

**WESTWARD SEAFOODS, INC.  
CORPORATE HEADQUARTERS  
EMPLOYEE HANDBOOK**

**REISSUED DECEMBER 2009**

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**WELCOME TO WESTWARD SEAFOODS, INC.**

I would like to take a moment to personally welcome you to Westward Seafoods, Inc. It is our hope that your employment here will be rewarding, both personally and professionally.

In order to assist you in your success here, please take the time to read this handbook. The handbook is an outline of our company policies and therefore, may not answer all of your questions. If you find that you have further questions, please contact your Supervisor or the Human Resources Department.

It is important to us here at WSI to maintain a solid workforce and a reliable team and we thank you in advance for bringing a positive contribution to our efforts.

Sincerely,

Rick Dutton  
President  
Westward Seafoods, Inc.

## INTRODUCTION

This handbook is designed to acquaint you with WSI, and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read and ask questions about the provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by WSI to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As WSI continues to grow, the need may arise to change policies described in the handbook. WSI therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time, or to deviate from the provisions in this handbook, as it deems appropriate, in its sole and absolute discretion. WSI will try to notify employees of changes as they occur.

### What the Handbook Is and Is Not

It is important to begin by describing what this Employee Handbook is, as well as what it is not. It...

- \* **IS** a summary of our organization's employment policies and procedures. It revokes and supersedes any prior summaries or statements of employment policies and procedures and will control in case of any inconsistency with other written materials (except individual employment agreements) or unwritten practices.
- \* **IS** an evolving document which may be revised and updated from time to time. We will try to keep you advised of changes in policies and procedures covered in this Employee Handbook through notices on bulletin board, employee meetings, and/or circulation of revised pages or a later edition.
- \* **IS NOT** your only source of information on employment-related issues. Although this Employee Handbook should be the best place to start in finding answers to questions, you may, from time to time, have questions that it does not answer. In those situations, you should talk with your supervisor or someone from the HR staff.
- \* **IS NOT a contract of employment or promise of specific treatment. WSI hopes that our employment relationship with you will be ongoing and rewarding for you and the Company. However, your employment is "at will" and may be terminated at any time, with or without cause, by either you or WSI.**

### Seattle Corporate Headquarters

The corporate headquarters of WSI is located at 2101 Fourth Avenue, Suite 1700, Seattle, WA 98121. The staff at this location is responsible for a variety of corporate activities and acts in a support capacity for WSI's plant operations. The departmental functions located in Seattle include; Accounting, Human Resources, Sales, and Purchasing. The support services provided to our processing facilities, through our corporate staff, are critical especially during each processing season.

### WSI Unalaska/Dutch Harbor Processing Facility

Located in Captain's Bay, Unalaska, Alaska, this facility was established in 1989, started operations in 1991 and is a wholly owned subsidiary of Maruha Nichiro Holdings, Inc. This facility is engaged in the production of surimi, fish meal, crab, pacific cod, sablefish, halibut and other groundfish. The fish and crab are purchased from fishing vessels and processed at the plant during specific fishing seasons. Most of the workforce at the processing facility is seasonal, living in WSI housing near the plant.

### WSI Kodiak Processing Facility

Located on the channel in Kodiak, Alaska, this facility was established in 1967 and by the mid 1970's became Western Alaska Fisheries (a wholly owned subsidiary of Maruha of Tokyo, Japan). July 1, 2004, Western Alaska Fisheries merged with Westward Seafoods, Inc. to become part of the WSI family. This facility processes surimi, crab, salmon, pacific cod, halibut, and other groundfish. As with the Unalaska

facility, fish and crab are purchased from fishing vessels and processed at the plant during specific seasons. The seasonal workforce at this processing facility tends to live in Kodiak throughout the year in their own private homes.

### **On-Site Support**

WSI could not be a success without personnel dedicated to service and support operations on-site at our processing facilities. Therefore, there may also be Human Resource, Accounting, Shipping & Receiving, and Engineering personnel on-site at the plants, as well as Departmental Managers.

## **EQUAL EMPLOYMENT OPPORTUNITY/ACCOMMODATION/ANTI-HARASSMENT**

### **Nondiscrimination**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WSI will be based on business-related criteria like skills, qualifications, abilities, and job performance. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, marital or veteran status, or any other characteristic protected by local, state, or federal law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Reasonable Accommodations of Disabilities**

WSI is committed to complying with the employment laws and regulations insuring equal employment opportunity for persons with disabilities. WSI will make reasonable effort to accommodate qualified individuals, as defined under applicable laws.

Depending on the circumstances, reasonable accommodation may include but is not limited to providing applications in alternative accessible formats, providing assistance in completing applications, restructuring job duties and functions, reassigning qualified employees to vacant positions, providing physical aids, and granting reasonable leaves of absence. WSI will make reasonable accommodations that can be accomplished without undue hardship.

You should contact Human Resources and your supervisor if you have a medical condition that limits your ability to perform your essential job functions. WSI may require that you provide verification of your condition and its work-related limitations. We will engage in an interactive process with you to identify needed reasonable accommodations. You have an obligation to cooperate in this process. If you have concerns that your supervisor or manager is not providing reasonable accommodations, please contact the Human Resources Department.

### **Religious Accommodation**

WSI will make reasonable efforts to accommodate the religious practices of our employees as required by applicable law. When an employee requests an accommodation, WSI may consider such alternatives as voluntary substitutions, flexible scheduling, or changes in job assignments. The requested accommodation, however, must be reasonable. We are not required to make any accommodation that would create an undue hardship on the conduct of our operations. Based on the particular facts in each case, we will determine whether a requested accommodation would create an undue hardship. If you

have concerns that your supervisor or manager is not providing reasonable accommodation for your religious beliefs, please contact the Human Resources Department.

### **Anti-Harassment Policy**

WSI is committed to providing a harassment-free work environment for all of its employees. To this end, WSI prohibits harassment that is sexual in nature, and harassment that is based upon race, color, religion, sexual orientation, national origin, age, disability, genetic information, veteran or marital status or other characteristics protected by local, state and federal laws. Such harassment demeans individuals, negatively impacts morale, and undermines the effective, efficient operation of our business. WSI employees must not engage in harassment of any kind; persons harassing others on any basis will be dealt with promptly.

\* Sexual Harassment is defined as: Unwelcome sexual advances, requests for sexual favors, or other verbal, physical or visual conduct of a sexual nature when:

- **submission to such conduct is made a condition of an individual's employment; or**
- **submission to or rejection of such conduct is used as a basis for making employment decisions affecting the individual; or**
- **such conduct -- intentionally or unintentionally -- unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment.**

\* Examples of sexual harassment include unwelcome sexual advances, repeated unwelcome requests for dates, other forms of one sided excessive romantic attention, conditioning an employment benefit like a raise or promotion on sexual favors, leering, obscene pictures or cartoons, unwelcome physical contact like pats, touching, and impeding or blocking movements, or obscene/dirty jokes.

\* Harassment based on other protected characteristics generally includes unsolicited and offensive remarks, slurs, gestures, physical contact, display or circulation of written materials, pictures or cartoons, jokes, photographs, or other offensive matter/conduct that is based upon or directed toward a particular race, color, religion, gender, sexual orientation, national origin, age, disability or other characteristics protected by local, state or federal law. Examples include racial or ethnic slurs, racial jokes, cartoons demeaning racial, ethnic or religious groups, etc.

Anyone who is aware of any instance of sexual or other harassment must report the matter IMMEDIATELY to any member of the Human Resources Department. Employees are encouraged to report concerns about discrimination or harassment before behaviors become severe or pervasive so that WSI can investigate and take appropriate action before the laws are violated.

All complaints of harassment will be investigated promptly. The complaining employee is expected to provide as many details as possible such as the dates, locations and names of witnesses. Complaints are investigated confidentially to the extent allowed under the circumstances and the law. Generally this means the allegations are shared with those who have a need to know so that WSI can conduct an effective investigation. During an investigation, WSI may take steps to minimize contact between the complaining employee and alleged offenders. The results of the investigation are usually shared with the complaining employee, the alleged offender, and if appropriate, other employees directly involved with the incident. Any supervisor, employee, or other individual affiliated with WSI who has been found to have harassed another individual will be subject to appropriate corrective action, up to and including termination of employment.

No employee, who in good faith reports instances of harassment, will suffer retaliation for reporting such harassment. Employees who believe they have been retaliated against for reporting concerns about

discrimination or harassment must contact any Human Resource staff member IMMEDIATELY. Appropriate corrective action will be taken if allegations of retaliation are substantiated.

WSI expects that all of its employees and affiliates will act responsibly at all times to maintain a pleasant, cooperative working environment, free from discrimination and harassment of any kind, thereby allowing each employee to perform to his/her maximum potential.

WSI is committed to ensuring a harassment-free workplace. Those with questions regarding this anti-harassment policy should contact Human Resources.

## **RECRUITMENT/EMPLOYMENT STATUS**

### **Employment Applications**

WSI relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in WSI's withdrawal of a job offer or, if the person has been hired, termination of employment.

### **Immigration Law Compliance**

WSI is committed to employing only persons who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with WSI within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration compliance are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration compliance without fear of reprisal.

### **Employment Classifications**

WSI has developed employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, regardless of one's classification the right to terminate the employment relationship at will at any time is retained by both the employee and WSI.

At the corporate headquarters WSI uses four different employment categories:

Exempt: An exempt employee is paid on a salary basis and is not eligible for overtime wages. Exempt employees are usually full-time and are primarily departmental managers and/or administrators. These employees are regularly scheduled to work WSI's full-time schedule.

Non-Exempt: Non-exempt regular employees are those who are not in an introductory period of employment, are considered to be full-time, and who are regularly scheduled to work WSI's full-time schedule. This is not a guarantee of hours, but a schedule.

Temporary: From time to time WSI may find it necessary to hire additional personnel for special projects or to provide coverage for an existing employee who needs to be away for an extended period of time. Temporary employees can be either exempt or non-exempt depending on job assignment. Temporary employees do not qualify for WSI benefits.

Part-time: Occasionally WSI's operations may require or facilitate a regular part-time schedule. If an employee is scheduled to work part-time, benefit eligibility and/or accruals may be affected. Generally, a part-time employee is someone assigned to a regular schedule of less than 35 hours a week.

**Introductory Period**

A new employee's first 90 days of employment are considered an introductory period. During this time both you and WSI should be evaluating your suitability for further employment. At the end of this period, WSI may grant you regular status and certain employee benefits may become available. If WSI needs more time to evaluate your suitability for regular employment, it may extend the introductory period. It may also end your employment if it determines that you are not likely to be successful at WSI. Please remember that if you are re-classified as a regular employee, your employment nevertheless remains at-will.

**Transfers and Promotions**

After a Headquarters employee has successfully completed the introductory period the employee may apply for promotion/transfer to a vacant, "posted" position at Headquarters. Please note that transfers are generally not allowed between facilities. Open Headquarters' positions may be posted on employee bulletin boards. WSI, however, may not post higher level exempt positions, positions filled by promotions within a department, or positions filled by employees who would otherwise be laid off.

An employee who has completed the introductory period, who is qualified for an open position and who is satisfactorily performing his or her current job may apply for a posted opening by submitting to Human Resources a written request for transfer or promotion. An updated resume should be submitted with this written request.

Please keep in mind that simply requesting to be considered for an opening does not automatically mean that the request will be granted. Promotions and transfers are based on relative qualifications for the posted position as well as one's employment history. Examples of things that may be considered, include:

Attendance	Attitude	Efficiency
Safety Record	Experience	Job Performance
Cooperation	Skill	Length of Service
Overall Ability	Disciplinary Record	

WSI also reserves its right to determine relative qualifications for a posted position or to hire from outside rather than promote from within. Lateral transfers must be approved by your current supervisor, but promotional transfers to another position with higher pay do not require the approval of your current supervisor.

**Hiring of Friends and Relatives**

If you have friends and or acquaintances who are interested in employment with WSI (whether in Alaska or Seattle) they must contact Human Resources in Seattle and ask for information on how to apply. Everyone, no matter what their connection or association with current employees of WSI should go through the established hiring process and procedures. If the applicant successfully meets the minimum criteria for employment they may be offered an opportunity to interview for open positions.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Moreover, WSI business interests may be compromised where relatives supervise, audit, or otherwise work in positions where their duties would present real or potential conflicts of interests.

Although WSI has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area or in other situations that raise real or potential conflicts of interest. In case of actual or potential problems, like conflicts of interest, WSI will

limit employment assignments or opportunities. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, relatives are defined to include spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren. This policy also applies to domestic partners or other individuals who may not be legally married or related but who reside with another employee in a relationship similar to a familial relationship.

## **PERSONNEL ADMINISTRATION**

### **Personnel Records**

WSI maintains personnel files on each employee. The personnel file contains information like the employee's job application, resume, records of training, documentation of performance and discipline and wage/salary history, and similar employment records. Medical information is maintained in a separate file from other employment records.

Personnel files are the property of WSI, and access to the information they contain is restricted. Generally, only supervisors and management personnel of WSI who have a legitimate reason to review information in a file are allowed to do so. Employees may also review their own files. And of course WSI may disclose information from personnel files to third parties, like government agencies, when permitted or required by law.

Employees who wish to review their own personnel file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in WSI's offices and in the presence of an individual appointed by WSI to maintain the files. Any concerns regarding the completeness or accuracy of the information contained in your files should be discussed with the Human Resources Director. If WSI believes the information is accurate and relevant, you may nevertheless place your own additional statement in your file.

### **Personnel Data Changes**

It is the responsibility of each employee to promptly notify WSI of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

### **References**

When a current employee needs the Company to verify employment (such as for a loan approval), the Employee should advise Human Resources of the need at the earliest opportunity so that Human Resources can verify the authorization to release employment information.

The Company also reserves its right to provide references regarding former employees. Generally, references include verification of dates of employment, final pay rate, job title and duties. When former employees provide a written release of additional information from a prospective employer, it may facilitate the sharing of more information. Please remember, however, that WSI has the discretion to give or not give references in its discretion.

## **COMPENSATION/PAYROLL ADMINISTRATION**

### **Timekeeping**

Accurately recording time worked is the responsibility of every non-exempt employee. Non-exempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Federal and state laws require WSI to keep an accurate record of time worked in order to calculate employee pay and benefits. All non-exempt employees are provided a time sheet for this purpose. Time worked is all the time actually spent performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should report to work no more than ten minutes prior to their scheduled starting time nor stay more than ten minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign a non-exempt employee time sheet to certify the accuracy of all time recorded. Supervisors review and initial time sheets before submitting them for payroll processing. In addition, if corrections or modifications are made to the time sheet, both the employee and the supervisor should verify the accuracy of the changes by initialing the change on the time sheet.

Exempt employees may be required to complete records that report their use of Personal Leave, as well as other time they miss due to personal or family member illness/injury, or other personal reasons.

### **Administrative Pay Corrections**

WSI takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, either an under or over payment, the employee must promptly bring the discrepancy to the attention of WSI so that corrections can be made as quickly as possible.

Once an underpayment is identified, it will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless WSI in its discretion determines that this presents a burden to the employee (where there is a substantial amount owed). In that case, WSI may arrange a schedule of repayments with the employee to minimize the impact on the employee.

### **Payroll Deductions and Garnishments**

The law requires that WSI make certain deductions from every employee's compensation. For Headquarters' staff this generally means federal income taxes. WSI also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." WSI matches the amount of Social Security taxes paid by each employee. Employees are required to provide a valid social security number to WSI.

Some employees only qualify to participate in programs and benefits beyond those required by law, such as group insurance or retirement programs. Employees authorize deductions from their paychecks to cover the costs of participation in these programs. An example of a voluntary deduction would be the insurance premium to cover your cost for voluntary insurance through Aflac.

Garnishments are pay deductions taken by WSI, ordered by a court to pay off an employee's debt or obligation to an organization other than WSI. Employees are encouraged to obtain help through nonprofit agencies, like a Consumer Credit Counseling Service, in order to prevent or minimize the chance of garnishments. Employees who are garnished three or more times on separate indebtednesses within a twelve month period may be disciplined, up to and including termination.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Payroll Accountant can assist in having your questions answered.

### **Deductions From Exempt Employees' Salaries**

WSI adheres to the federal and state regulations that require exempt employees to be paid on a salary basis. Generally, this means that once any applicable type of paid leave is used up, that an exempt

employee's salary is reduced only for full-day absences occasioned by personal reasons, illness or injury. WSI continues an exempt employee's salary during work weeks while the exempt employee is on jury, witness or temporary military leave, so long as the exempt employee is still providing services to the Company during part of those work weeks. WSI also limits the use of unpaid disciplinary suspensions with exempt employees to full days and to those limited circumstances allowed by the salary basis regulations. Exempt employees who are also FMLA eligible employees, may have their salaries reduced during work weeks in which the exempt employee takes unpaid FMLA leave, whether in full or part-day increments. Please note that WSI is not required to pay the full salary to an exempt employee in any partial initial or terminal week of employment.

Any exempt employee who believes that improper deductions have been made from their salary are urged to bring their complaint to the attention of Human Resources. Such complaints must be shared as soon as the concern is uncovered. Human Resources will investigate the complaint promptly. If improper deductions were made from salary, WSI will reimburse exempt employees for any improper deductions.

### **Pay Periods and Paydays**

WSI pay periods are biweekly. The pay periods end on Friday and paydays occur on the following Friday.

### **Work Schedules**

Work schedules for employees vary throughout our organization. Supervisors usually advise non-exempt employees of their work schedules. Exempt employees are generally expected, when not using Personal Leave time, to be working during the usual business hours of the corporate Headquarters, plus whatever other additional hours may be needed to get their jobs done. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Prompt, reliable attendance is an essential function of every job. The support provided by corporate Headquarters staff is essential to the plant's operation before and during each processing season. All employees are needed to work during busy periods, as many hours as requested.

If you have any questions or concerns about your schedule please check with your supervisor.

### **Overtime**

When work duties cannot be met during regular working hours, non-exempt employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. Overtime assignments are usually shared among employees qualified to perform the required work.

Overtime compensation is paid to all hourly, nonexempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Holidays, Personal Leave, or any other form of paid or unpaid absence are not considered hours "worked" for purposes of calculating overtime.

### **Rest and Meal Periods**

All nonexempt employees receive a ten minute paid rest period for every four hours worked. The nature of most nonexempt employees' work allows for intermittent rest periods totaling 10 minutes during each four hour work segment. Ideally the nonexempt employee should take the rest period near the mid-point of each four hour period. Scheduling of breaks is usually not done unless the nature of the work requires that WSI determine when the nonexempt employee takes a break or there are concerns that employees are not taking intermittent breaks consistent with this policy. Normally breaks should not be used to extend a meal period or to arrive late or leave early.

Nonexempt employees working more than five hours in a day are required to take at least a half hour unpaid meal period two to five hours into their shift. The usual meal period for nonexempt employees is one hour. If a nonexempt employee works three or more hours beyond their shift, they will have the opportunity to take an additional one-half hour unpaid meal period before or during this three hour period.

Any nonexempt employee who is unable to take or misses a rest or meal period must promptly notify their supervisor so WSI can ensure such employee receives the time off or otherwise ensures the employee receives proper compensation.

## **EMPLOYEE RESPONSIBILITIES**

### **Attendance and Punctuality**

Regular and predictable attendance is an essential part of everyone's job at WSI. To maintain a safe and productive work environment, WSI expects employees to be reliable and to be punctual in reporting for work. Absenteeism and tardiness place a burden on other employees and on WSI. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Generally this means notice must be given to the supervisor (or if the supervisor is absent, to HR) no later than 45 minutes after the employee's scheduled start time. When giving notice, employee must explain why they will be late or absent, provide a phone number where they may be contacted, and indicate their anticipated arrival time or return to work date. Employees are expected to notify their supervisor on each day's tardiness or absence unless the supervisor has excused the employee in advance from giving daily notice, such as when the employee is on an approved leave of absence.

Poor attendance, unauthorized absences, not complying with the call-in procedures, walking off the job without permission, not (or untimely) returning from break periods, and tardiness are disruptive. Any of these violations may lead to disciplinary action, up to and including termination of employment.

### **Use Of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using WSI's property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### **Electronic Communications**

This policy sets forth some of the general principles regarding employee use of WSI's electronic media and services (computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, on-line services, and the Internet). It applies to all electronic media and services which are: accessed on or from WSI's premises; accessed using WSI computer equipment, or via WSI-paid access methods; and/or used in a manner which identifies the individual with WSI.

Prohibited Use of Electronic Systems: Employees may not use electronic systems in any way that may be seen as insulting, harassing, or offensive by other persons. Examples of prohibited uses include sexually-explicit or X-rated messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religion, political ideology or any other characteristic that is protected under applicable local, state or federal anti-discrimination laws. Employees should not use the e-mail system or Internet for gossip, including personal information about employees or others, for forwarding messages under circumstances likely to embarrass the sender, or for emotional responses to business correspondence or work situations. Using electronic systems for any purpose which is illegal, against WSI's policy, or contrary to WSI's interest will result in disciplinary action, up to and including termination.

Management Right to Access Information – No Right of Privacy: The electronic mail system, Internet access, voice mail system, and other electronic systems have been installed by WSI to facilitate business communications. Although each employee has an individual password to access these systems, they belong to WSI. WSI reserves the right, in its discretion and without employee permission, to review any employee's electronic files, computer hard drives, information stored on WSI's servers, e-mail or voice mail messages and Internet usage to the extent necessary to ensure that electronic systems are being used in compliance with the law and with WSI's policies. WSI respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of WSI-provided equipment or supplies. Therefore employees should never assume electronic communications are totally private and confidential.

Personal Use of Electronic Systems: Electronic media and services are primarily for WSI's business use. Limited, occasional or incidental use of electronic media for personal, non-business purposes is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. WSI reserves the right to access and disclose all messages sent over its e-mail or voicemail systems and to monitor Internet activity without regard to content. Because employee personal messages can be accessed by WSI management without prior notice, employees should not use e-mail or voice mail to transmit any messages you would not want read or heard by a third party. Employees should not use these systems for such purposes as soliciting or proselytizing for commercial ventures, religious, political or personal causes, for outside organizations or other similar, non- job-related solicitations. Any employee found to be abusing the privilege of Company-facilitated access to electronic media or services will be subject to corrective action and/or risk having the privilege removed for him/herself.

Please reference the WSI IT Policy, given to you at the start of your employment, for further information on use of Company electronic communication and systems/equipment.

## **E-Mail**

Responsible Business Use: We are aware that other companies have experience with employees allowing the informality of e-mail to degenerate into improper use. Because the e-mail system often feels like a less formal method of communication than paper, and it is not a face-to-face mode of communication, users may feel free to be less cautious or more candid in the contents of their messages. Please remember that the e-mail system is not a private mode of communication, and defamatory or harassing material distributed through the e-mail system could expose the user to liability as well as disciplinary action.

Management Right to Access E-Mail: Should employees make incidental use of the e-mail system to transmit personal messages, such messages will be treated no differently than other messages, and may be accessed, reviewed, copied, deleted or disclosed by WSI at any time without the employee's permission. Accordingly, when sending a message, always remember that the e-mail system is not a private communication system (even though passwords are used for security reasons), and you should not expect that a message will never be disclosed to or read by, others beyond its original intended recipients. E-mail messages may be read by other WSI employees or outsiders under certain circumstances, similar to the circumstances under which WSI may need to access your other business files and information. While it is impossible to list all of the circumstances, some examples include:

- \* During regular maintenance of the e-mail system;
- \* When WSI has a business need to access the employee's mail boxes;
- \* When WSI receives a legal request to disclose e-mail messages from law enforcement officials or in legal proceedings; or
- \* When WSI has reason to believe that the employee is using e-mail in violation of its policies, including the unauthorized loading of software.

Messages to Counsel: All messages to and from WSI's attorneys related to legal advice should be marked "CONFIDENTIAL ATTORNEY/CLIENT PRIVILEGED COMMUNICATION."

Deletion of Messages by User: WSI discourages the storage of large numbers of e-mail messages. Retention of messages fills up large amounts of storage space on the network server, and can also slow down system performance. In addition, because e-mail messages can contain WSI's confidential information, it is desirable to limit the number, distribution and availability of such messages. As a general rule, if a message does not require specific action or response on your part, you should delete it promptly after reading it. If the content of the message needs to be saved for longer than a week, it should be placed in a folder, archived to a local hard disk or diskette or printed out and saved in the appropriate file. Please review your messages every week and delete those that are not needed. In addition WSI's systems administrator may adopt rules which result in the automatic deletion of e-mail messages after specified time periods.

Password and Encryption Key Security and Integrity: Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail. All system or document passwords and encryption keys must be available to WSI management, and employees may not use passwords that are unknown to WSI's systems administrator or install encryption programs without turning over encryption keys to the systems administrator. No e-mail or other electronic communications may be sent which attempt to hide the identity of the sender, or represent the sender as someone else or from another Company.

### **Internet Access**

Responsible Business Use: Network services and web sites can and do monitor access and usage and can identify at least which Company -- and often which specific individual - is accessing their services. Thus accessing a particular bulletin board or Website leaves Company-identifiable electronic "tracks" even if the employee merely reviews or downloads the material and does not post any message. Any messages or information sent by an employee to one or more individuals via an electronic network (e.g., bulletin board, on-line service, or Internet) are statements identifiable and attributable to our Company. While some users include personal "disclaimers" in electronic messages, it should be noted that there would still be a connection with WSI, and others may try to legally impute your statement to the Company. Thus you may be required to use your personal email address, instead of your WSI email address when visiting bulletin boards, on-line services or similar Internet services. Additionally, all communications sent by employees via a network must comply with this and other Company policies, and may not disclose any confidential or proprietary Company information.

### **Social Media and Blogging**

For the purposes of this policy, social media is defined to include, but is not limited to, any of the following:

- Blogs;
- Chat rooms;
- Online forums;
- Social networks (i.e., Facebook, Twitter, LinkedIn, MySpace);
- Video Sites (i.e., YouTube, BlipTV); and/or
- Social Bookmarking Sites (i.e., Delicious, Digg).

Employee Use Of Social Media: The Company recognizes that staff may wish to create a personal website or a blog which might include information about their work experiences at the Company. You may also want to maintain postings or listing on social networks. If you do this and plan to include information about your job, the Company, your coworkers or your work, please be sure to read and

understand these guidelines. Failure to follow these guidelines may result in discipline, including termination of employment.

This policy covers the use of any general, public social media in which the employee's name and/or affiliation with the Company may be in any way identifiable.

The following subjects may not be discussed by employees in any form of social media:

- Company confidential or proprietary information;
- Embargoed information such as product launch dates, acquisitions or sales, or pending reorganizations;
- Company intellectual property such as manufacturing processes, recipes, or patent applications;
- Disparagement of the Company or a competitors' products, services, executive leadership, strategy, and business prospects;
- Graphic sexual references;
- References to use of controlled substances and illegal drugs;
- Obscenity or profanity; and/or
- Disparagement of any person or group on the basis of race, gender, religion, sexual orientation, or place of national origin or any other legally-protected status.

With respect to postings on social media sites, employees should make clear that the views expressed are the employee's alone and do not necessarily represent the views of the Company or any of its affiliates. Sample disclaimer: "**Disclaimer:** This web log does not represent the thoughts, intentions, plans or strategies of my employer. It is solely my opinion.

Ask HR if you have any questions about what is appropriate to include in any social media. If you have any questions about the impact of a posting, discuss it in advance with HR. Understand that posting Company financial or strategic information could potentially lead to a lawsuit and that a disclaimer may not protect you from being part of a lawsuit.

### **Confidential Information/Trade Secrets**

WSI expects all employees to protect the integrity of its proprietary and confidential information as well as the proprietary and confidential information of others. Please exercise a greater degree of caution when handling or transmitting WSI trade secrets, or other confidential or proprietary information whether verbally, in hard copy or through the e-mail system than with other communications. This is especially important with electronic communications because of the reduced effort required to redistribute such information. WSI trade secrets, or confidential or proprietary information should never be communicated to individuals or companies not authorized to receive that information, and should not be sent or forwarded to other employees inside WSI who do not have a need to know the information. E-mail messages that contain trade secrets or other confidential or proprietary information should have a confidentiality legend in all capital letters within the message in a form similar to the following: "THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION AND TRADE SECRETS OF WSI. UNAUTHORIZED USE OR DISCLOSURE PROHIBITED."

### **Copyright Infringement**

The ability to attach a document to an e-mail message for distribution increases the risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted material through an e-mail system. Accordingly, employees should not copy and distribute through WSI's e-mail

system any copyrighted material of a third party (such as software, database files, documentation, articles, graphics files and down-loaded information) unless you have confirmed in advance from appropriate sources that WSI has the right to copy or distribute such material. Any questions concerning these rights should be directed to WSI's system administrator.

### **Conflicts of Interest**

Employees are expected to avoid situations that might cause their personal interests to conflict with, or appear to conflict with, the interests of WSI or which might compromise, or appear to compromise, the Company's reputation or integrity. A conflict of interest, or the appearance of one, occurs when the employee or a member of the employee's immediate family uses the employee's position for personal benefit or for personal gain. A financial interest or investment, personal association, or business relationship with a customer, supplier or competitor that interferes with the employee's ability to exercise independent judgment on the Company's behalf is prohibited. "Immediate family" includes an employee's spouse, siblings, parents and grandparents, children and grandchildren, nieces and nephews, and domestic partners or others living in the same household in a relationship substantially comparable to any of the above.

### **Gifts from Business Contacts**

We strive to establish and maintain a relationship between Company personnel and business contacts that is always professional and free from influences resulting from unearned monetary compensation or gifts. Although usually offered by our business contacts as goodwill, these gifts can create the appearance that the vendor is exerting undue influence over an otherwise decision making process.

In order to ensure an unbiased assessment of business objectives, all employees of the Company are subject to the following guidelines:

- At no time should an employee allow a personal gift to in any way influence a decision that the employee is making on behalf of The Company.
- Any monetary award must be declined.
- Departmental supervisor must approve any gift valued at over \$200 prior to the gift being accepted.
- When asked for suggestions by a business contact, suggest a modestly priced dining establishment.

Note that discounts on merchandise that go beyond regular dealer accommodation discounts are considered gifts.

Failure to observe the above guidelines may lead to disciplinary action up to and including termination.

### **Protecting Company Information**

Employees may have access to and learn confidential and proprietary information about the Company and its vendors and customers during employment with the Company. Employees are expected to keep such information confidential and not disclose such information to any third party without prior written authorization from the employee's supervisor. This provision does not preclude an employee from discussing the employee's terms and conditions of employment with other employees or a third party if the employee so chooses.

Protecting our Company's information is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the Company's confidential business with anyone who does not work for us. Confidential information includes but is not limited to information regarding our financial data, our staff, legal matters, our strategic partnerships, our business processes, and our technology.

All telephone calls regarding a current or former employee's position/compensation with our Company should be forwarded to Human Resources.

### **Media and Public Relations**

Employees should not provide any non-public organizational information concerning the Company to an outside party unless authorized to do so, in writing, by the President. This policy specifically applies to inquiries from the news media, and vendors and customers inquiring about our business practices. (For additional details, see the preceding Protecting Company Information policy.)

Employees are prohibited from participating in any type of public online discussion forum, bulletin board, blog or online chat acting as a representative of the Company, or identifying themselves as an employee of the Company without prior approval of management.

Speeches delivered by employees that incorporate information about the Company must be authorized in advance by the Company's President.

Requests for job references or employment verifications for current or former employees should be forwarded to Human Resources.

### **Moonlighting or Secondary Employment**

Regular full-time employees are discouraged from accepting and holding second jobs, whether self-employment or otherwise. All employees holding or considering second jobs must obtain written permission from WSI's President in order to ensure that the second job will not create a conflict of interest with the Company or interfere with the employee's performance of their duties at the Company.

### **Standards of Conduct**

WSI expects each employee to demonstrate unquestionable integrity and to contribute to the quality and reliability of the Company's products and services within the scope of his or her job responsibilities. WSI also expects each employee to follow the guidelines set forth in this handbook as well as any other policies or procedures communicated to employees. Failure to meet these standards of performance or to follow WSI's policies and procedures may be the basis for a negative or delayed adjustment in compensation, unsatisfactory performance evaluation, and/or disciplinary action up to and including discharge.

WSI may take appropriate disciplinary action for any failure to follow or meet the Company's expectations or standards of conduct. Discipline less than discharge may include informal counseling, an oral warning, a written warning, a performance evaluation indicating needed improvement or below-standard performance in one or more areas, demotion, suspension, or termination. While WSI may impose discipline less than discharge, the Company reserves the right to skip any and all forms of lesser discipline before discharging an employee depending on its own determination of the seriousness of a particular situation. Although WSI may utilize discipline less than discharge to correct workplace misconduct or performance problems, this does not alter the employee's at-will employment relationship with the Company or change the fundamental right of either WSI or the employee to terminate employment at any time, with or without cause, with or without notice.

### **Examples of Workplace Misconduct**

WSI may take disciplinary action, up to and including termination, for the following types of workplace misconduct. This list is illustrative only, and does not identify every potential type of workplace misconduct for which an employee may receive discipline up to and including termination.

- Insubordination, failure or refusal to carry out job assignments and management directives
- Unauthorized release of confidential or proprietary information or trade secrets

- Swearing or verbal abuse directed at co-workers, supervisors, managers, or customers while at work
- Falsification of any work, personnel, or other Company records
- Unauthorized taking or removal of employer or co-worker funds or property, or unauthorized charges to one of our accounts
- Dishonesty
- Discrimination against or harassment of co-workers, supervisors, managers or customers
- Possession, consumption, sale, or being under any influence of alcohol or illegal drugs while at work or on work premises (except the use of medications as prescribed by a physician)
- Deliberate or negligent damage to Company property or that of co-workers, supervisors, managers, or customers
- Fighting with or threatening a co-worker, supervisor, manager, or customer
- Unacceptable or below-standard job performance
- Excessive or recurring absenteeism, tardiness, or failure to report in when absent or late for work
- Sleeping on the job
- Theft
- Misuse of Company property
- Violation of any policy contained in this handbook or any other Company policy or procedure communicated to employees

## **SAFETY AND SECURITY**

### **Safety**

Workplace safety is important to WSI. WSI provides information to Headquarters employees about workplace safety and health issues through internal communication like employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify Human Resources and the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

## **Safety First**

At WSI, safety is everyone's responsibility. To prevent accidents and to keep the work environment free from hazards, everyone is encouraged to take part in creating a safe working environment. In order to ensure a safe environment, your supervisor will instruct you as to how to properly handle the equipment. To ensure your own safety and as a conscientious employee, your responsibilities are as follows:

### **Employee Safety**

- Ask questions! When it comes to safety there is no such thing as a dumb question.
- Adhere to all established safe work practices & procedures.
- Immediately inform your supervisor of any unsafe working conditions.
- Walk, never run, inside the office.
- Remain alert and aware at all times.
- Refrain from horseplay within the office.
- Lift with your legs, not your back! Get help with heavy loads or objects.
- Maintain a clean work place.

From time to time, WSI headquarters employees may take part in safety meetings. These meetings may be conducted to increase the general awareness of all the employees and to establish a safety conscious work environment. A variety of topics are discussed at safety meetings, including but not limited to:

- Proper lifting techniques
- Proper body mechanics in an office environment
- Preventing repetitive motion injury
- Avoiding slips & falls
- Fire alarm & emergency response procedures
- Avoiding & preventing workplace violence

### **Workplace Illness and/or Injury**

If you are injured while working, notify your supervisor immediately. For serious workplace injuries that require immediate attention, you may be instructed to go to Human Resources and its staff will assist you in getting the care that you need.

If the injury or illness is WORK RELATED the care you receive may be covered through Workers Comp. Generally, if you inform the treating healthcare provider of a work-related illness or injury, the provider will start the paperwork to initiate a Workers Compensation Claim. You also need to inform Human Resources of any workplace accident or injury within 24 hours of occurrence. **Remember:**

- An employee must report any illness or injury, whether workplace related or not, that would keep him/her from working. The employee needs to notify his/her supervisor (or in the supervisor's absence, HR) of any personal illness or injury that prevents the employee from working. Notification must be made according to the call-in procedures in the Attendance and Punctuality policy. The only exception is when the supervisor has

been informed of an extended absence and authorized multiple days absence due to an on-going health condition.

- Any work-related illness or injury must be reported immediately to your supervisor and Human Resources. An illness/injury report will be completed by all involved parties.

If the illness or injury IS NOT WORK RELATED the cost of any care you receive will be your responsibility. If you have group health insurance through WSI, you are responsible for completing necessary paperwork to process your insurance claims.

Please reference the Westward Seafoods, Inc. Safety Manual given to you at the start of your employment for further safety procedures and practices.

### **Smoking**

Employees may only smoke during meal or rest periods, and only in areas designated outside our building. No smoking is allowed in WSI's offices.

### **Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at WSI, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting the office. In cases of emergency, employees should be called to meet any visitor outside their work area.

All visitors should enter WSI via the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on WSI's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

### **Solicitations**

Solicitations by outside third parties are inappropriate in the workplace. Such solicitations are an intrusion on employees and customers and may present a risk to employee safety or to the security of employer or employee property.

Persons not employed by WSI may not solicit, survey, petition, or distribute literature on Company premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor. Exceptions to this rule may be made in special circumstances where management determines that an exception would serve the best interests of the organization and our employees. An example of an exception might be the Company's sponsorship of a United Way campaign, a Red Cross blood drive or a similar, community-based fund raising effort.

Employees may not solicit each other for any purpose during work time. They may not distribute literature to each other during work time, and any distribution of literature during non-work time may only be done in non-working areas. Non-work time includes before or after work or during meal or break periods. Employees who are on non-work time may not solicit other employees who are on work time. The employee breakroom is considered a non-work area under this policy.

### **Drug/Alcohol Free Work Place**

In order to assure a safe and efficient work environment, WSI has adopted a Drug Free Work Place Policy.

WSI recognizes that drug and alcohol use can adversely impact work performance and conduct, as well as the life and safety of employees, co-workers, and their personal life. WSI supports employees who seek referral for professional medical treatment for drug and alcohol misuse. However, our support does not condone employee performance or disciplinary problems related to such misuse, particularly when the employee does not first come forward voluntarily to seek assistance for their drug or alcohol misuse, before it causes problems at work.

Employees with questions or concerns about drug or alcohol misuse are encouraged to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request a medical leave to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to follow the guidance/requirements of any treatment programs/providers; follows all WSI policies, rules, and prohibitions relating to its drug/alcohol free workplace; and if granting the leave will not cause WSI undue hardship.

### **Drug and Alcohol Prohibitions**

WSI specifically prohibits the following, and will discipline an employee up to and including termination for any of the following:

- Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia, or unauthorized controlled substances on WSI premises, on WSI business, in WSI supplied vehicles or during WSI established working hours.
- Use, possession, manufacture, distribution, dispensation or sale of alcohol at the job site, during working hours, on WSI business, or in WSI supplied vehicles. Exceptions may be made for serving alcohol on-site at Headquarters social events, but even in such cases, employees must drink responsibly and no employee under the legal drinking age may consume alcohol.
- Storing in locker, desk or elsewhere on WSI premises any illegal drug, drug paraphernalia, or any controlled substance whose use is unauthorized.
- Refusing to submit to an inspection of any locker, desk, purse, pocket, backpack or other repository that is on or has been brought onto WSI's premises, when requested by management.
- Being under the influence of an unauthorized controlled substance, illegal drug, or alcohol (over .04 blood alcohol concentration level) at work, on WSI business, in WSI supplied vehicles, or during working hours.
- Use of alcohol off WSI property that adversely affects the employee's work performance, an employee's or another's safety at work, or the Company's reputation in the community.
- Possession, use, manufacture, distribution, dispensation, or sale of drugs off WSI property that adversely affects the employee's work performance, the employee's or another's safety at work, or WSI's reputation in the community.
- Switching, altering, or otherwise tampering with any sample submitted for drug or alcohol testing.
- Refusing to consent to or to submit a breath, saliva, urine, hair, blood or other sample for testing when requested by WSI.

- Conviction under any criminal drug statute.
- Arrest under any criminal drug statute under circumstances which adversely affect WSI's reputation in the community.
- Failure to notify WSI of arrest or conviction under any criminal drug statute within five (5) days of the arrest or conviction.
- Failure to keep prescribed medication in its original container with a label that states the name of the drug, the frequency of dosage, the date prescribed, name of prescribing physician and the name of the employee.
- Refusing to sign a statement agreeing to comply with WSI's drug/alcohol free workplace policy.
- Refusing to complete a consent form prior to drug/alcohol testing.
- Refusing to complete the toxicology chain of custody form after submission of a testing specimen.
- Headquarters employees who visit the processing facility may be subject to additional prohibitions while at that plant or related facilities, like the Company's housing.

**Note:** The legal use of prescribed drugs is permitted on the job if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the work place. Employees should advise their supervisor if they are using a prescription drug that adversely affects their ability to safely perform essential job functions, so that WSI may explore available reasonable accommodations.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

### **Drug Testing**

WSI is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, applicants may be required to undergo a drug test after a conditional job offer is made, and employees may be required to undergo a drug or alcohol test in circumstances detailed in this policy. WSI will maintain test results in an employee's medical file and limit access to that information consistent with state and federal requirements. Drug tests of employees may be conducted in any of the following situations:

Post-Accident: Any current employee who is involved in an on the job injury or accident (whether on or off WSI's premises), that requires first aid, the submission of a Workers Compensation report, or involves damage to WSI's property, may be required to undergo a drug and/or alcohol test. The employee will be found to be in violation, if tests for drugs and or alcohol are positive.

Fitness-for-Duty: Current employees may be required to submit to a drug and/or alcohol test if WSI believes there are significant and observable changes in employee performance, appearance, behavior, or speech that reasonably cause WSI to conclude the employee is working under the influence of alcohol or drugs, or there is other evidence that causes WSI to have reasonable cause to believe that an employee has violated other provisions of its Drug/Alcohol Free Workplace policy. The employee will be found to be in violation, if tests for drugs and/or alcohol are positive.

A refusal to submit to a drug or alcohol test may result in disciplinary action, up to and including termination of employment. So may switching, altering, or otherwise tampering with any sample submitted for testing.

A nonexempt employee who is involuntarily relieved of duty solely because of drug or alcohol testing will be paid for time away from scheduled work if the drug test results are negative.

### **Inspections and Searches**

The Company reserves the right to inspect any WSI property, including but not limited to desks, file cabinets, lockers, and any other storage-type device, as well as employee's personal possessions on Company premises to discourage theft and unauthorized possession of another's property and to ensure that no violation of policy has occurred or any other circumstances deemed appropriate by the Company. Such inspection may occur with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by any supervisor, manager, or security personnel designated by the Company. Employees are expected to cooperate in any security inspection.

## **BENEFITS**

### **Group Insurance Programs**

Employees may be eligible to participate in certain employer-sponsored insurance programs, such as group medical/dental/vision insurance. Programs may vary depending on your job, and there may be a waiting period before coverage begins. The policy terms may also limit coverage or eligibility depending on the number of hours an employee works.

WSI reserves the right to add to, amend, and discontinue all or some of the insurance programs at any time, subject to applicable laws and regulations, with notice. The actual benefits provided, as well as eligibility requirements, are determined by the plan documents. For information about the Company's group insurance programs, consult the applicable benefits booklet or contact Human Resources.

### **Health Insurance**

WSI sponsors group health insurance plans for eligible employees. To be eligible for insurance you must meet the plan eligibility requirements. At the date of publication of this Handbook, to be eligible to participate employees of WSI's headquarters needed to be regularly scheduled to work for WSI for at least 35 hours a week. Also, temporary employees do not receive insurance, regardless of hours worked.

Coverage does not begin until the first of the calendar month following the eligible nonexempt employee's completion of ninety (90) days of continuous active work. WSI exempt employees may begin participating on the first of the calendar month following date of hire. Human Resources keeps track of an employee's length of service toward insurance eligibility. Please see HR for further details on enrollment and coverage.

### **Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue health insurance coverage under WSI's group health plan at their own cost when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at WSI's group rates plus an administration fee in order to continue health insurance coverage after a qualifying event.

WSI provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under WSI's health insurance plan. The notice contains important information about the employee's rights and obligations. In order to maintain coverage employees or their qualified dependent need to properly fill out the COBRA enrollment form and send into the provider (listed on the form) with the correct premium amount.

## **Retirement – 401(k) Plan**

The WSI 401(K) Retirement Plan has been adopted to provide a means of security for employees and their families. The 401(K) plan allows employees to take an active part in accumulating retirement savings with pre-tax dollars. By doing so, employees can defer payment of the tax on those dollars until retirement, and thus may be in a lower tax bracket. The base part of the plan is the employee deferral or 401(K) portion of the plan. WSI will increase your incentive to save for retirement by offering a contribution in direct proportion to the contribution that you make.

Quarterly, company representatives will provide a 401(K) plan orientation for all eligible employees. Eligible employees must meet the following criteria: have been with WSI for 3 months, and are at least 21 years old. Note: Employees are eligible to enroll in the 401K on the first enrollment period following 3 months of employment, but WSI will not begin matching contributions until the first enrollment period following 12 months from hire date. At the orientation plan booklets, sign up sheets and financial investment information will be provided.

See the Human Resources for further details.

## **TIME OFF**

### **Holidays**

WSI's corporate office observes the following paid holidays for non-temporary employees who are scheduled to work at least 35 hours a week:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day following
- Christmas Eve
- Christmas Day
- New Year's Eve

If an observed holiday falls on a Saturday, the preceding Friday will be recognized as the holiday. If an observed holiday falls on a Sunday, the following Monday will be recognized as the holiday.

In order to receive holiday pay, an eligible employee must have:

- Worked the last scheduled workday before the first scheduled workday after the holiday, unless on approved leave; and
- The observed holiday must have been a day that the eligible employee would have otherwise been scheduled to work.

If a holiday falls during an eligible employee's vacation, the holiday will not count as a vacation day. If a nonexempt employee is required to work on a holiday, the employee will receive 1 ½ times the normal hourly rate for all hours actually worked on the holiday.

### **Personal Leave Benefits**

Sick leave and vacation benefits have been combined into a paid time off program called Personal Leave. Personal Leave benefits are earned by non-temporary employees based upon their length of service with WSI. The following is the Personal Leave accrual for eligible employees who are assigned a regular schedule of at least 35 hours a week. Also, accrued Personal Leave may not be used until after an eligible employee has completed the Introductory Period:

0 to 1 years of employment	10 days per year
1 to 2 years of employment	12 days per year
2 to 3 years of employment	14 days per year
3 to 4 years of employment	16 days per year
4 to 5 years of employment	18 days per year
5 to 6 years of employment	20 days per year
6 to 7 years of employment	21 days per year
7 to 8 years of employment	22 days per year
8 to 9 years of employment	23 days per year
9 to 10 years of employment	24 days per year
10 + years of employment	25 days per year

Employee requests to schedule Personal Leave as vacation or for planned medical treatment should be made as far in advance as possible. Generally, at least 30 days notice needs to be given of such foreseeable requests. Vacations should avoid WSI's fish processing seasons. Approval of Personal Leave when used as vacation or for similar personal reasons is subject to our needs to ensure adequate coverage, to balance the various requests of employees, and similar considerations. If a conflict arises between two employees requesting Personal Leave, the time off request of the employee who requested the time off first may take preference, provided proper service coverage can be maintained.

Personal Leave is to be used for absences due to an employee's illness, injury or serious health condition or the employee's family member's (child, spouse, domestic partner, parent, parent-in-law or grandparent) serious health condition or emergency condition. WSI may require verification of the existence of an employee's or family member's condition. Employees using Personal Leave for unforeseen or emergency conditions (whether personal or family-related) must call in promptly. See Attendance and Punctuality policy for call-in procedure. If the employee's supervisor is not available, the employee must call HR. When calling in, the employee must explain the nature of the problem, a phone number where the employee may be reached, and an estimate of the employee's arrival time/return to work date. Employees may be required to present a release or fitness for duty report from a treating healthcare provider when the employee has been absent due to his/her own illness or injury.

Unused Personal Leave may be carried over at the end of a calendar year up to a maximum of 320 hours. After employees have accumulated the maximum balance allowed, they will earn no further Personal Leave until they reduce their Personal Leave balance to below 320 hours. Regular employees who leave the organization, either through involuntary termination or through resignation with proper notice, will be paid the balance of their unused Personal Leave benefits.

**Bereavement Leave**

If a death occurs in the immediate family, a regular full- or part-time employee may take up to 3 working days' paid leave in the first 10 calendar days following the death. This time off may be used to arrange for and attend a funeral or memorial service and to attend to other related family matters. Immediate family includes an employee's parents, grandparents, siblings, spouse, domestic partner, children, grandchildren, or other person with whom he or she has had a similar close personal relationship.

**Jury Duty**

Performance of jury duty is part of a person's responsibilities as a citizen. Unless your job responsibilities require it, we will not ask or encourage you to request to be excused from or postpone a call to jury duty. If a nonexempt employee is required to perform jury duty, s/he will be paid the difference between his/her regular pay and the amount received from the jury duty, excluding travel allowances, up to a maximum of 10 days. Exempt employees are paid their salaries during jury duty provided they continue to provide services to WSI outside of the court hours, during the balance of the workweeks they are on jury duty. All employees are expected to work their regular schedule on any day they are not required to be present in court. You are also expected to work the remaining part of any scheduled shift if you are excused from jury duty with 4 or more hours remaining in your work day.

In order to receive compensation during jury duty, you must provide us with a letter or other confirmation from the court clerk indicating the time you served and the amount of compensation you were paid by the court.

### **Family and Medical Leave**

An employee who has worked for the Company at least twelve months, including at least 1250 hours in the last twelve months and works at a location where there are more than 50 employees in a 75-mile radius, may be entitled to 12 workweeks of unpaid leave in any twelve-consecutive-month period (a rolling 12-month period):

- to care for a newborn or newly-adopted child or newly-placed foster child,
- to care for a child, parent or spouse who has a serious health condition or
- because of the employee's own serious health condition.

A "serious health condition" is an illness, impairment or condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, any period of incapacity of three or more consecutive days and continuing care by a medical provider, as well as any period of incapacity due to pregnancy including prenatal care.

Employees may also take up to 12 weeks FMLA leave when they experience a qualifying exigency arising out of the fact that their spouse, parent or child is on or has been called to active duty in the Reserves or National Guard by the federal government in support of a contingency operation. A qualifying exigency is a non-medical activity directly related to the relative's active duty status or call to active duty. It includes attending certain military events and related activities, attending family support and assistance programs, arranging for temporary childcare, addressing legal and financial arrangements, attending counseling related to the deployment, rest and recuperation with the service member on leave from deployment and attending post-deployment briefings. Such employees may be required to provide certification that their family member is in the National Guard or Reserves and has been called to active duty.

In addition, eligible employees are entitled to up to 26 weeks of family medical leave to care for an employee's spouse, child, parent (as defined under FMLA) or next of kin (defined as a person for whom the employee is the nearest blood relative) who is a member of the Armed Forces (including members of the National Guard or Reserves) and is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred by the member in line of duty on active duty in the Armed Forces.

Leave to care for a newborn, newly adopted child or newly placed foster child must be taken within twelve months of the birth, adoption or placement. If the Company employs both parents, they are together entitled to 12 workweeks of unpaid leave under this paragraph.

If the need for the leave is foreseeable, employees must give at least 30 days' written notice in advance of the anticipated date the leave is to begin, to both the supervisor and HR, stating the reason for the leave and the dates during which the leave is to be taken. If the need for the leave was foreseeable and the employee does not give at least 30 days advance notice, the start of the leave may be delayed until the Company has received the equivalent of 30 days notice.

If the need for the leave is not foreseeable, or when an employee has been approved to use leave on an intermittent basis, the employee must give notice as soon as possible after the need for the leave is known. Generally this means that the employee must give notice to the immediate supervisor (or in the supervisor's absence, HR) in accordance with the Attendance and Punctuality policy's call-in procedures. Health care provider certifications/recertifications, as well as second/third opinions and fitness for duty reports/releases may be required in accordance with the FMLA regulations.

Upon returning from the leave, an employee is entitled to return to the same position held when the leave began or to an equivalent position with equivalent benefits and pay, unless the position would have been eliminated had the employee not been on leave. Additionally an employee on leave is not immune from discipline, up to and including termination, if information is uncovered during the leave which would have normally resulted in discipline had the employee been actively working.

The employee must use any other accumulated leave, paid or unpaid, to which he or she is otherwise entitled while on this leave. Otherwise, the leave is unpaid. If leave pursuant to this policy would also qualify as leave under any other benefit or policy, the period of the leave will apply toward the entitlement for each type of leave that may apply.

By taking the leave, the employee will not lose any benefits that accrued before the start of the leave. The employee will not be entitled to accrue further benefits during periods of unpaid leave. The Company will maintain its contributions to an eligible employee's health insurance premiums during the leave, whether it is paid or unpaid. The employee will be required to continue his or her share of the premiums for the employee and his or her dependents, if applicable. The employee will also be required to arrange in advance self-payment of other group insurance benefits. If the employee does not return at the end of the leave, the employee may be required to repay the Company for the health insurance premiums paid during the leave.

This policy will be administered according to the Family and Medical Leave Act and the regulations interpreting it and any applicable state law. Employees should contact the Human Resources Department with questions about eligibility for leave or other leave benefits that may be available.

#### **Care for Domestic Partner**

An employee who has worked for the Company at least twelve months, including at least 1250 hours in the last twelve months and worked at a location where there are more than 50 employees in a 75-mile radius, may be entitled to 12 workweeks of unpaid leave in any twelve-month period under the Washington Family Leave Act ("WFLA") to care for state-registered domestic partner who has a serious health condition.

A "serious health condition" is an illness, impairment or condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, any period of incapacity of three or more consecutive days and continuing care by a medical provider, as well as any period of incapacity due to pregnancy including prenatal care.

If the need for the leave is foreseeable, employees must give at least 30 days' written notice in advance of the anticipated date the leave is to begin stating the reason for the leave and the dates during which the leave is to be taken. If the need for the leave is not foreseeable, the employee must give notice as soon as possible after the need for the leave is known. Notice of unforeseeable leave must be given in compliance with the call-in procedure in the Attendance and Punctuality policy. Health care provider certifications/recertifications, as well as second/third opinions and fitness for duty reports/releases may be required in accordance with the WFLA.

Upon returning from the leave, an employee is entitled to return to the same position held when the leave began or to an equivalent position with equivalent benefits and pay, unless the position would have been eliminated had the employee not been on leave. Additionally an employee on leave is not immune from discipline, up to and including termination, if information is uncovered during the leave which would have normally resulted in discipline had the employee been actively working.

The employee must use any other accumulated leave, paid or unpaid, to which he or she is otherwise entitled while on this leave. Otherwise, the leave is unpaid. If leave pursuant to this policy would also qualify as leave under any other benefit or policy, the period of the leave will apply toward the entitlement for each type of leave that may apply.

By taking the leave, the employee will not lose any benefits that accrued before the start of the leave. The employee will not be entitled to accrue further benefits during periods of unpaid leave. The Company

will maintain its contributions to an eligible employee's health insurance premiums during the leave, whether it is paid or unpaid. The employee will be required to continue his or her share of the premiums for the employee and his or her dependents, if applicable. The employee will also be required to arrange in advance self-payment of other group insurance benefits. If the employee does not return at the end of the leave, the employee may be required to repay the Company for the health insurance premiums paid during the leave.

This policy will be administered according to the Washington Family Leave Act. Employees should contact the Human Resources Department with questions about eligibility for leave or other leave benefits that may be available.

#### **Non-FMLA Medical Leave**

Employees who are ineligible for FMLA leave, but need time off from work due to their own serious illness or injury may be granted a non-FMLA medical leave. The leave is unpaid unless the employee has available vacation and sick leave (which must be used during this leave). Where the employee's condition qualifies as a disability, this policy will be administered according to general principles of reasonable accommodation. Employees should contact HR with questions about non-FMLA medical leave.

#### **Maternity/Disability Leave**

Under Washington State regulations, female employees are entitled to leave for the actual period of disability associated with pregnancy and childbirth even if they are not FMLA-eligible. However, if the employee is eligible for medical leave under the Family and Medical Leave Act, described above, that leave will run concurrent with any maternity/disability leave under this policy. A maternity disability leave is unpaid unless the employee has available Personal Leave (which must be used during this leave). This policy will be administered according to any applicable state and federal law. Employees should contact Human Resources with questions about these available leave benefits.

#### **Additional Parental Leave**

Female employees may also be entitled to up to 12 workweeks of unpaid leave following their period of disability associated with pregnancy and childbirth under the Washington Family Leave Act (WFLA). To qualify for this leave, the employee must have been employed by the Company for 12 months, worked 1250 hours in the twelve months preceding the leave, and work at a location where WSI employs at least 50 employees within 75 miles. The leave must be taken within 12 months of the birth of the child. This WFLA leave also may run concurrent with parental leave under the Family and Medical Leave Act but does not run concurrent with any Washington leave for disability associated with pregnancy and childbirth. Employees must use any accrued Personal Leave during any leave under this policy. Issues of benefit eligibility and return-to-work rights will be governed by applicable laws.

#### **Military Spousal Leave**

Any employee who works more than 20 hours per week and whose spouse or state-registered domestic partner is deployed or about to be deployed or is on leave from deployment in a military conflict declared by Congress or the President is entitled to up to fifteen (15) days of leave of absence per deployment. The leave is unpaid except that the employee can use his/her accrued Personal Leave at the same time. An employee wishing to take this leave must notify his/her supervisor within five business days of receiving official notice that the spouse is being deployed or will be on leave from deployment. Upon conclusion of the leave, the employee will return to his/her position or an equivalent one unless the employee would otherwise have been terminated had he/she not taken the leave.

#### **Military Leaves**

Absence for regularly scheduled military reserve training will be authorized for any employee. Reserve military duty is leave without pay for nonexempt employees, unless Personal Leave is used at the nonexempt employee's option. Although an exempt employee's salary is paid during partial worked week of temporary military reserve training duty, the salary is reduced by an amount equal to any military pay received.

Should an employee enlist or be called to active military duty, he/she will be eligible for military leave, reinstatement and other benefits after completion of military duty in accordance with federal and state laws.

### **Domestic Violence Leave**

Employees may take reasonable leave from work, work a reduced schedule or take intermittent leave from work to take care of legal or law enforcement needs or obtain medical treatment, mental health counseling or social services assistance when employees or their family members are victims of domestic violence, sexual assault or stalking. Employees taking this leave may use any available Personal Leave while on this leave. On request, the employee may be required to provide verification of the need for the leave. For the purposes of this policy, "family member" includes child, spouse, domestic partner, parent, parent-in-law, grandparent, or person who the employee is dating.

## **COMPLAINT RESOLUTION PROCEDURE**

Employee complaints or issues are of interest for WSI. WSI endeavors to let an employee tell his or her side of the story and give full consideration to the problem or complaint. There will be no reprisal, criticism, or penalty levied toward an employee who in good faith respectfully brings forth a workplace-related issue, complaint or concern.

### **Complaints of Discrimination/Harassment**

Any employee with concerns or a complaint about any type of discrimination or harassment regarding race, color, religion, gender, sexual orientation, national origin, age, disability, veterans' or marital status or any other characteristic protected by local, state or federal law, are expected to bring these issues, **either verbally or in writing**, directly to the attention of anyone in the Human Resource Department. Such concerns will be investigated by the Director of Human Resources or designee. SEE ANTI-HARASSMENT POLICY FOR MORE INFORMATION.

### **Other Issues or Concerns**

For other types of workplace concerns, if you have a complaint or a concern about your job, you should talk to your immediate supervisor about it. Be sure to talk with your supervisor about the complaint within two (2) consecutive workdays from the onset of the issue. Explain the nature of the problem and suggest possible solutions. Your immediate supervisor knows more about you and your job than any member of management, and is often in the best position to deal with your complaint properly and quickly.

Keep in mind that the supervisor may give you a reply to your complaint immediately or may postpone an answer to study the situation and/or obtain more information. In any case, the supervisor will respond verbally and/or in writing.

If you have not received a satisfactory answer or resolution of the complaint from your immediate supervisor, then you may refer the problem to Human Resources. In order to do this you need to go to the Human Resources Department. Human Resources will not solve the problem for you. However, they will help assist you in determining who is best suited to respond to your concerns. In all likelihood a meeting will be arranged between you and your department manager to meet and discuss your concerns. Human Resources' personnel may be present to assist all of the involved parties in exploring a mutually agreed upon solution.

Although we cannot guarantee that issues will always be resolved exactly as each individual prefers or proposes, we do request that you take the time to share your concerns and give us an opportunity to address them. It is only through such initiative that we can try to improve our Company and make WSI a good place to work.

## **SEPARATION FROM EMPLOYMENT**

Separation from employment occurs under circumstances such as a "Lay off/Work Force Reduction", "Voluntary Quit" and "Involuntary Termination". When you separate from employment with WSI, regardless of the circumstances surrounding your separation, WSI tries to:

- \* Complete a separation from employment form, usually through your immediate supervisor. This form contains your forwarding address and may document the reason for your separation and rehire status.
- \* Retrieve or return any Company property, usually through your supervisor. Company property includes keys, security cards, business records, or Company equipment.

At the Corporate Headquarters, final paychecks are made available no later than on the regular pay day following last day of employment.

### **Lay Off/Work Force Reduction**

There are certain times when it may become necessary to layoff employees as a result of changing business conditions (such as a drop in business), reorganization resulting in the elimination or modification of jobs, or changes in job functions or technology. Should it ever become necessary to lay you off, we may try to provide two weeks' notice of layoff or pay in lieu thereof.

### **Voluntary Resignation**

Nonexempt employees who voluntarily resign their employment are requested to give at least two weeks' notice to their supervisor, stating the reason for resignation. Exempt employees are requested to give at least four weeks' notice. Employees who do not give the requested notice may be considered ineligible for rehire.

### **Involuntary Termination of Employment**

In order to maintain the flexibility that is essential to the successful management of our Company, as well as to protect the options of each employee, it is understood that the employment relationship with the Company is "at will." This means employment can be terminated, with or without cause, at anytime by either the Company or you. No agreement to the contrary is valid.

### **Eligibility for Rehire**

Employees who have resigned their employment with proper notice or who were laid off may be eligible for rehire based on the same terms and conditions as other applicants.

**COPY, DATE, SIGN, AND RETURN TO HUMAN RESOURCES**

**Drug/Alcohol Free Workplace Acknowledgement Form**

In order to assure a safe and efficient work environment, WSI has adopted a Drug Free Workplace Policy. While employed at Westward Seafoods, Inc., I agree to comply with this Policy.

I agree to submit to drug and alcohol testing if involved with an on-the-job injury or accident or if WSI believes there is reasonable cause to believe I have violated WSI's Drug Free Workplace policy.

I hereby give my consent to having the test results released to Westward Seafoods, Inc.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Print name: \_\_\_\_\_

**COPY, DATE, SIGN, AND RETURN TO HUMAN RESOURCES**

**Headquarters' Handbook Acknowledgment**

I, \_\_\_\_\_, acknowledge that I have been given a copy of WSI's Corporate Headquarters' Employee Handbook. I understand that I am responsible for reading this handbook. **Among other things, I specifically acknowledge that I am responsible for reading and complying with the Equal Employment Opportunity, Reasonable Accommodation and Anti-Harassment policies in the handbook.** If I have questions about the handbook, I understand that I am responsible for sharing them with Human Resources.

I understand that the handbook and/or WSI's other policies or procedures are not all-inclusive. They are a general summary of the Company's guidelines. None of these documents create an employment contract or promise of specific treatment by WSI in any specific situation.

I understand that my employment is at-will and that either WSI or I may terminate my employment at any time, with or without notice or cause, for any reason not prohibited by law. I understand that no one has the authority to enter into any agreement for employment different than at-will employment.

I further understand that WSI may modify its handbooks and other policies, benefits, or practices from time to time in its sole discretion with or without prior notice. WSI may also make exceptions to its policies in its discretion when its business' needs require. I am responsible for reviewing updates, either by reviewing new editions of the handbook or reviewing emails or workplace postings when updates are communicated to employees.

If I am mistakenly over paid, if I am allowed to use paid leave before it is accrued, or if I damage or fail to return WSI's equipment or other property, I agree that WSI may deduct what I owe it from any compensation or other monies that WSI may owe me. My signature below is my written authorization for such deductions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Print Employee's Name