responsible for wearing the appropriate uniform (blend, cotton, Fire Retardant (FR) Arc Flash C-2) to ensure your safety and promote team unity. Uniforms should be worn appropriately in order to maintain a favorable image. Only the top button may be open on shirts and undershirts should be waist length, or if longer, tucked into the pants. Pant legs may not be rolled up. Some areas of production may require wearing a hat, bump cap or hard hat. When you wear a hat in the plant, wear a TMP-OMD company hat. Open toe or open back shoes, such as clogs or flip-flops, are not permitted to be worn in any work area at TMP-OMD. Associates may purchase the official TMP-OMD hooded sweatshirt to wear in work areas as needed. In some cases TMP-OMD may provide outside wear (e.g., hats, jackets, etc.). Department management must approve all outside wear requests. Other types of jackets or outside wear are not permitted to be worn in work areas.

FR Arc Flash C-2 uniforms serve as the primary personal protection for designated associates who may be exposed to Arc Flash hazards. The red tag marking on the FR Arc Flash C-2 uniform is solely intended to identify the uniform as a TMP-OMD approved FR Arc Flash C-2 uniform; the marking provides no indication of the level, qualifications or capabilities of the associate. At all times, the designated associates must:

- Wear TMP-OMD FR Arc Flash C-2 red tag uniform;
- Wear shirt sleeves in the down and snapped position;
- Wear only natural fabric under-layers and under garments; and

- Launder the FR Arc Flash C-2 uniform per the instructions provided in the TMP-OMD ESRWP training and the TMP-OMD FR Arc Flash C-2 uniform laundering guide.

If you desire extra uniforms above the allotted amount for your position, contact a uniform supplier representative for the specific cost that will be deducted from your pay.

LOCKERS

TMP-OMD provides you with space for personal belongings that is secure and away from the production area. You are responsible for keeping your personal belongings away from production areas. You must use only your assigned locker and lock provided by Aramark. If the lock is lost or broken, you must obtain a replacement by notifying Aramark. Lockers are the property of TMP-OMD and the company reserves the right to search an associate's locker for reasonable cause at any time. You should not use your assigned locker for storage of anything other than your personal possessions and uniforms.

LUNCH AND REST BREAKS

The TMP-OMD cafeterias are available for associate meals and break periods. If you bring your meal, there is ample refrigerated space in the cafeterias and some break areas for storage. Associates must eat and/or drink only in designated lunch, break, outside picnic areas or approved meeting rooms. Dishware may not be removed from any cafeteria.

The lunch break is thirty (30) minutes in duration. If you leave TMP-OMD premises during this time, you must scan out as you leave and scan in when you return. Additionally there are two (2) ten (10) minute break periods in each eight (8) hour shift (one before and one after lunch). Break periods may be added or altered for associates working in departments scheduled for a twelve (12) hour shift, or when overtime is scheduled.

COMPANY-ISSUED POOL CARS

TMP-OMD may provide company automobiles for business travel. An associate must hold a valid driver's license to be eligible to use a company-issued pool car. Company automobiles must be operated only by the associate and in accordance with all federal and state requirements. You are responsible for any traffic violations and fines or other penalties incurred while driving. You must immediately notify Administration - Associate Relations in the event of an accident involving the vehicle. You will be responsible for paying the insurance deductible in the event of any loss or damage determined to be caused by your negligence. While using the automobile, you must keep it clean and report any unusual findings while the vehicle is in your care.

SOLICITATION AND DISTRIBUTION

The United Way campaign is the only solicitation that may take place during work time. You must limit all other solicitations and distributions to lunch, break, or off-shift hours. The distribution of literature is only permitted in the lunch and break areas and at the associate entrances. Unattended items for solicitation and distribution are subject to standard safety/housekeeping practices. Use of TMP-OMD business tools for the purpose of solicitation/distribution (other than for United Way) is prohibited.

TELEPHONE CALLS AND PERSONAL COMMUNICATION DEVICES

In the interest of safety, quality, and confidentiality, the use of personal electronic devices is prohibited in the manufacturing work area, or in any other work area designated as confidential by

management. Limited use of electronic communication devices, with or without photographic capabilities such as personal pagers, personal computers, cell phones, smart phones, PDAs blue tooth technology, e-readers, etc., in these work areas may be acceptable with prior management approval for business purposes or in some instances medical conditions.

Camera and recording device use is prohibited without proper management authorization while on TMP-OMD property. Inappropriate use or communication of Honda proprietary or confidential information is a violation of TMP-OMD policy and is subject to corrective action up to and including separation of employment.

Due to the heavy volume of business calls, you should ask your friends and family not to call during business hours.

Occasionally, you may need to receive an emergency phone call during business hours and you will be contacted to receive or return the call. If it is necessary for you to place a telephone call during work time, you must first obtain permission from your supervisor before leaving the work area. If placing a phone call during non-work time, you may use a public telephone or your personal electronic communication device outside the manufacturing area.

BUSINESS TRAVEL **See associate letter matrix

It may be necessary for associates to travel on company business. All associate business travel must be requested through a Trip Request form. This form must be completed by the associate and approved by a member of management. Additionally, you must complete an ACH (Automated Clearing House) form so any travel expenses may be reimbursed through direct deposit into the account of your choice.

Whenever your business travel includes an airline flight and/or overnight lodging, Administration will Make all necessary arrangements and reservations for you. TMP-OMD will reimburse expenses which are properly documented with receipts and comply with the Travel and Entertainment policy. To receive reimbursement, you must submit a Travel Expense Report within 14 days following your business trip. Referenced forms may be accessed on the TMP-OMD intranet in the QMS master listing. If you are conducting TMP-OMD business and/or representing TMP-OMD off TMP-OMD property, you are expected to conduct yourself in an appropriate and responsible manner. Unacceptable behavior or conduct will be addressed appropriately in accordance with TMP-OMD policies and procedures.

PLANT SHUTDOWN (WEATHER OR EMERGENCY)

In the event severe weather or other conditions require the delay or shutdown of plant operations, associates may obtain information by calling the TMP-OMD Plant Status line at (888) 237-3307. See Plant Shutdown (Plant Emergency) matrix on the following page.

Note: If TMP-OMD announces a two (2) hour delay but subsequently cancels the entire shift, the TMP-OMD Plant Status Line will be updated as soon as possible.

In addition, you can also register to receive plant status updates through a mass notification system. In the event of a delay or cancellation, TMP-OMD will send an automated message or text to the telephone number(s) and/or email address(es) that you have provided by registering on the mass notification website.

Mass notification is a voluntary program. To participate, you must register (and update) your contact information on the mass notification provider website. Information on registration is available on the TMP-OMD intranet site, website or in Administration. It is the responsibility of each associate to ensure contact information is accurate.

The Plant Status Line will remain TMP-OMD's primary method of communication. This system is another method to receive production status information.

If the plant is closed during your scheduled shift, time off will not be paid and will not require the use of PTO. In cases where an emergency closing is not declared, associates who choose not to report to work or who are late will be subject to the provisions of the Attendance Policy.

As a reminder, TMP-OMD does not use radio or news media to notify associates that the plant will be closed and you must contact the TMP-OMD Plant Status line for accurate information.

[Emergency Plant Shutdown Matrix](#)

OPERATING STATUS	SHUTDOWN DESCRIPTION	TYPICAL CAUSES OF A SHUTDOWN	ASSOCIATES WHO DO NOT REPORT FOR WORK	ASSOCIATES WHO DO REPORT FOR WORK
C	All Operations & Divisions	<ul style="list-style-type: none"> •Severe local weather conditions •Power outage •Significant structural problems 	All associates, except for essential functions; as defined by each Division	** Associates responsible for essential functions and are requested or authorized.
B	Manufacturing Operations Only	<ul style="list-style-type: none"> •Moderate local weather conditions •Non-local weather conditions •Mfg issues (HTM, HAM, supplier) <ul style="list-style-type: none"> -Parts shortages -Manpower shortages -Electrical interruptions -Power curtailment -Equipment down or structural issues 	All Production related (PA, TL, PS, PSQ) non-exempt associates unless requested	<p>All exempt associates</p> <p>All Maintenance/Equipment Service related non-exempt associates</p> <p>All Support and indirect Non-exempt associates</p>
Two (2) Hour Delay		If a two (2) hour delay is issued, affected associates should report to work two (2) hours from their original scheduled start time unless otherwise notified. A two (2) hour delay may be issued in conjunction with Plant Operating Status B or C.		

**** “Essential” is defined as any job function needed to maintain operations during the shutdown time, or preparation/readiness for plant operations.**

COMPENSATION AND BENEFITS

NON-EXEMPT WAGE SYSTEM AND TIME RECORDING ****See associate letter matrix**

At TMP-OMD, non-exempt associates usually hold non-management positions in Production, Equipment Service and Support areas. TMP-OMD's policy is to pay non-exempt associates for all time worked.

Non-exempt associates' total compensation package includes a base hourly wage that may be supplemented by additional pay in the form of overtime, shift premiums, attendance bonus, Earnings Payment and bonus sharing. The non-exempt compensation package is reviewed semi-annually and adjustments may be made based on TMP-OMD's overall financial condition, competitive position, and the market situation.

Production

Production has one wage rate for all production associates. The wage rate has a progression schedule that relates to an associate's service.

Equipment Service

Equipment Service has one wage rate, which has a progression schedule that relates to service in the Equipment Service group.

Non-exempt Support Staff

Non-exempt Support Staff Associates have wage rates based upon role and responsibility. The wage rates have a progression schedule that relates to an associate's service.

Clocking In/Scheduled Work Time

To ensure that non-exempt associates are paid for all time worked, TMP-OMD has established the following time recording rules which must be followed by all non-exempt associates. Associates must clock in before their scheduled work time starts. The "Scheduled Work Time" is the shift start time or other time that the associate has been directed to report to work in the morning. For example, if department leadership asks an associate to report to work at 6:00 a.m. to perform pre-shift work before the 6:30 a.m. shift, the "Scheduled Work Time" is 6:00 a.m.

Work Start

Unless authorized by department leadership, non-exempt associates must not perform any work activities prior to their Scheduled Work Time. "Work activities" include, but are not limited to, preparing work stations, gathering parts or tools, checking equipment, obtaining or preparing paperwork or check sheets, and putting on non-standard personal protective equipment. "Work activities" do not include putting on uniforms, bump caps, safety glasses, or steel-toed shoes. Associates are allowed to wear their uniforms from home, but may choose to put them on in Company locker rooms as preferred. Associates should put on gloves, sleeves, or other similar equipment after their scheduled shift start time. Associates are not required to be in a pre-shift meeting or in their work area until their Scheduled Work Time.

Meal Periods

Non-exempt associates will generally receive a thirty-minute unpaid meal period each full work shift. During meal periods, associates may not perform any "work activities." Associates must stop work when the meal period begins and may not shorten or forego meal periods unless authorized or directed by a Team Coordinator or other department leader. Associates are not required to be present in their work area until the time the meal period ends.

Breaks

Non-exempt associates normally will receive two ten-minute paid rest breaks per workday. The timing of breaks may be coordinated by department leadership. If breaks are not directly assigned, associates should coordinate breaks to maintain adequate coverage at all times. Since this time is counted and paid as time worked, associates must not be absent from their work stations beyond the allotted time. Associates may not leave the plant property during the paid rest break period. Each team or functional area may schedule their allotted breaks at appropriate times, taking into consideration the needs of the operation.

Work Stop Time

Unless authorized by department leadership, associates must not perform any "work activities" after their Scheduled Work Stop time. The "Scheduled Work Stop" time is the time the associate's work is scheduled to end each day. For example, if an associate is scheduled to work from 6:30 a.m. to 3:00 p.m., the Scheduled Work Stop Time is 3:00 p.m. Scheduled Work Stop times may change during the workday. For example, if an associate's Team Coordinator tells the associate that the team will work until 5:00 p.m. on a workday, the scheduled work stop time for the team is 5:00 p.m. Associates must stop work by the Scheduled Work Stop time. Associates should clock out promptly after their Scheduled Work Stop time.

Report of Unscheduled Work

Associates who perform any "work activities" (1) prior to their Scheduled Work Time, (2) during their 30 minute unpaid meal period or (3) after their Scheduled Work Stop Time, **must promptly notify their TVC.** Associates must accurately report to their TVC: the "work activities," reason performed, when performed, and the length of time the associate performed the "work activities." Associates who do not receive a full 30-minute meal break must also notify their TVC. If at all possible, associates should submit this time to their TVC within the week the work is performed. However, as TMP-OMD's policy is to pay associates for all time worked, any time submitted to the TVC which was actually worked will be paid.

Pay Problems

ANY ASSOCIATE WHO BELIEVES HE OR SHE HAS NOT BEEN PAID PROPERLY FOR ALL TIME WORKED AND FOR ALL "WORK ACTIVITIES" PERFORMED MUST PROMPTLY REPORT HIS OR HER CONCERNS TO ADMINISTRATION/ASSOCIATE RELATIONS. If any Team Coordinator, Manager, or other person asks or directs an associate to perform unpaid work, the associate must report this conduct to Administration/Associate Relations immediately.

Violations of this Policy

Violations of any of the provisions of this policy will be subject to TMP-OMD's progressive discipline policy and may result in disciplinary action, up to and including discharge. Associates who falsify, alter, or tamper with time clock or other time reports in any way will be subject to discipline up to and including immediate discharge. Attendance will be measured by the Scheduled Work Time and Scheduled Work Stop Time.

EXEMPT COMPENSATION AND TIME RECORDING

Exempt associates' compensation package includes participation in the TMP-OMD bonus sharing program and merit payment. Adjustments to exempt base salary are reviewed once a year. Adjustment decisions are impacted by TMP-OMD's overall financial condition, competitive position, the market situation, and an associate's performance.

Overtime Pay

Exempt Level I and Level II associates are eligible for overtime pay. Any Level I or Level II associate who believes he or she has not been paid properly under TMP-OMD's policy should report the discrepancy to their supervisor or Administration/Associate Relations.

Exempt Associate Salary Deductions

Exempt associates of all levels are subject to having their pay deducted only to the extent allowed by federal and state law. Examples of certain permissible deductions include deductions for the following reasons: (1) full-day absences for personal reasons other than sickness or disability; (2) full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness; (3) full-day disciplinary suspensions imposed in good faith for workplace conduct rule infractions; (4) certain Family and Medical Leave absences; (5) to offset amounts received as payment for jury or witness fees or military pay; (6) for penalties imposed in good faith for infractions of safety rules of major significance; and (7) the initial and terminal weeks of employment.

It is TMP-OMD's policy to comply with the requirements of the Fair Labor Standards Act ("FLSA") regarding deductions from exempt associate salaries. Therefore, TMP-OMD prohibits all improper deductions. TMP-OMD wants associates to be aware of this policy and know that TMP-OMD does not allow deductions that violate the FLSA. If an exempt associate believes that an improper deduction has been made, the associate should report the matter to Administration/Associate Relations. Reports of improper deductions will be promptly investigated, and if it is determined that an improper deduction was made, the associate will be promptly reimbursed.

PAYROLL **See associate letter matrix

The payroll week begins on Thursday at 12:00 a.m. (Wednesday night at 8:00 p.m. for third-shift associates) and ends 168 hours later. The normal work week consists of five (5) days, eight (8) hours per day. Typically, you will be paid on Thursday of each week. TMP-OMD's practice is to pay associates the week following when the hours are worked.

The amount of your paycheck is determined by your regular rate of pay, bonuses and premiums that may apply, and any overtime you may have worked. TMP-OMD is required by law to deduct all applicable taxes and to remit them directly to the appropriate agencies. No other deductions will be made unless required or allowed by law, or associate obligation or request. Associates may have voluntary deductions taken from their pay in accordance with TMP-OMD-supported plans, such as United Way, Credit Union, 401(k), etc.

You should review your pay statement carefully upon receipt. Any discrepancies or deductions that appear to be improper should be promptly reported to Administration/Associate Relations. Any deductions determined to be improper will be adjusted.

IDENTIFICATION CARDS **See associate letter matrix

All TMP-OMD associates are responsible for retaining their identification card at all times while on TMP-OMD property. Use your identification card for the following purposes:

- Identification while on TMP-OMD property
- Access TMP-OMD facilities
- Scan in/out when reporting for/leaving work (for all associates eligible for overtime)
- Check your Paid Time Off balance

Associates are not permitted to use an identification card belonging to another associate for any purpose.

If you lose or damage your identification card, you must replace it within three (3) workdays. When your employment at TMP-OMD ends, you must return your identification card to Administration.

OVERTIME

Overtime Pay

All TMP-OMD non-exempt and exempt level I and II associates are responsible for scanning in and out and obtaining the approval of their supervisor to work overtime in order to claim overtime pay.

Non-exempt and exempt level I and II associates are eligible for overtime pay as follows:

TY/TYPE	NE	EX I	EX II
<ul style="list-style-type: none"> • Shutdown 	1.0	1.0	1.0
<ul style="list-style-type: none"> • On Saturday • Excess of normal daily shift (usually 8 hours per day) • Excess of 40 hours per week 	1.5	1.5	1.0
<ul style="list-style-type: none"> • TMP-OMD observed holiday or Sunday 	2.0	2.0	1.5

Overtime Scheduling

When business conditions require overtime, TMP-OMD expects associates to support these needs. Daily overtime may be worked at either the beginning or the end of the regular shift. Generally, daily overtime will be announced before the end of the preceding day. In some cases, same day notice may be necessary. Generally, weekend overtime will be announced by the end of shift on the preceding Wednesday. In some cases, later notice may be necessary. Those associates who normally perform the work (as identified by line, area, team, department, etc.), or those associates identified as the affected group, will be scheduled to work the overtime.

When overtime is voluntary, department management should select associates on a rotating basis by associate service of those who are trained and able to perform the required work. Once you volunteer for overtime, you become scheduled and are subject to the provisions of the attendance policy. Mandatory or voluntary overtime is not guaranteed for the length of time scheduled. The end of shift will be declared when business conditions are met.

ATTENDANCE BONUS *See associate letter matrix*** *Monthly*

TMP-OMD hires only the number of associates needed to meet work-scheduling demands. In order to achieve both short and long-term objectives, TMP-OMD relies upon you to contribute to your fullest potential.

One important aspect is excellent attendance. The Attendance Bonus emphasizes the importance of regular attendance and rewards those associates who maintain perfect attendance. All full-time, non-exempt associates qualify for an Attendance Bonus if they have had perfect attendance for all regularly scheduled hours during any consecutive four (4) week period. However, you will forfeit the Attendance Bonus if you fail to scan in or out, are absent, tardy or leave early from work for any reason, unless TMP-OMD directly compensates such time. Absences not counted against the Attendance Bonus generally include approved time off for jury duty, bereavement, holiday and PTO. Associates on an approved Military Leave for annual training will receive bonus credit throughout their leave. Associates on approved TMP-OMD Medical Leave, Personal Leave or FMLA will not receive bonus credit.

Associates who arrive to work on time and work for a full shift, but forget to scan in or out, may protect their bonus by either using two (2) or four (4) hours of PTO. However, if you forget to scan out at the end of your scheduled shift, you may return and scan out within eight (8) hours following the end of your scheduled shift, provided your supervisor can verify the time.

Associates who are late to work, or who leave early, may use PTO in accordance with the PTO policy to cover their absences/tardiness and to protect their bonus. If you have four (4) consecutive weeks with

Attendance Bonus credit, you will receive your Attendance Bonus in your regular pay statement. If you miss a week of the Attendance Bonus credit, you must start over again to earn four (4) weeks in a row.

Annual

In addition to the Monthly Attendance Bonus, associates who maintain 52 consecutive weeks of perfect attendance will receive an Annual Attendance Bonus.

PERFECT ATTENDANCE

Based upon cumulative calendar years of perfect attendance, eligible associates may qualify for the following:

Years of Perfect Attendance	Award
4 - 9 years	birthday day off
10 - 14 years	birthday and anniversary day off
20 years +	birthday, anniversary and perfect 20 day off

Perfect Attendance will not be earned during a calendar year in which an associate takes FMLA, Medical Leave, Personal Leave of Absence. Associates will retain credit for their cumulative number of years of perfect attendance.

Birthday and/or anniversary days in this policy may be taken anytime during the calendar year after it is earned and must be pre-scheduled and approved by your department. Only one birthday and/or anniversary can be taken each year.

SERVICE RECOGNITION

The service award is intended to recognize associates who have contributed to TMP-OMD's continuing success.

Each TMP-OMD associate who has completed the years of service below will receive the following service award for achieving each significant service milestone:

- 10 yrs - \$300
- 15 yrs - \$600
- 20 yrs - \$1000
- 25 yrs - \$1500
- At retirement, \$200 per full year of service after 25 years will be paid to the associate (maximum of \$3,000).

SHIFT PREMIUM **See associate letter matrix****

TMP-OMD will pay a shift premium for all hours worked on a scheduled second or third shift. Any shift beginning on or after 12:00 noon, but before 4:00 a.m. will be considered a second or third shift.

REPORTING PAY

TMP-OMD will pay you for the inconvenience of reporting to work when the scheduled shift is canceled without sufficient notification. This policy does not apply when work is canceled due to weather; power, gas, water failures; natural catastrophes; computer system failure; or any other circumstance beyond TMP-OMD's control.

To be eligible for reporting pay, you must have reported for a scheduled shift by scanning in on the time

clock and the shift must have been canceled (without sufficient notification) prior to the shift or within the first four (4) hours of the scheduled shift. TMP-OMD will pay reporting pay of four (4) hours at a straight time rate, or overtime rate for overtime days in lieu of pay for actual hours worked.

Your department may assign you to alternate work. If your department gives you the option to leave, instead of performing alternate work, and you choose to leave, you will be paid for actual hours worked and will forfeit reporting pay. If alternate work is not available the reporting pay policy will apply.

CALL BACK PAY

TMP-OMD pays a minimum to associates for the inconvenience of reporting back to work after completing a scheduled shift. To be eligible for call-back pay, you must have worked your previous scheduled shift and left TMP-OMD property. However, if you are still on the premises, and are requested to return for additional work, call back pay does not apply.

TMP-OMD will pay you a minimum of four (4) hours at the straight rate or your actual hours worked at the applicable rate, whichever pay is greater. If the work for which you are called back to perform does not provide you with the equivalent of four (4) hours of regular pay, department supervision may assign you alternate work. If alternate work is not available, the supervisor may authorize you to leave and call back pay will apply.

If the supervisor gives you the option to leave instead of performing alternate work, and you choose to leave, you will be paid for actual hours worked and will forfeit the call back pay.

If you are called in prior to your scheduled shift and work into your shift, call back pay does not apply. However, if you are called in prior to your scheduled shift, but do not work your full shift because TMP-OMD does not supply the work, you will receive overtime pay for the hours worked prior to your scheduled shift.

HOLIDAY / SHUTDOWN PAY

Generally, full-time, active associates are eligible to receive their regular rate of pay for each observed holiday and shutdown day ("Holiday Pay" and "Shutdown Pay"). Such associates must work their last scheduled shift (complete shift) before, and their next scheduled shift after a holiday or shutdown period in order to receive holiday or shutdown pay. For the purposes of this policy, the term "work" includes scheduled PTO, LOC of 30, 60, 90 or EPT (2 hrs. maximum), or TMP-OMD-compensated time away from work (bereavement, jury duty, and military). Associates working a regularly scheduled twelve (12) hour shift should contact their department management for their Holiday/Shutdown pay policies.

HOLIDAY

- (a) Holiday Pay (8 hours of regular, straight time pay);
- (b) Non-exempt and Exempt I associates also will receive straight time (1.0) pay for all regular shift hours worked. Exempt II will receive half time (0.5) pay for all regular shift hours worked.
- (c) Non-exempt and Exempt I associates will also receive double time (2.0) pay for any hours worked beyond regular shift hours and deferred PTO for shift hours worked (given in increments of 1 hour). Exempt II associates will receive time and a half (1.5) pay for any hours worked beyond regular shift hours; and deferred PTO for shift hours worked (given in increments of 1 hour).

SHUTDOWN

Associates who work during a **TMP-OMD shutdown** may choose one of the following overtime options:

- (a) Shutdown Pay (8 hours of regular, straight time pay);
- (b) No pay for regular shift hours worked; Normal overtime pay for hours worked beyond regular shift hours and deferred PTO (given in increments of 1 hour).

Once you volunteer to work a holiday or shutdown day, you become scheduled and are subject to the provisions of the attendance policy. Associates working a regularly scheduled twelve (12) hour shift should contact their department management for information related to their Holiday/Shutdown compensation.

MEDICAL TREATMENT FOR WORK-RELATED INJURY/ILLNESS

Any on-the-job injury/illness must be reported the day of injury to the TMP-OMD Nurse and your department supervisor. Any medical treatment provided on-site will be administered by the TMP-OMD Nurse or a member of the Medical Response Team. You are required to cooperate with the TMP-OMD Nurse or any other treating health care professional in connection with a claim for Worker’s Compensation and treatment of any work-related injury. TMP-OMD provides paid time away from work if you require medical treatment for work-related injuries/illness, provided that the treatment is authorized by TMP-OMD. Immediate reporting of an injury ensures that the Nurse or Medical Response Team can evaluate the injury and either administer immediate treatment or arrange to transport you for further medical attention. In all cases, you and appropriate TMP-OMD representatives must complete an Accident/Incident Investigation Report.

Paid/Unpaid Time for Work-Related Medical Treatment/Attendance at Hearings

Type of Occupational Treatment	How		When		Pay	
	TMP-OMD Referral of Associate for treatment	Associate own Choice for treatment	Treatment during regular shift hours	Treatment during scheduled overtime	Pay for time spent in treatment	Pay for remainder of regular shift (if unable to return to work)
Initial Treatment: First time associate is seen for reported injury	X		X		Regular rate	Yes
	X			X (Pre-shift)	Overtime rate for 1/2 hr.	Yes, pay at regular rate
	X			X (Post-shift)	Overtime rate for 1/2 hr.	No
	X			X (Saturday / Sunday)	Overtime rate	No
		X	X	X	Unpaid	None
Initial visit to a specialist (if cannot be scheduled during off-shift hours)	X		X		Regular rate	Yes

		X	X	X	Unpaid	No
Follow up treatment with physician or specialist (if cannot be scheduled during off-shift hours)	X		X		Regular rate	No
Diagnostic testing / Physical Therapy (if cannot be scheduled during off-shift hours) (i.e., EMG, CT Scans, etc.)	X		X		Regular rate	No
		X	X	X	Unpaid	No
	How		When		Pay	
Type of Occupational Treatment	TMP-OMD Referral of Associate for treatment	Associate own Choice for treatment	Treatment during regular shift hours	Treatment during scheduled overtime	Pay for time spent in treatment	Pay for remainder of regular shift (if unable to return to work)
Independent Medical Exam ("IME") - Company required	X	N/A	X		Regular rate and mileage	No
	X	N/A		X	Overtime rate and mileage	No
BWC required examination					No Pay No Penalty	No
Industrial Commission hearing			X	X	No Pay No Penalty	No
Appointment with physician of injured workers choice			X	X	Unpaid	No

EDUCATIONAL REIMBURSEMENT

Educational reimbursement is intended to encourage associates to improve current job performance, increase job-related knowledge, and broaden future potential within Honda by attending courses of study at an

approved (Accredited, Licensed, approved by program administrator) educational institution. The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality. Associates can verify an institution's accreditation status at the following link:

<http://ope.ed.gov/accreditation/>.

All active associates who have completed three (3) months of employment are eligible and sign a Tuition Reimbursement Agreement are eligible to receive educational reimbursement. An associate must submit an Education Reimbursement Request form and class description at least one (1) week before the course start. For classes starting immediately after a planned shutdown, forms must be received prior to the last day of work. Associates are responsible for paying the educational institution. To be eligible for reimbursement, coursework must be related to the associate's current job at TMP-OMD, or potential future job assignment within Honda. Potential future job assignments are considered those that are held by a Honda associate, not assignments that are held by contractors (e.g. massage therapists, truck drivers, etc.). Failure to comply with these requirements may result in denial of request for reimbursement.

Upon successful course completion, you must submit copies of itemized receipts and grade reports to Administration within sixty (60) days. Grades below C, Incomplete, Withdrawals, changed or dropped courses are not eligible for reimbursement. Reimbursement is limited to no more than 100% of the costs of tuition, books, and required fees up to the maximum of \$5250 per calendar year. The reimbursement will be applied against the allotted amount in the calendar year the reimbursement is paid.

If you receive educational reimbursement and subsequently separate employment (voluntary and non-voluntary) within certain time periods, you must repay TMP-OMD the portion of educational reimbursement outlined below:

Time Period	Percent Due to TMP-OMD
Within the last 12 months	100%
More than one 1 year but less than 2 years	67%
More than 2 years but less than 3 years	33%
More than 3 years	No repayment

*The time period is based upon the last reimbursement date to the associate and the last date of employment.

JOHN GEESE MEMORIAL SCHOLARSHIP

John Geese joined the Bellemar/TMP-OMD team in February 1982 as its first Associate and served as the first Plant Manager. He assumed many duties in Administration, Purchasing, Accounting, Construction Management and Policy Development; although his great love was serving associates through Human Resources Management. John was a "people person" and cared about his family, job, company and every associate.

Because of John's great contribution to the company, his love of people, his belief in education, and his vast skills in Human Resources Management, the company has established the John Geese Memorial Scholarship.

- The guidelines and conditions for awarding the scholarships are as follows:
- A recipient must be a full-time TMP-OMD Associate with at least six (6) months of service, or the spouse or dependent of a full-time TMP-OMD Associate with six (6) months of service.
- The recipient must be a full-time student of an accredited college or university pursuing a Bachelor of Arts or Bachelor of Science degree in Business Administration with an emphasis in Management/Human Resources.
- The scholarship consists of an annual grant of \$2,500. Recipients may apply for subsequent annual grants for up to 4 years.

To receive a subsequent annual grant, a recipient must have an overall grade point average and major grade point average of 2.5 on a 4.0 scale.

ASSOCIATE INVOLVEMENT

TMP-OMD encourages associates to be involved in TMP-OMD's daily operations with an emphasis on constant improvement and associate development, and to extend their involvement to volunteer activities to improve their community. Associates who contribute to the following activities may be eligible to receive incentives, grants or awards.

A.W.A.R.D. (Appreciate Work and Recognize Dedication) Program

This program is intended to inspire associates to identify and make improvements at TMP-OMD in the areas of productivity, safety, environment, quality, deliver, cost, and morale.

NH-Circle (Now, New, Next Honda)

NH- Circle activity is a small group of associates voluntarily working together to resolve problems or make improvements which relate to their work area or other areas at TMP-OMD. NH-Circles will work together through a step-by-step process. All TMP-OMD full time production, Non-exempt Staff and Exempt associates are eligible to be team members in an NH-Circle.

HondaGo Volunteer Program

This program encourages associates and their spouses to volunteer with a nonprofit/charitable organization. If an associate or his/her spouse volunteers a minimum of 50 hours during a 12-month period to one eligible organization, TMP-OMD will provide a grant of \$250.00 to that organization. See Administration for more information about this program.

ASSOCIATE ASSISTANCE PROGRAM (AAP)

With concern for the well-being of all associates, TMP-OMD sponsors the Associate Assistance Program (AAP) to help you or your eligible dependents that are experiencing personal difficulties. The AAP is an independent assessment, referral, and follow-up service provided ComPsych Guidance Resources. There is no cost for the initial assessment, and all contact with the AAP is strictly confidential. If an AAP counselor decides that additional services are required from an outside source, AAP assists in the referral to a network provider. The TMP-OMD medical plan may cover some of the expense. You should refer to TMP-OMD's medical plan for details of coverage. Contact Administration for more information.

ATTENDANCE AND TIME OFF

ATTENDANCE

TMP-OMD does not hire more associates than necessary; therefore, it is vital that you maintain excellent attendance. TMP-OMD expects 100% attendance of all associates. An attendance occurrence is defined as an absence from any scheduled work not covered by PTO or other approved time away from work.

If you fall below 99%, during a twelve month period, TMP-OMD will work with you to improve your attendance through the progressive counseling system. The purpose of coaching and counseling for attendance is to confirm your understanding of the attendance policy, and to help correct the attendance situation. Generally, TMP-OMD will follow the progressive counseling steps as outlined in the counseling policy. If progressive counseling is not effective in improving your attendance trend, TMP-OMD may take additional corrective action up to and including separation of employment.

REPORTING ABSENCES

If you know that you will be absent or late for work you must call the Attendance Reporting Line

toll free at (877) 843-1486. This will allow TMP-OMD to cover your position for that time, avoid unnecessary overtime and hardship on other associates, and minimize the impact on production. If you need to leave prior to the end of your shift, you must get approval from your department supervision.

From time to time, you may not know of an absence or lateness in advance. In this case, you must call the Attendance Reporting Line prior to the start of your shift or as soon as practicable.

Prompt absence reporting is expected. Failure to report absences for three (3) consecutive work days could result in separation from employment.

PAID TIME OFF/ACCRUAL **See associate letter matrix

TMP-OMD recognizes that all associates benefit from having company Paid Time Off. Paid Time Off (PTO) is provided to associates for personal time away from work. You will earn PTO as listed below:

New Associates (with one year or less of service)

Months of Service	Available PTO
Date of Hire	8 Hours
3 Months	8 Hours
6 Months	8 Hours
9 Months	8 Hours
12 Months	48 Hours

New Associates (with more than one year of service)

Months of Service	Available PTO
2 Years	88 Hours
5 Years	96 Hours
6 Years	108 Hours
8 Years	128 Hours
10 Years	136 Hours
12 Years	148 Hours
15 Years and More	168 Hours

The PTO year begins on the first day of your anniversary month and continues for a period of twelve (12) consecutive months. You are eligible to use PTO on the first day of your anniversary month following the year in which you earned the PTO.

You must work a minimum number of base hours in a year (starting with your month of hire your “anniversary month”) to earn PTO. If you work less than a full year, you will receive PTO based on the number of base hours you have for that year. Base hours include regular, holiday/shutdown, PTO, military duty, jury duty and bereavement. Base hours are outlined in the table below:

1560+ hrs worked	100% PTO earned
1300 - 1559 hrs worked	75% PTO earned
1040 - 1299 hrs worked	50% PTO earned
1039 hrs or below	No PTO earned

SCHEDULING PTO

The PTO scheduling year is January 1 through December 31. A PTO request is any number of consecutive workdays that are not separated by a holiday or shutdown. You may schedule PTO in one (1) or more hour increments.

If you are on leave of absence during a period of time when your PTO was previously approved, the PTO request will be cancelled and made available to another associate.

In November of each year, Associates may exercise their length of service to request preferred PTO for the following year. If you are on leave of absence during the November scheduling period and wish to schedule PTO for the upcoming year, it is your responsibility to submit your request to your department during the scheduling period.

During the November request period, your supervisor will complete the PTO approval process in accordance with associate service, dates of availability and department scheduling requirements.

The options will be reviewed by your supervisor in associate service order (from highest to lowest) beginning with each associate’s requests. If your requested date(s) is available, it will be granted. If your requested date(s) is not available, other dates will be considered for availability. Your supervisor will ask you for additional options to be considered prior to confirming the next associate’s request.

After the initial PTO scheduling is completed, you may request to schedule PTO for the calendar year at any time during the calendar year, and it will be granted if the date is available. Review is on a first-come, first-approved basis. PTO should be requested and approved no later than the end of the work shift prior to the day you have requested.

In some cases, scheduled PTO may be granted on the same business day based on a departments business needs. You must obtain your supervisor’s approval to utilize a PTO day to leave work early once you have reported to work for your scheduled shift. The Supervisor may approve same business day requests by the department PTO guidelines once business needs have been confirmed for the shift.

When you request a transfer to a new area and/or new position (transfer, shift change, promotion, or team change within the department), the department will only honor the previously approved PTO if sufficient manpower is available. When TMP-OMD requests the associate transfer based on business needs or reduction in workforce, the associate’s new department will make every attempt to honor the previously approved PTO. Therefore, you should request PTO as soon as

possible after arriving in your new area. In November, if you are aware you will be changing departments, you should submit your PTO requests to your new department.

If you have previously scheduled PTO for at least the last eight (8) hours on the Friday before or the first eight (8) hours on Monday after a scheduled Saturday/Sunday, you will not be required to work on the scheduled Saturday/Sunday. The PTO must have been approved before the scheduled Saturday/Sunday is announced, and you must use the PTO you scheduled unless previously cancelled.

CANCELING PTO

If you do not plan to use your scheduled PTO, you must notify your supervisor as soon as possible, but no later than lunch the day before the scheduled PTO. The supervisor will then review denied PTO requests (in the order they were received) and offer other associates the opportunity to use the now available PTO time.

The cancellation provision does not apply to PTO requests made the day prior to the PTO time requested. If you schedule PTO the day prior and report to work, you lose the ability to use your PTO, unless you notify your supervisor prior to shift start.

If there is a pattern of failure to cancel scheduled PTO which affects the opportunity of others to schedule time off, your ability to request and/or cancel PTO in the future may be limited.

EMERGENCY PAID TIME OFF (EPT)

The intent of an EPT (provided you have available PTO hours) is to cover emergency or unforeseeable circumstances that require you to be tardy or absent from work without prior notification. Non-exempt associates will earn EPT as listed below:

- New associates will receive one (1) EPT on their date of hire
- Associates with one or more years of service may use up to five (5) days of their PTO as an EPT each year.

Up to – two (2) hours of Call-in PTO can be used for tardiness at the start of your shift.

You must contact TMP-OMD prior to the start of your shift to report your Emergency Paid Time Off.

Once

you report to work and the shift begins, you must obtain your supervisor's approval to leave work early.

LATE OCCURRENCE COVERAGE (LOC)

If you will be less than two (2) hour late for work, you may use a thirty (30), sixty (60) or ninety (90) minutes of available, PTO to cover the time twice during each PTO year. You must notify your supervisor by the end of your work shift that you wish to use an LOC.

CASH-IN PTO/PTO CARRYOVER

You may elect to cash-in available PTO at any time throughout the year. You may carry over a maximum of up to two (2) times your annual PTO accrual to the following anniversary year. Any remaining, unused PTO will be paid to you by the third pay period of the following anniversary year. EPT's may not be exchanged for PTO until the end of the associate's anniversary year.

LEAVES OF ABSENCE

Honda recognizes that you may need to be absent from work for various reasons. A leave of absence may accommodate this needed time away.

Honda will not tolerate any harassment, discrimination, or retaliation against any associate exercising his or her rights under FMLA or against any associate opposing any practice made unlawful by FMLA or against any associate participating in any proceeding related to FMLA.

Unless there is an emergency situation, all leave requests should be made in advance. Additionally, you are responsible to communicate with your leader to ensure a smooth transition of work during your absence.

The following types of leave may be available depending upon need and eligibility:

- Family Medical Leave
- Medical Leave
- Personal Leave
- Military Leave
- Additional State-Based Leaves

The Company's parental and pregnancy-related leaves are included within separate policies.

When you need a leave of absence covered by this policy, please contact Honda's leave administrator or Human Resources to determine what type of leave is most appropriate.

THE FEDERAL FAMILY MEDICAL LEAVE ACT (FMLA)

Under the federal Family Medical Leave Act (FMLA), eligible associates may take up to 12 workweeks of leave in a 12-month period for qualifying family and medical reasons. In certain cases, you may be eligible for up to 26 workweeks of unpaid leave to care for a covered service member during a 12-month period ("military exigency leave").

FMLA Leave Eligibility and Entitlement

You are eligible for leave under the FMLA if you have been employed at Honda for at least 12 months and have worked at least 1,250 hours in the 12 months preceding your requested leave. *Note: If you do not meet these requirements, you may qualify for a Medical Leave as described later in this section.*

Reasons for FMLA Leave

FMLA leave may be taken for any of the following reasons:

- the birth of your child and subsequent bonding time, or for the placement with you of a child through adoption or foster care and subsequent bonding time, so long as leave is taken within one year of the birth, adoption, or placement;
- to care for your current spouse, child, or parent with a "serious health condition" as defined below;
- your own serious health condition;
- to care for your current spouse, child, parent, or "next of kin" who is a "covered service member" of the Armed Forces, as those terms are defined below; and/or
- a "qualifying exigency" resulting from a covered family member's "covered active duty" in a regular or reserve component of the Armed Forces, or as otherwise permitted by law, as those terms are defined later in this section.

A "serious health condition" is defined in regulations implementing the FMLA and includes an injury, illness, impairment, or physical or mental condition that involves "inpatient care" or "continuing treatment" by a health care provider.

A “spouse” is an associate’s partner in a legal marriage or common law marriage if the common law marriage was entered into in a state or foreign jurisdiction that recognizes such marriage.

Requesting FMLA

If you require FMLA, you must call Honda’s leave administrator.

If need for leave is foreseeable, you should provide 30 days’ notice prior to the start of the leave, or if not possible, within 1 to 2 business days from when you learned of the need for leave.

If the need for a leave is unforeseeable, non-exempt associates must request a LOA within four (4) calendar days, and exempt associates must request a LOA within seven (7) calendar days. The first day missed counts as day one (1).

- If a non-exempt associate needs to miss work intermittently for an episode of incapacity the associate must notify Honda’s leave administrator within the first two (2) hours of their scheduled shift start time and provide the claim number to have this time considered for approval. Non-exempt associates who are at work and need to use intermittent leave should notify their leader before leaving work, and report the absence to Honda’s leave administrator within two (2) hours of leaving work.
- If an exempt associate needs to miss work intermittently for an episode of incapacity the associate must notify Honda’s leave administrator by the end of the business day and provide the claim number to have this time considered for approval. Exempt associates who are at work and need to use intermittent leave should notify their leader before leaving work, and report the absence to Honda’s leave administrator by the end of the business day.
- Appointments must be reported no later than the end of shift, the day before the scheduled appointment

Leave of absence documentation will be sent to you after contacting Honda’s leave administrator. You must fully complete and return the information within 21 days of your first date of absence or within 21 days of activating the leave request, whichever date is later. Failure to request a leave of absence or return supporting documentation timely may result in the delay or denial of your leave. It is a violation of Honda’s policy to misrepresent facts related to a leave of absence or to falsify or alter any document related to a leave of absence.

INTERMITTENT OR REDUCED WORK SCHEDULE LEAVE (FMLA)

Leave to care for a seriously ill spouse, child, or parent, or for your own serious health condition, may be taken intermittently or on a reduced schedule when medically necessary. If you take leave intermittently or on a reduced work schedule basis, you must attempt to schedule the leave so as not to unduly disrupt Honda’s business operations.

Note: Eligible associates may take up to twelve (12) workweeks of job-protected unpaid leave for the birth or placement of a son or daughter, or to bond with a newborn or newly placed son or daughter within the first year of birth or placement. Eligible associates may take no more than three (3) blocks of a continuous leave of absence with each block lasting a minimum of one workweek during the eligibility period, unless otherwise agreed to by the Company.

EXTENDING A LEAVE OF ABSENCE (FMLA)

If you need to extend your FMLA leave, you must request an extension from Honda’s leave administrator within three (3) consecutive calendar days of your scheduled return to work date. You will be required to submit medical or other documentation supporting the leave extension within 21 days of your

original return-to-work date. Failure to request an extension of your leave timely may result in the delay or denial of your extension.

RETURN-TO-WORK (FMLA)

When returning to work from a continuous leave of absence for your own health condition, you must provide advance notice and submit a return-to-work slip from your health care provider prior to your return

If you return-to-work from your leave of absence with medical restrictions, Honda has programs that may result in a reasonable accommodation. Please contact Human Resources to discuss an accommodation.

SERVICE MEMBER FAMILY LEAVE (FMLA)

If you are an eligible associate who is the spouse, child, parent or “next of kin” to a “covered service member,” you may be granted a one-time leave of up to 26 weeks in a single consecutive 12-month period to care for an injured or ill service member. Contact Human Resources or Honda’s leave administrator for more information about this leave. Leave to care for a covered service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Service member FMLA leave runs concurrently with other leave entitlements provided under federal or state law.

MILITARY EXIGENCY LEAVE (FMLA)

If you are an eligible associate who has a spouse, child, or parent who is (1) on “covered active duty” or (2) has been notified of an impending call or order to “covered active duty” or (3) is otherwise covered under applicable law, you may be granted up to twelve (12) weeks of unpaid, job-protected leave in a single 12-month period due to a “qualifying exigency” arising there from.

A “qualifying exigency” may include, among other things, attending certain military events; making arrangements for childcare and school activities; making financial and legal arrangements; attending certain counseling sessions; and attending and addressing post-deployment activities and issues. Contact Human Resources or Sedgwick for more information about this leave.

STATE AND LOCAL FAMILY AND MEDICAL LEAVE LAWS

Associates are subject to the above FMLA policy, however, when a conflict arises between the FMLA and state law regarding an associate’s entitlement under FMLA, the more generous provision will apply and be provided by the Company.

EMPLOYMENT RIGHTS UPON RETURN/LIMITATIONS (FMLA)

At the conclusion of FMLA leave, subject to some exceptions, you have a right to return to the same or to an equivalent position.

MAINTENANCE OF HEALTH BENEFITS (FMLA)

Associates are entitled to continued group health insurance plan coverage during covered leaves in the same basis as if they were actively working. For specific information regarding continuation of benefits, contact Honda’s leave administrator. While you are on leave you may be direct billed for your usual payroll deductions through a third-party provider. Non-payment could result in cancellation of benefits. If you have an outstanding Honda 401(k) savings plan loan, you will be required to make payments directly to the 401(k) provider in order to avoid default of your loan, however, you may have the option to suspend your payments for up to 12 months during your period of leave. Associates with lease car payments are required to contact CVA directly to arrange missed deduction payments.

MEDICAL LEAVE

If you are ineligible for FMLA and incapacitated from working for more than three (3) consecutive work days due to your own serious health condition, you may be eligible for a medical leave. If you require medical leave, contact Honda's leave administrator. You must be seen by a treatment provider during the period of incapacity and timely submit medical certification supporting a serious health condition. Medical leaves require return-to-work documentation as defined in the Return-to-Work section.

PERSONAL LEAVE

Personal leave requests will be considered on a case-by-case basis for serious, extreme, and/or life-threatening hardships that require extended time away from work not covered by any other means (e.g. other types of leave or vacation/sick/PTO). In some locations, associates may be required to use vacation/sick/PTO prior to being eligible for personal leave or concurrently with personal leave. You should direct all requests for a personal leave and inquiries regarding impact on vacation/sick/PTO to Human Resources.

PAY WHILE ON LEAVE

Associates on leave will be considered on an unpaid leave of absence; however, associates have the option to use vacation and sick time and are able to apply for any applicable disability benefits or other paid family leave benefits, where applicable.

MILITARY LEAVE

Honda supports time off for duty in the uniformed services and provides military leave for enlistment, training, and call to duty as specified in federal and state law for military service. For military leave information, contact Honda's leave administrator.

ADDITIONAL STATE-BASED LEAVES

You may be eligible for additional leaves of absence to the extent permitted by state or local law, including but not limited to organ donation leave, drug and alcohol rehabilitation, childcare/school-related leave etc. Please contact Human Resources (Local HR) if you have any questions about eligibility, qualifications or grounds for any state-based leave.

MAXIMUM DURATION OF LEAVES

In general, a medical leave or successive leaves of absence may not exceed a total of twelve (12) months within an eighteen-month (18) period on a rolling basis (including all legally mandated medical leaves of absence such as FMLA leaves), unless an exception to this policy is requested and granted by the Company as an additional reasonable accommodation. Each request for leave beyond these limits will be evaluated on a case-by-case basis.

The Company determines your maximum leave period as follows:

- At the end of twelve (12) months of being out on a continuous or successive leave, the Company looks back to the starting date of the associate leave and the total time is calculated. If that total time is twelve (12) months, the associate has reached the maximum leave period. If the total time is less than twelve (12) months within the twelve (12) month period (e.g., 11 months within a 12-month period), the Company will include any additional successive leave time incurred in the six (6) months that follow to determine if an associate has reached their maximum leave period.
- Associates who return to work less than 60 days between leaves are considered to be on continuous leaves and all leave time is counted against the maximum total 12-month period. Associates who return to work after 60 days or more start a new rolling twelve (12) month period.

The Company reserves the right to request medical documentation or other information to support any request for reasonable accommodation, including the completion of its forms. The associate is expected to cooperate fully in the interactive process with the Company to determine whether a reasonable accommodation is feasible and available.

Associates who are granted a leave which exceeds the total 12-month time period on a rolling basis must contact Associate Relations/Human Resources to discuss any eligibility for reinstatement privileges.

**POLICY: FAMILY/MEDICAL LEAVES OF ABSENCE
LEAVES OF ABSENCE MATRIX**

	Family Leave (FMLA)	Honda Medical Leave	Personal Leave	FMLA Military Exigency Leave	Military Leave*
Eligibility Requirements	12 months of Honda service 1250 hours worked during the last 12 months	Active Honda associate	Active Honda associate	12 Consecutive Months of Honda Service 1250 hours worked during the last 12 months	Active Honda associate
Qualifying Reasons	Serious health condition of associate as defined by the FMLA, To care for an immediate family member (spouse, child, or parent) with a serious health condition, as defined by the FMLA Birth, adoption or foster placement of child and subsequent bonding time. To deal with a qualifying exigency based upon a covered military member's (parent, spouse or child) call to or current covered active duty* To care for the spouse, child,	Incapacity of the associate for more than three (3) full consecutive workdays For part-time associates the absence qualification will be two (2) full consecutive scheduled workdays missed, and three (3) consecutive calendar days of incapacity Must receive in-person medical treatment during the period of incapacity	For associates who have serious, extreme, and/or life threatening hardships Situations that cannot be covered by any other means (e.g. other types of LOA) Situations that generally require at least three (3) consecutive workdays to resolve	Associate's spouse, child, ward or former ward is a member of the uniformed services and who is called to active duty for a period longer than 30 days Associate's spouse, child, ward or former ward is a member of the uniformed services and is injured, wounded, or hospitalized while serving on active duty	Military service under USERRA or other state law

	Family Leave (FMLA)	Honda Medical Leave	Personal Leave	FMLA Military Exigency Leave	Military Leave*
	parent or “next of kin” who is a covered service member injured in the line of duty				
Notice or Leave Request Requirements	<p>If condition is foreseeable, 30 day advance notice or as soon as practicable**</p> <p>If condition is not foreseeable, notice requesting leave is required within four (4) calendar day for nonexempt associates and seven (7) calendar days for exempt associates. The first day missed counts as day one (1) To miss work intermittently for an episode of incapacity non-exempt associates must notify Honda’s leave administrator within the first two (2) hours of their scheduled shift start time and exempt associates must notify Honda’s leave administrator by the end of the business day. Medical treatments and appointments require advance</p>	<p>If condition is foreseeable, 30 day advance notice or as soon as practicable**</p> <p>If condition is not foreseeable, notice requesting leave is required within four (4) calendar day for nonexempt associates and seven (7) calendar days for exempt associates. The first day missed counts as day one (1)</p>	<p>If condition is foreseeable, 30 day advance notice or as soon as practicable**</p> <p>If condition is not foreseeable, notice requesting leave is required within four (4) calendar day for nonexempt associates and seven (7) calendar days for exempt associates. The first day missed counts as day one (1)</p>	<p>Notice requesting leave at least 14 days prior to taking the leave for active duty</p> <p>Notice requesting leave at least two (2) days prior to taking the leave due to an injury, wound, or hospitalization</p> <p>Leave time for a family member’s call to active duty can occur no more than two (2) weeks prior to or one (1) week after the deployment date of the family member</p>	<p>Notice requesting leave as soon as practicable, ** prior to leave</p>

	Family Leave (FMLA)	Honda Medical Leave	Personal Leave	FMLA Military Exigency Leave	Military Leave*
	notice to Honda's leave administrator				
Documentation	Leave of Absence Request form Certification of Health Care Provider form Authorization to Release Information form Certification of Military Exigency or Military Caregiver Leave	Leave of Absence Request form Certification of Health Care Provider form Authorization to Release Information form	Supporting documentation	Leave of Absence Request form Certification of Military Deployment or Health Condition of Military Service Member	Appropriate documentation from the associate's military unit to receive paid leave
Return-to-Work	Medical documentation releasing associate to return-to-work if on FMLA for own health condition The health care provider must have completed the return-to-work slip prior to your return-to-work	Medical documentation releasing associate to return-to-work The health care provider must have completed the return-to-work slip prior to your return-to-work	Return per approved leave notice	Return per approved leave notice	Per USERRA guidelines
Impact on Pay	Unpaid leave Possible short-term or long-term disability, if eligible**. Associates may choose to use sick/vacation time.	Unpaid leave Possible short-term or long-term disability, if eligible***. Associates may choose to use sick/vacation time.	Unpaid leave Associates may choose to use sick/vacation time, or in some locations, may be required to use sick/vacation time.	Unpaid leave	Paid at 100% of base pay up to 80 hours per calendar year; differential pay thereafter
Manner in Which Leave may be Taken	Continuous Intermittent Reduced Schedule	Continuous	Continuous	Continuous, once per calendar year, up to 10 days	Continuous

*Covered military service under USERRA guidelines.

**As soon as practicable means: as soon as both possible and practical. It should be practicable to provide notice of the need for leave either the same day or the next business day of a need for leave.

***Refer to the Summary Plan Description for eligibility and information regarding Short Term and Long Term Disability.

COMP DAY (NON-EXEMPT ONLY)

An associate who is scheduled to work a full weekend schedule (a minimum of 8 hours on Saturday and Sunday) may take one unpaid day off (“Comp Day”) either the Thursday or Friday prior to the weekend worked or during the following regular work week (Monday through Wednesday). If an associate takes a comp day, their pension and 401K contributions will be negatively impacted that week.

A Comp Day must be pre-scheduled and approved by your Coordinator. Comp Days are included in the total PTO allowance for the department. Due to manpower availability, your department may be unable to approve your request for a Comp Day. In the event there are more requests for a Comp Day than a department can approve, associate length of service will determine who receives a Comp Day.

Associates who receive department approval for a Comp Day must complete a Comp Day Request Form, submit the form to their Coordinator for approval and turn it in to Administration - Payroll & Benefits Department.

BEREAVEMENT

TMP-OMD recognizes the emotional difficulties associated with the death of a family member. TMP-OMD will provide time off from work with pay to allow the associate and family members time for grieving.

In the event of a family member’s death, you should notify TMP-OMD of your absence by calling the Attendance Reporting Line. Bereavement is provided for only the family members listed below:

Relationship	5 days	3 days	1 day
Spouse or Same Sex Domestic Partner (SSDP)	X		
Child, Child of SSDP, Adopted Child or Step Child	X		
Parent or Step Parent	X		
Brother / Sister, Step Brother/Sister, Half Brother/Sister	X		
Step Grandparent		X	
Grandparent		X	
Grandchild or Step Grandchild		X	
Parent-In-Law		X	
Son/Daughter-In-Law		X	
Step Parent-In-Law		X	
Brother/Sister-In-Law			X
Grandparent-In-Law			X

NOTE:

Bereavement days do not have to be taken consecutively. Contact Administration - Payroll & Benefits for clarification, or for any situations not addressed by this policy. If you lose more than one (1) family member listed in the chart above on the same day, or within days of each other, you may receive bereavement for each death. If you are on PTO at the time of a family member’s death, you may cancel the PTO time and

substitute bereavement.

TMP-OMD observed holidays, shutdown days and days on an approved leave of absence will be considered workdays. Bereavement will not be paid for these days; nor will additional time off be granted. If you are called away from a shift due to a death in the family, you may receive a full day of bereavement pay for that day, in addition to the pay for actual hours worked.

If a production Saturday falls the day before, during, or after the bereavement timeframe, you will not be scheduled for work that day, and this will not be considered a workday.

TMP-OMD will provide either a floral arrangement or contribution to a designated organization or charity in respect for your loss. Please contact Administration with details of the funeral arrangements.

JURY DUTY

TMP-OMD will compensate associates in full for the first ten (10) days away from work to serve on required jury duty. Thereafter, TMP-OMD will pay differential pay to you. In order to be eligible for this benefit:

1. Prior to your jury duty service, you must open a jury duty leave with TMP-OMD's third-party leave administrator (Sedgwick) and provide written documentation of your summons/notice to attend jury duty via email, text, fax or regular mail.
2. Within twenty-one days of your first date of jury duty service, you must obtain and submit to Sedgwick court documentation of your attendance at jury duty and the amount of jury duty compensation you received.

First-and second-shift associates will be entitled to take off the entire shift on the date(s) of documented jury service. Third-shift associates may take either the shift before, the shift after, or four (4) hours of the shift before and four (4) hours of the shift after the date(s) of documented jury duty service as paid time off for rest.

If you report for jury duty and discover that jury duty has been canceled, you must still obtain and submit documentation to Sedgwick for the absence within 21 days of your first date of jury duty service and then immediately report to your scheduled work shift.

If you begin the jury selection process, but are later dismissed, you are not required to report to your regularly scheduled shift. However, you must still obtain and submit to Sedgwick court documentation of your jury duty service within 21 calendar days of your first date of jury duty service.

COURT-ORDERED APPEARANCES

TMP-OMD will provide you with time away from work for court-ordered appearances, provided you meet the following eligibility requirements:

- You are not a named party in the proceedings; or
- You are accompanying your minor child or stepchild who has been subpoenaed to testify as a witness in a court proceeding; or you are subpoenaed to appear as a witness in that proceeding unless the request is due to the actions of your minor child or stepchild; or
- You are the victim of a crime, or are the family member or representative of a victim of a crime and you have been subpoenaed to attend a trial or hearing, or you have received a written request from a criminal prosecutor to participate in the preparation for a trial or hearing.

You are responsible for notifying your department and Administration - Payroll & Benefits in a timely manner of subpoenaed witness obligations.

You must bring documentation that verifies you have been subpoenaed to be a witness to Administration - Payroll & Benefits three (3) to seven (7) days in advance of the appearance date. Administration - Payroll & Benefits will review the document to determine if you are eligible for authorized time away from work under this policy.

After your court appearance, you must bring to Administration - Payroll & Benefits the Certificate to Employer” document that states the court date and time of appearance.

If you report for witness duty and discover the case is canceled, you should obtain documentation that states the case was canceled, submit the document to Administration - Payroll & Benefits and return to your scheduled shift.

COMMUNITY SERVICE

TMP-OMD encourages all associates to become involved in their communities and will comply with all applicable law related to volunteer emergency responders. When community involvement affects your attendance, TMP-OMD may provide unpaid, excused time away from work. For community service covered under this policy, you must submit documentation to Administration - Payroll & Benefits to receive unpaid, excused time away from work. This includes:

- Submitting initial documentation and/or changes to your volunteer/elected officer status (e.g. new, terminated)
- The capacity in which you are serving the organization;
- Notifying TMP-OMD within 30 days after receiving certification (initial or recertification) as a volunteer for emergency service organizations; and
- The expected time commitment of your service

Eligible activities include serving as an elected officer, and serving in a community disaster and/or rescue organization.

Elected Officers

If you serve in a publicly-elected office of a political entity such as a county, city, township, or school board you will, if needed, receive one (1) event (up to eight (8) hours) each month of unpaid, excused time away from work for regular functions of the office that occur during your work hours. Emergencies requiring your presence will also be unpaid, excused time away from work. Time off for these reasons will not adversely affect an associate’s attendance bonus.

Emergency Services Volunteers

If you serve on a community disaster or rescue organization you will receive unpaid, excused time off when:

- The community/organization has made a formal request to TMP-OMD for your support
- The associate is rendering necessary assistance on TMP-OMD property
- The associate is unable to report to work on time due to responding to an emergency. Associates should use their discretion in responding to emergencies that may interfere with their ability to report to work on time.
- An absence must be documented by the community disaster or rescue organization’s management and submitted within seven (7) days of returning to work to Administration - Payroll & Benefits for approval.

If you need to leave TMP-OMD to perform community service you must obtain supervisory approval, and scan out and scan in upon your return.

JOB ASSIGNMENT, TRANSFER AND PROMOTION

JOB ASSIGNMENT AND ROTATION

Generally, as business needs allow, TMP-OMD will rotate production associates among different jobs within their department in order to train them on various operations. Learning new processes increases associate versatility and job interest, as well as expands knowledge and experience.

All TMP-OMD associates must remain flexible towards their work assignments and perform their job duties as assigned. Due to the variation in jobs, associates, and business needs, TMP-OMD cannot establish minimum or maximum lengths of time for the varying assignments.

SHIFT PREFERENCE

TMP-OMD allows you to exercise your length of service with the company to transfer to a more desirable shift. Exceptions to this policy may occur when necessary to maintain production and quality standards. TMP-OMD may use varying methods to determine shift assignment due to unique production requirements and conditions.

Associate-Initiated Shift Change (Production and Equipment Service)

Associates who desire to change shifts may submit a Shift Preference Form to your Coordinator. Shift transfer requests will be honored in order of associate service, or Equipment Service associate service, as soon as practicable.

Associates who have changed shifts at their own request, may not request another shift change or volunteer to fill a vacancy on another shift for six (6) months from the date the associate transfers to the new shift, unless volunteers are requested through a TMP-OMD-initiated shift change.

Associates who

are subsequently displaced to another shift due to department shift realignment within the six (6) months, may re-submit a Shift Transfer Request form, or volunteer to fill a vacancy on another shift at any time.

TMP-OMD-Initiated Shift Change - Realigning Shifts Production

When new or transferred associates are added to a department, and after training is completed, associate shift assignments may be realigned. Departments may also realign shifts throughout the year in order to allow associates with the most associate service to obtain their preferred shift within a reasonable period of time. Departments will realign shifts as needed based upon production needs. When realigning occurs, associates with the least associate service may be displaced to another shift.

When a vacancy occurs on a shift, the vacancy will be filled first by seeking volunteers and awarding the shift change to the volunteer with the most associate service. If no one volunteers, the vacancy may be filled with the associate with the least amount of associate service.

At times, TMP-OMD may need to delay a shift change for training, replacement or other business necessity.

From time to time, TMP-OMD may temporarily assign associates to a specific shift for training purposes or

other production needs. Normally, these assignments will not exceed 2 months.

Equipment Service

Associates with special skills, ability, experience, and/or licenses may be assigned to a particular shift, based on business needs. Equipment Service coverage on each shift must include the required distribution of expertise and experience in the various maintenance areas. TMP-OMD may assign associates

to any shift for training purposes, regardless of associate service.

Team Leader and Production Staff Associates

The following guidelines should be followed when assigning Team Leader (TL) and Production Staff (PS) associates to shifts:

When knowledge and ability among this group meet the minimum requirement of the assignment, associate service should be considered when assigning shift; Newly appointed TL or PS associates may be assigned to any shift for training purposes prior to associate service consideration for shift assignment; and Rotating TL and PS associates from one shift to another should only be done when a specific quality, training, or production purpose exists.

New Shift, Operation Process, or Product (All)

Whenever a new shift, operation, process, or product is established that would dramatically change the current shift alignment in the department, department management and Administration - Associate Relations will create a procedure to assign shifts based on training, skill, and shift preferences in the affected group. Shift assignment in these situations will generally not exceed 52 weeks, after which associates will be assigned to shift per normal policy.

DEPARTMENT TRANSFER

TMP-OMD offers production associates the opportunity to change departments in order to learn new skills and acquire broader experiences when an opening is available and posted.

To be eligible to transfer to another department, you must:

- Submit a Department Transfer Form during the posting period
- Not have had a disciplinary counseling in the last 12 months
- Have at least 99% attendance at the time of transfer verification
- Have at least 12 months of service in your current department
- Be able to safely perform the essential functions of the job in the new department
- Must not be off work on a leave of absence or in a return to work program on the date of transfer
- Team Leader/Production Staff associates submitting a Job Bid must have a Production Associate title on the bid date

All production associate opening will be posted for five (5) business days (excluding weekends, holidays and plant closures) on the company communications bulletin board. An associate may withdraw his or her transfer request during the posting period. However, once the period has ended, the Associate must accept the transfer if awarded. Transfers are awarded to the associates with the longest length of service at TMP-OMD and who:

1. Submit a Department Transfer Form and
2. Meet the eligibility requirements for the opening

In rare circumstances, TMP-OMD may prevent a transfer if it would cause a hardship to the associate's current department.

If there are no eligible transfer requests on file, TMP-OMD may hire a new associate or transfer an existing associate to fill the opening.

An associate who transfers to another department must remain in that department for at least 12 months before he or she is eligible to transfer again. TMP-OMD may delay a transfer in order to train a replacement or for other production reasons; however the 12-month restriction on transferring will begin from the date your transfer is first awarded.

Non-exempt Staff associates or Equipment Service associates who completed the Apprenticeship program, who desire to transfer to a production associate position will start at the production associate pay step based on their total service with TMP-OMD.

TMP-OMD-Requested Transfers

TMP-OMD may request you to transfer to another department under the following conditions:

- You become related to another associate through marriage or adoption
- For additional training, experience, or career broadening
- As a result of corrective action
- TMP-OMD business reasons (for example: establishment of a new department, new equipment in a department, less manpower needed in your department or more manpower needed in another department) When a department needs to reduce the number of associates, TMP-OMD will:
- Request associates to transfer to available openings. The openings will be announced to the associates in the reducing department.
- Require associates with the least associate service in the reducing department to transfer to available openings (reference TMP-OMD-Initiated Shift Change policy).

Other Non-Exempt Titles

All other non-exempt associates interested in a production position should contact administration.

JOB POSTING

Generally, open positions are first posted within your department. If a candidate is not identified; a plant-wide posting will take place on the company communications bulletin board, HNN and the company intranet for (5) business days, and a pre-shift will also be released. Except for some exempt level openings, TMP-OMD generally offers open positions to qualified TMP-OMD associates prior to looking outside the company.

TMP-OMD associates interested in positions other than production associate must submit a Job Interest Form and must have their Associate Profile complete in the TMP-OMD Associate Profile database. To be considered for an open position, you must meet the requirements of the position and not have had a disciplinary counseling in the past twelve (12) months.

Associates who meet the position qualifications and eligibility requirements may be contacted for an interview. Typically, interviews will take place during associate's non-scheduled work hours. Upon completion of the selection process, interviewed associates will be notified of the decision. In some circumstances, TMP-OMD may prevent an associate from consideration if it would cause a hardship to the associate's current department.

If awarded the position, your start date may be delayed while the company seeks to fill any openings created by the transfers. Due to the necessity of establishing proper training and stability within the department, your new department may require you to sign a Commitment Agreement, forfeiting your right to transfer from the department for a specific length of time. However, when circumstances warrant, your department may request your transfer to another position and such reassignment may take place regardless of any Commitment Agreement.

Based on business need, some positions may not be filled through the internal job posting process.

HEALTH, SAFETY AND SECURITY SAFETY AND HOUSEKEEPING

TMP-OMD will conduct its operations with the highest regard for associate safety. TMP-OMD is committed to the following:

- Providing a safe and healthy working environment.
- Manager accountability for the safety of his or her team.
- Continuously improving health and safety through associate involvement
- Ensuring associate safety awareness through proactive health and safety training programs.
- Conducting periodic health and safety evaluations and assessments to ensure compliance with applicable regulations and company policies.

- Being a leader in associate health and safety.

You are responsible to follow all TMP-OMD safety/housekeeping requirements and be involved in the continual improvement of safety at TMP-OMD. Failure to follow safe work habits may result in injury to yourself or others. If you see an unsafe working condition, you must immediately report the circumstances to a member of management. Departments will maintain specific safety rules and required protective equipment. To ensure a healthy and safe work environment, each associate has the following responsibilities:

General Safety Requirements

- Follow the Operation Standard and Job Hazard Analysis for your work activity.
- As discussed in the Personal Protection Equipment (PPE) subsection below, all associates must wear proper safety glasses and safety shoes in all manufacturing areas. Some departments may have additional PPE requirements such as hearing protection, bump caps, gloves, face shields or other protective clothing that will need to be worn.
- Use designated walkways when traveling through manufacturing areas. Walk, do not run.
- Keep aisles, fire equipment, electrical panels and shower/eyewashes free of clutter or blockage. Sort materials in authorized areas only.
- Horseplay, practical jokes and throwing objects are prohibited.
- Do not wear ragged or loose fitting uniforms. Loose fitting clothing can result in serious accidents around moving equipment. Loose flowing hair, rings, necklaces, earrings, watch bands and other conductive items could become safety hazards. Please contact your department safety representative for specific information relating to the department in which you work.
- Other than as provided in the Ohio revised Code, DO NOT bring firearms, other weapons, or related paraphernalia onto TMP-OMD property is prohibited.

Emergency Response

Dial 1000 to report chemical spills, fire, serious injuries, or other emergencies and follow plant, department and other procedures; the instructions of management; and emergency services personnel.

Practice universal precautions in emergencies. If exposed to blood or bodily fluid, report to First Aid. Only associates who are trained in procedures related to blood borne pathogens should have any contact with blood.

Reporting Work-Related Injury

Associates must report all injuries the day of injury, regardless of how insignificant they may seem, to their Department Management and complete an Injury/Illness Report with the TMP-OMD Nurse or a member of the medical response team.

Housekeeping Requirements

Each associate is responsible to follow COP (Clean-up, Organize, and Pick-up) in all areas. Personal belongings should be kept in your assigned locker. Food items, lunch boxes and related containers should be kept in the cafeteria and break areas only. Only individually wrapped hard candy and gum are acceptable in any work area. (No suckers or any candy with a stem are permitted).

All associates are responsible for keeping the work and common areas (cafeteria, break areas, locker rooms, plant grounds and parking lot) clean and orderly at all times. Put all waste and paper into proper disposal or recycling containers. Keep common areas (break areas, cafeterias, locker rooms, plant grounds) and work areas clean and orderly at all times. Put all waste, rubbish and paper into proper disposal or recycling containers.

Smoking is permitted only in designated areas outside of the plant.

Personal Protective Equipment:

Associates must always wear the required Personal Protective Equipment (PPE) for their jobs. PPE should be worn and maintained according to manufacturer's instructions and specifications. Certain departments or areas may have specific PPE requirements such as hearing protection, bump caps, Kevlar gloves, face shields or protective clothing that will need to be worn.

Safety Glasses

All TMP-OMD associates are required to wear approved eye protection at all times when in the manufacturing and other designated areas (including aisle ways). The eye protection must meet the American National Standards Institute (ANSI) Z87.1 – 2010 approved safety glasses with shields.

Only clear, non-mirrored lenses are permitted. When a specific hazard or need is identified requiring other types of lenses, Safety shall review each request.

TMP-OMD will provide one (1) pair of standard prescription safety glasses every calendar year to those associates who need prescription safety glasses. These can only be purchased from the contracted optician on-site. You must bring your prescription from your optician. TMP-OMD provides up to (\$87.00) as part of the standard safety glasses features. If there are any additional charges for prescription safety glasses beyond what TMP-OMD pays for (\$87.00), you must pay the difference when ordering.

Safety Shoes **See associate letter matrix****

You are required to wear approved safety shoes that meet the American Society for Testing and Material (ASTM) F2413-17 or the American National Standards Institute (ANSI) Z41 standard when in the manufacturing and other designated areas. Open back steel toe safety shoes are not permitted.

You are eligible for reimbursement up to \$100 per calendar year for the purchase of one pair of safety shoes. New hires are eligible as of DOH.

Associates who are assigned to departments with additional safety shoe specifications and requirements may be reimbursed for more than the standard subsidy. Associates may purchase their safety shoes from the on-site shoe mobile service that comes frequently to TMP-OMD, or from another source. When steel toe safety shoes are purchased from the shoe mobile service, payroll deduction is available for the amount, if any, exceeding \$100. Associates who purchase steel toe safety shoes from another source must submit proof of purchase to Administration by the first of December for reimbursement.

When an associate is transferred at TMP-OMD's request to a department that requires specific steel toe safety shoes, TMP-OMD will reimburse the associate 100% for the initial pair of shoes.

Hearing Protection

Hearing protection is required in areas where noise levels are 85 decibels or higher.

Ergonomic Safety

- Avoid unnecessary twisting, reaching and bending.
- Apply steady force to install parts. Report improper parts fit issues to your supervisor.
- Hold tools comfortably and properly.
- Change hands to avoid overstressing one side of your body.
- Push carts and baskets instead of pulling.
- Use both hands to lift.
- Keep object close to body during lift/carry
- If you are having difficulty on a process, ask for help and look for improvements to do the

task.

- Use fixtures, platforms, special gloves, padding or tools to make your job easier.
- Relax and stretch when you can. Maintain a healthy lifestyle.

Environmental Safety

- Dispose of all chemicals properly. Contact your Coordinator or the Environmental group if you have questions.
- Follow the bonding and grounding procedure when transferring flammable liquids.
- Properly label all bottles and containers containing any chemical or waste product.
- Review the Safety Data Sheet (SDS) prior to handling any chemical product. SDS are maintained electronically and can be accessed from the SDS app on the HondaWeb, the Environmental group or department “E” group member.
- Associates can access exposure and medical monitoring information by contacting the TMP-OMD Nurse and making a request to view the information.
- Protect and secure all compressed gas cylinders during transportation and storage.
- Any chemicals purchased for use in the manufacturing facility must be approved by the Environmental group and Plant Safety.

Equipment Safety

- Associates should keep all equipment in proper working order.
- Never remove or disable any machine safeguard or safety device.
- Follow equipment-specific lockout/tagout procedures prior to entering the danger zone of equipment for maintenance and servicing activities.
- Use appropriate fall protection when working 4 feet or more above the work area.
- Only authorized and trained associates shall operate powered or moving equipment such as forklifts, tow motors, cranes, or motorized carts.
- Do not perform hot work (grind, weld, burn, etc.) without a hot work permit. Permanent hot work areas do not require a permit.
- Do not clean your clothes with compressed air, and when cleaning work areas, use OSHA-approved nozzles only. Do not point an air hose at another person.

MEDICAL RESTRICTION PLACEMENT

If you have work restrictions you must submit them to the TMP-OMD nurse and comply with all requirements of the placement/accommodation procedures. To be accepted, a restriction must be a valid instruction from a medical provider that relates directly to an underlying medical condition and identifies, in quantitative terms, the limitation(s) of your capability to perform work at TMP-OMD due to the medical condition. TMP-OMD does not accept restrictions such as process, department, plant and shift-specific restrictions.

Restriction documentation must contain the following six (6) items:

- Your name;
- Date the Work Capacity Form was completed by the physician;
- Diagnosis/medical condition that requires the work restriction;
- Start and end dates of restriction(s);
- Description of work restriction(s); and
- Physician’s signature.

Falsification or misrepresentation of a medical restriction may result in corrective action up to and including separation from employment.

TMP-OMD will make every effort to provide reasonable accommodations. Reasonable accommodation may include change of work, schedules, assignments, etc. and will be determined on a case-by-case basis, considering job title, training, and qualifications; the requirements of the work assignment; the anticipated length of impairment; and the potential hardship the proposed accommodation may present to TMP-OMD's business operations or to other associates' ability to perform their work assignments.

Each new or modified work restriction(s) must be submitted to the TMP-OMD Nurse immediately upon receipt from your medical provider. This must be done before reporting to the work area. You must also comply with all requirements of the placement/accommodation procedures.

Restrictions submitted to the TMP-OMD Nurse with a begin date more than five (5) working days old will not be accepted. The associate will be advised to provide updated documentation.

DRUG AND ALCOHOL FREE WORKPLACE

TMP-OMD has an obligation to provide associates with a safe place to work and to ensure that associates do not impose an unreasonable risk of harm to fellow associates, contractors or visitors to TMP-OMD.

The primary intent of the Drug and Alcohol Policy is to increase associate awareness and understanding of the adverse effects of drug and alcohol use and to promote intervention assistance as the preferred option in addressing substance abuse in the workplace.

Confidential associate assistance is available through the Associate Assistance Program and TMP-OMD's medical insurance plan. It is not necessary for an associate to divulge to TMP-OMD that he or she desires substance abuse-related assistance.

The use of or being under the influence of any illegal drug, the possession, purchase or attempted purchase, sale or attempted sale, distribution or attempted distribution of any illegal drug or the possession of any drug related paraphernalia while on TMP-OMD property or while conducting TMP-OMD business is prohibited. A prescription drug that is not currently prescribed for that associate is considered an illegal drug for the purposes of this policy. The purchase or attempted purchase, sale or attempted sale, consumption or being under the influence of alcohol while on TMP-OMD property is prohibited. A drug and alcohol test will be administered any time TMP-OMD has reason to believe that an associate is using or is under the influence while on TMP-OMD property. All testing will be done through a controlled, secure and certified testing process certified by the U.S. Department of Health and Human Services.

An associate who has reason to believe that another associate is under the influence of alcohol or illegal drugs must immediately report such condition to Administration - Associate Relations or their department management. Violation of the TMP-OMD Drug & Alcohol policy or the refusal to take a required drug and alcohol test will result in corrective action up to and including separation from employment.

SMOKING AND TOBACCO PRODUCTS

TMP-OMD promotes a clean and healthy work environment. To do this, TMP-OMD restricts the use of all tobacco and similar products/devices to designated smoking areas or inside personal vehicles. TMP-OMD posts signs designating smoking areas.

You must properly dispose of any smoking and tobacco debris in the appropriate receptacles.

A SAFE AND SECURE WORKPLACE

TMP-OMD is committed to promoting a safe work environment and will not tolerate any act or threat of violence. This policy applies to all direct and indirect forms of violence, threatening behavior, unwanted pursuit, harassment or other actions that risk the well-being of you and/or any individual on TMP-OMD premises. This

includes any individual working for, engaged in business with or on behalf of TMP-OMD, regardless of whether the business is conducted on or off TMP-OMD premises (e.g. off-site company event, etc.).

You are responsible for complying with TMP-OMD's prohibition against workplace violence. You are obligated to immediately bring to TMP-OMD's attention any situation that constitutes a violation of TMP-OMD's Safe and Secure Workplace policy. Examples may include, but are not limited to:

- Excessive or intimidating references to incidents of workplace violence or other highly publicized violent crimes;
- Persistent anger or unprovoked conflict with others in the workplace, which may include abusive or profane language;
- Using any communication tool, such as telephone, e-mail, computer wireless devices or any other device, to intimidate or threaten harm to another person;
- Making threats or allusions to harm oneself or others, or actually committing an unsafe act such as shoving, kicking, hitting, or pushing;
- Aggressive, intimidating or persistent unwanted contact with associates, contractors, suppliers, or visitors following discipline or separation;
- Running surveillance or stalking co-workers or any person affiliated with TMP-OMD on or off of TMP-OMD premises, or while on TMP-OMD business;
- Unless otherwise stated, possession of weapons of any type for any reason is strictly prohibited on company property, at any company-sponsored event, or in any company-owned pool car. While this list is not exhaustive, weapons include: firearms, handguns, knives with a blade longer than two and three quarter inches (2 ¾"), electronic taser type devices, any explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual. This includes visible and concealed weapons, even those for which the owner has a valid license. An associate's motor vehicle may contain a firearm and/or ammunition only if the firearm and/or ammunition is locked in the trunk or glove box or stored out of plain sight within the locked vehicle and that associate possesses a valid concealed carry license and permit for the firearm if one is required. Under no circumstances may an associate remove a firearm from a vehicle or possess a firearm outside of a vehicle on Honda property.
- Willfully damaging or sabotaging TMP-OMD property, or property belonging to a TMP-OMD associate, contingent workforce, visitor or contractor; and/or
- Potentially dangerous pranks and/or aggressive horseplay.

In addition, if you experience difficult personal situations offsite that may impact the workplace, this should also be reported to Administration immediately. Examples may include, but are not limited to:

- Domestic violence or threats against you or another associate where there is a possibility that another party will seek you or other associates out at work;
- The associate or another associate is receiving threatening or harassing telephone calls, e-mails or letters inside and/or outside the workplace;
- You or another associate is the target of unwanted pursuit by someone who has been inside and/or outside the workplace.

If you have a question about this policy or need to report a known or suspected violation, you should promptly contact one of the following:

- Your supervisor;
- Your department manager;
- Associate Relations;
- Security at ext. 1000; and/or
- Corporate Compliance & Ethics (CC&E)

In the case of any threatening situation involving violence in progress on TMP-OMD premises, you

should immediately call Security at extension 1000.

Once notified of any suspected violation, TMP-OMD will conduct an appropriate investigation to determine the content, if the violation occurred, and whether it has caused or is likely to cause harm to others. All associate reports made pursuant to this policy will be held in confidence to the maximum extent possible.

Retaliation or adverse action against anyone making a good faith report of a suspected violation is prohibited.

Any associate who violates this policy or fails to cooperate during the investigation may be subject to corrective action up to and including separation from employment.

Many acts or threats of violence are also prohibited by law and could be subject to civil or criminal consequences.

Protective/Restraining Order

If you obtain a protective or restraining order which lists TMP-OMD as a protected area, you must provide Administration a copy of the protective or restraining order which was granted.

Fitness for Duty

There may be occasions when TMP-OMD deems it necessary to schedule a mandatory medical/psychological examination (at TMP-OMD's expense) with a qualified licensed professional(s) to reasonably determine a person's ability to safely and effectively perform their job duties without putting themselves or others at risk. Failure to comply with a directive to attend a Fitness for Duty Examination may result in corrective action up to and including separation from employment.

DISPOSAL OF SCRAP ITEMS

TMP-OMD does not permit the removal of scrap or waste items unless it is through an approved TMP-OMD waste hauler.

Associates are permitted to remove empty cardboard boxes from TMP-OMD premises upon inspection by Security. If you observe any violations, you must report it to your department management or Administration-Associate Relations.

CUSTOMS-TRADE PARTNERSHIP AGAINST TERRORISM (C-TPAT)

TMP-OMD is a member of the Customs-Trade Partnership Against Terrorism or C-TPAT. C-TPAT is a joint government-business initiative to build cooperative relationships that strengthen overall supply chain and border security. C-TPAT recognizes that U.S. Customs and Border Protection (Customs) can provide the highest level of security through close cooperation with the ultimate owners of international supply chains. Through this initiative, Customs is asking businesses to ensure the integrity of their security practices and communicate security guidelines to their business partners within the supply chain.

You have the responsibility to report the following to your supervisor, department manager, Administration - Associate Relations or Plant Security:

- Suspicious persons or activities;
- Unknown material or substances;
- Possible theft;
- Broken or damaged fencing, doors, locks, lights, etc.;
- Safety concerns; and/or
- Modifications to shipping containers or packaging.

PARKING

A single parking space is provided for all associates. Given this limitation, associates should ask Associate Relations for a trailernot park boats, trailers, etc....in TMP-OMD's lot. There are no reserved spaces, except for Handicap, Visitors, Credit Union and assigned Company Vehicles. All parking is at your

own risk. TMP-OMD assumes no responsibility for loss or damage to vehicles parked on company property.

Temporary handicap parking stickers will be provided to associates with a medical need as documented by their physician. Requests for temporary handicap parking stickers should be made to the TMP-OMD Nurse.

INFORMATION MANAGEMENT COMMUNICATIONS/BULLETIN BOARDS

TMP-OMD promotes open and candid communications at all levels within the organization and has established various means to share information, suggestions, and ideas:

- A shift start-up meeting is used to share information with you on a daily basis. Often in this shift meeting supervisors will read memos containing general announcements for all associates.
- TMP-OMD maintains company bulletin boards near the entrance of the facility. These boards are used to communicate safety-related announcements, work schedules, recreational activities, policy information, or other pertinent information. Only designated TMP-OMD associates will be authorized to post items on company bulletin boards.
- Associate bulletin boards also are available for posting items for sale/rent by TMP-OMD associates or notices of public events. Postings referring to weapons or related paraphernalia (e.g., guns, knives, ammunition, etc.), business or commercial ventures, or anything political, offensive, or inflammatory, are not permitted and will be removed.
- Closed-circuit televisions are located throughout TMP-OMD and broadcast the Honda News Network (HNN) to accommodate all shifts and to provide a means of communicating TMP-OMD events, Honda-wide information and external news. Also, TMP-OMD publishes a newsletter called "The Point" to provide information to associates and their families about TMP-OMD events, operations and production.
- The TMP-OMD Intranet site can be accessed from your computer, or the associate kiosks located throughout the facility. This site is used as a means to communicate information such as current events, associate information, meal menus, resource scheduling, job postings, training, network access, phone directories, SharePoint, links to TMP-OMD benefit providers and to access the TMP-OMD Quality Management System (QMS).
- TMP-OMD encourages direct communication between you and your supervisor/manager. However, when this is not possible, the Direct Line system provides a written communication tool where you can express concerns or raise important work issues with TMP-OMD's leadership team. The Direct Line forms and the submission box are located near the company communications bulletin boards.
- Other communications specific to the plant or department may occur as necessary, such as town meetings, roundtable meetings, focus group activities, etc.

CONFIDENTIAL INFORMATION

You may be entrusted with confidential information, such as associate personnel records, the nature of a model change, experiments in research and development, production processes, design drawings and specifications, pricing and cost data, or long-range production plans. The nature of our business is highly competitive and the unauthorized release of this type of information could be very damaging to TMP-OMD and the security of all associates.

Therefore, you must keep all confidential information within TMP-OMD. The unauthorized release of this information is prohibited. You may not remove any documents, records, or property of any type from TMP-OMD premises for any purpose, unless you have specific authorization. A continuing obligation of confidentiality exists after separation of employment. If you have any questions regarding confidential information, discuss it

with your supervisor or department Manager. TMP-OMD associates are responsible for reporting any violation or suspected violation to their department management, Administration or the Compliance and Ethics Line.

ELECTRONIC COMMUNICATION

TMP-OMD will provide associates, on an as needed basis, with electronic devices (e.g., desktop computers, laptops, Smartphones, cell phones, Internet and Intranet access, electronic mail (e-mail), voice mail systems, or any other device used for electronic communications) and software for use as a business tool. If you are issued any such device or software, it is intended to be used for business purposes in accordance with TMP-OMD policies, procedures, and applicable laws. Unauthorized access or inappropriate use of electronic devices or software by any user is a violation of TMP-OMD policy, which may result in corrective action up to and including separation from employment and may be a violation of federal and/or state law. All information created by associates or stored on electronic devices is the sole and exclusive property of TMP-OMD.

No Expectation of Privacy or Confidentiality

Users of electronic devices do not have, and should not have, any expectation of privacy or confidentiality with respect to the information procured, sent, received, or stored using electronic devices and software and should be aware that such information will not be treated as private or confidential. All such information, accounts and devices are subject to access, review, monitoring, retrieval, recovery, logging, inspection and disclosure at any time, with or without notice. TMP-OMD may retrieve such communications despite any deletion or attempt to delete them.

Security

Users must strictly comply with TMP-OMD security procedures, keeping all assigned IDs, passwords, and codes confidential. Passwords are user specific and should not be shared with others. Users must also physically secure electronic devices, software, and other data files stored on these devices.

TMP-OMD proprietary or confidential information must never be sent, forwarded, or transmitted to unauthorized outside companies or individuals, or to other users within TMP-OMD who do not have a need to know.

Information Services (IS) approval is required before connecting non-TMP-OMD electronic devices to the TMP-OMD network. Because the relocation of desktop computers and printers involves a wide range of concerns, only approved IS associates may move desktop computers and printers. A laptop computer user should contact the IS Help Desk prior to permanently moving to another location to ensure all resources are configured at the new location.

Approved virus protection software is installed on all electronic devices. Users are not permitted to disable or modify the anti-virus tools installed on electronic devices. Suspected viruses should be immediately reported to the IS Help Desk. Users of electronic devices should not write, compile, copy, knowingly propagate, execute, or attempt to introduce any electronic code designed to self-replicate, damage, or otherwise hinder the performance of any electronic device.

Usage and Copying of Software

In accordance with the Intellectual Property policy, users must respect all copyright, trademark, and proprietary warnings or notices on any third party software and data files. Users must comply with usage and copying restrictions, which are generally available through user manuals, labels or notations. Contact the IS Help Desk with any questions regarding usage or copying of software and data files.

E-mail

Electronic mail (e-mail) may not be used for solicitation or distribution except as expressly permitted in the Solicitations and Distributions policy. Designated IS users may broadcast technical/system information to any population of users at any time. Occasionally, a user may receive an e-mail message warning of a newly discovered computer virus. If a user receives such

a message, contact the IS Help Desk. Do not forward to other associates or open any attachments.

Personal Use

Users may occasionally use TMP-OMD electronic devices for non-business related purposes, so long as it does not interfere with anyone's job performance or productivity. All such use is subject to this policy.

If a user receives, from an unknown sender, an electronic message that violates TMP-OMD policy, users should:

- 1) Delete the message and,
- 2) Do not open any attachments or forward the message.

If a user receives from a known sender an electronic message that violates TMP-OMD policy, the user should:

- 1) Reply to the sender that the user does not want to receive such messages and that the message violates TMP-OMD policy and
- 2) Delete the message.

If the user is uncomfortable responding to the sender, contact your management or Administration for direction.

INTELLECTUAL PROPERTY

You must safeguard and protect TMP-OMD intellectual property, as well as respect the intellectual property rights of others. Intellectual property may exist in the form of patents, copyrights, trademarks, or trade secrets.

Patents - Inventor Award Program

TMP-OMD competes through the development and protection of new technology and encourages and promotes associate efforts to further TMP-OMD technological progress. If you wish to submit an idea or invention for patent consideration you must complete an Invention Disclosure Record. TMP-OMD or its designee will have the sole discretion as to whether they will investigate or apply for a patent on any of the submitted ideas and inventions. You may be eligible for an inventor award.

Copyrights - Works of Authorship, Photographs and Videos

Honda owns all original works of authorship that you create related to Honda's business, its products, or your assignment, whether or not a copyright notice is placed on the work. From time to time, Honda or its designee may photograph or videotape the manufacturing processes as you perform your job. It is possible you will appear in these photographs and videos taken by Honda or its designee for internal and external communication and promotional purposes. By working for Honda and receiving this handbook, you agree to be photographed and recorded, without any further notice, and you grant permission for anyone authorized by Honda to later use your likeness and voice for any purpose through any type of media without any compensation to you.

Trademarks - Requests to Use Honda Name/Logo

Administration must approve in advance any use of the Honda name, logo, facilities, or products to ensure the use is consistent with Honda and TMP-OMD communication goals and corporate image.

In addition, when the request is to use the Honda logo, trademark, etc. on an item (e.g., clothing, hat, etc.), the item must also be submitted for approval.

Trade Secrets - Public Disclosure

On occasion, you may desire to disclose confidential business information at public events. Your supervisor, with the assistance of Administration (and the Legal department, if applicable) will review and approve/disapprove your request for publication/distribution at public events.

Unsolicited Ideas from Outside Sources

Anyone outside TMP-OMD attempting to submit ideas regarding advertising or marketing of Honda

products, or product or process improvements of Honda products, should be immediately redirected to Administration. If the communication is in writing, you should immediately stop reading and forward the materials to Administration. Do not copy or share the communication with anyone else.

SOCIAL MEDIA COMMUNICATIONS

Social media has become an integral part of society as a means to share your life and opinions with family, friends and co-workers around the world. We encourage you as an associate to engage with Honda's corporate social channels and content – our associates are our best advocates! However, use of social media, whether personal or corporate, also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, Honda has established this policy, which outlines Honda's position regarding social media and provides guidelines regarding the obligations and responsibilities of individuals directly associated with Honda. It is the policy of the Company to ensure that comments related to any aspect of company business posted via social media internet sites can be properly distinguished between the official position of Honda and those made from unofficial or unrelated sources.

This policy is intended to uphold the Federal Trade Commission regulations requiring clear, conspicuous, truthful, and transparent communication to the public regarding online communications and associations/affiliations. Nothing contained in this policy or elsewhere is intended to prohibit communications regarding wages, benefits, or terms and conditions of employment.

Fundamental Principles:

1. Be responsible and professional
2. Be transparent, but only speak on behalf of yourself
3. Protect the company's confidential information and intellectual property (as defined below)
4. Follow the law and all Honda policies

Who is Covered?

All associates of American Honda Motor Co., Inc., or its subsidiary or affiliated companies (collectively "Honda" or "the company"), any supplier, vendor, consultant, or individual employed by a third-party entity and assigned at Honda (including all contingent workers) who are participating in or contributing to what is generally referred to as "social media." It is the responsibility of the covered individuals to know and abide by the policy.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that certain conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects Honda's business or operations or its customers, vendors or suppliers may result in disciplinary action up to and including termination.

Carefully read these guidelines, the Company's policies located on Hondaweb within its Handbook, the Global Confidentiality Policy and North America Regional Confidentiality Procedures, and the Anti-Harassment/Anti-Discrimination Policies, and ensure your social media postings are consistent with these policies and procedures. Postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action

up to and including termination.

ASSOCIATE RECORDS

All TMP-OMD associates are responsible for keeping their records current by notifying Administration - Payroll & Benefits of all information changes. TMP-OMD maintains certain information on each associate including:

- Home address and telephone number
- Emergency contact person and telephone number
- Marital status for tax filing purpose and benefit information (Example: family coverage or COBRA insurance)
- Dependent information (including social security numbers)
- Federal, state, city and school tax deductions; and
- Beneficiaries for pension, savings plan or life insurance

All information in associate records is maintained in a confidential manner.

MEDICAL RECORDS

TMP-OMD maintains confidentiality of all medical records. Access to medical records is limited to the medical staff with specific exceptions, to ensure confidentiality. Exceptions will comply with all laws regarding confidentiality. All requests for review or copies of your medical records shall be made through written request from Administration.

BENEFITS SUMMARY

	Hire Date	1st Day of Month after Hire Date	1st Day of the Month After 3 Full Months	1st Mo. After 6 Full Months	1st Mo. After 12 Full Months	Vesting # of Years
Health Care						
Medical Plan		X				
Prescription Drug Plan		X				
Dental Plan			X			
Vision Subsidy			X			
Workers Compensation						
Workers' Compensation Insurance	X					
Disability Insurance						
Short-Term Disability Insurance			X			
Long-Term Disability Insurance				X		
Life Insurance						
Basic Life			X			
Accidental Death & Dismemberment			X			
Business Travel Accident	X					

Supplemental Term			X			
Retirement						
Pension Plan					X	5
Post-Retirement Medical Plan (upon retirement)						
401(k) Savings Plan			X			

	Hire Date	3 Full Months	6 Full Months	12 Full Months	Vesting # of Years
Associate Development Courses	X				
Educational Reimbursement Program		X			
Associate Involvement Programs	X				
Associate Assistance Program	X				
Associate Service Awards	X				
Perfect Attendance Awards	X				Jan. 1 after year of hire
Holiday Events & Gifts	X				
Safety Glasses	X				
Safety Shoes	X				

Uniforms	X				
Honda Federal Credit Union	X				
Stock Purchase Program	X				
Associate Purchase Program		X			
Service Center	X				
Recreation Events	X				
Activity/Wellness Center Membership	X				
Honda Family Festival	X				

Associates Working During the Holiday or Shutdown

Scheduled Workday Prior	Scheduled Holiday/Shutdown Day(s)	Scheduled Workday After	Impact to Holiday / Shutdown Pay
Work	Work	Absent	Holiday/Shutdown pay less one (1) day
Absent	Work	Work	Holiday/Shutdown pay less one (1) day
Work	Absent (all or partial)	Work	Holiday/Shutdown pay less one (1) day
Absent	Partial Absence	Work	Holiday/Shutdown pay for days not absent, less one (1) day
Work	Partial Absence	Absent	Holiday/Shutdown pay for days not absent, less one (1) day
Absent	Absent	Work	No Holiday/Shutdown pay
Work	Absent	Absent	No Holiday/Shutdown pay

Associates Not Scheduled to Work During the Holiday or Shutdown

Day Prior	Days During	Day After	Impact to Holiday/Shutdown Pay
Absent	Holiday/Shutdown	Work	Holiday/Shutdown pay less one (1) day
Work	Holiday/Shutdown	Absent	Holiday/Shutdown pay less one (1) day
Absent	Holiday/Shutdown	Absent	No Holiday/Shutdown pay

Associates on Leave of Absence

Day Prior	Days During	Day After	Impact to Holiday / Shutdown Pay
LOA	LOA	LOA	No Holiday/Shutdown pay
LOA	LOA	Work	No Holiday/Shutdown pay
LOA	Released	Work	Holiday/Shutdown pay less one (1) day
LOA	Partial LOA	Work	Holiday/Shutdown Pay for days not on LOA, less one (1) day
Work	LOA	LOA	No Holiday/Shutdown pay
Work	Holiday/Shutdown	LOA	Holiday/Shutdown pay less one (1)day
Work	Partial LOA	LOA	Holiday/Shutdown Pay for days not on LOA, less one (1) day
Intermittent LOA	Released	Intermittent LOA	Holiday/Shutdown Pay for days not on LOA, less one (1) day
Paid LOA	Paid LOA	Paid LOA	Holiday/Shutdown Pay