



TRELLEBORG
SEALING SOLUTIONS

Trelleborg Sealing Solutions Streamwood

Employee Handbook



Table of Contents

DISCLAIMER	4
MESSAGE FROM THE GENERAL MANAGER	5
COMPANY OVERVIEW AND EMPLOYMENT RELATIONSHIP	6
CORPORATE ETHICS	6
Conflict of Interest.....	7
CONFIDENTIAL INFORMATION	7
EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT	7
Definitions of Harassment.....	7
Complaint Procedure.....	8
EMPLOYMENT GUIDELINES	8
EMPLOYMENT STATUS	8
Full time Employee.....	8
Part time Employee.....	8
Temporary Employee.....	8
Subcontracted Worker.....	8
EMPLOYMENT OF RELATIVES	9
INTERNAL JOB OPPORTUNITY	9
PERFORMANCE REVIEWS	9
EMPLOYEE BENEFITS	10
BENEFIT PROGRAM INFORMATION	10
EDUCATIONAL ASSISTANCE PROGRAM	10
PERSONAL/SICK LEAVE	11
VACATION	12
HOLIDAYS	14
LEAVES OF ABSENCE	14
DOMESTIC ABUSE LEAVE	14
BEREAVEMENT LEAVE	15
JURY DUTY	15
Process.....	15
FAMILY AND MEDICAL LEAVE (FMLA)	15
MILITARY LEAVE	17
Process for Activating Leave.....	18
VOTING	18
PAY	18
TIME REPORTING	18
PAYDAYS	19
OVERTIME COMPENSATION	19
WORK ENVIRONMENT	20
ANTI-VIOLENCE	20
APPEARANCE, ATTIRE AND HYGIENE	20
ATTENDANCE AND PUNCTUALITY	21
Process.....	21
Tardiness.....	21

CLOSING DUE TO ADVERSE CONDITIONS	22
CONFLICT RESOLUTION	22
CORRECTIVE ACTION/DISCHARGE	22
EMPLOYMENT REFERENCES	23
INTRA-OFFICE DATING AND WORKPLACE RELATIONSHIPS	23
MOTOR VEHICLE RECORD CHECK	23
PERSONAL PHONE CALLS / CELLULAR TELEPHONES	23
<i>Use of Cellular Telephones and/or other Communication Transmitting Devices</i>	24
USE OF E-MAIL AND INTERNET	25
USE OF TOBACCO AND SMOKING	25
SAFETY GUIDELINES	26
<i>Reporting of Injury</i>	26
<i>Employee Responsibilities</i>	26
SUBSTANCE ABUSE	26
TERMINATION OF EMPLOYMENT	27
EMPLOYEE ACKNOWLEDGMENT FORM	28

DISCLAIMER

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH TRELLEBORG SEALING SOLUTIONS STREAMWOOD AND PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE COMPANY'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH TRELLEBORG SEALING SOLUTIONS STREAMWOOD IS CONSIDERED AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF TRELLEBORG SEALING SOLUTIONS STREAMWOOD, OTHER THAN THE PRESIDENT OF THE COMPANY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCE DEPARTMENT. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. TRELLEBORG SEALING SOLUTIONS STREAMWOOD RESERVES THE RIGHT TO INTERPRET OR CHANGE THEM WITHOUT PRIOR NOTICE.

MESSAGE FROM THE GENERAL MANAGER

This handbook serves as a tool to assist you in becoming familiar with Trelleborg Sealing Solutions Streamwood's most common operating guidelines. It is also designed to act as a quick reference to necessary information about working at TSS-STREAMWOOD (TSSS).

As part of your orientation process, we will take the time to acquaint you with our history, goals, products, services and organizational structure. You are very important to us and we want you to feel confident in understanding how you fit into our business.

The continued success of Trelleborg Sealing Solutions Streamwood relies heavily upon our hard-working, customer-focused, dedicated and loyal employees.

Welcome to the team!

Tom Zobitz
General Manager
Trelleborg Sealing Solutions Streamwood

COMPANY OVERVIEW AND EMPLOYMENT RELATIONSHIP

Trelleborg is a global industrial group whose leading positions are based on advanced polymer technology and in-depth applications know-how. We develop high-performance solutions that damp, seal and protect in demanding industrial environments. The Group's headquarters are located in Trelleborg, Sweden.

Trelleborg AB was founded in 1905. With 100 years behind us, our history, like our future, is characterized by a constant drive for quality and a passion for identifying new solutions to complex problems.

The **Trelleborg Group** has operations in approximately 40 countries divided into 4 business areas.

- ↓ Trelleborg Automotive
- ↓ Trelleborg Engineering Systems
- ↓ **Trelleborg Sealing Solutions**
- ↓ Trelleborg Wheel Systems

Trelleborg Sealing Solutions is a leading, global supplier of precision seals for the industrial, automotive and aerospace markets. It currently holds three main business segments:

1. *Industrial applications:* Advanced sealing solutions in specialty materials for a range of Industrial applications. The largest product groups are O-rings, V-rings, rotary seals, hydraulic seals and washers.
2. *Automotive:* High performance, security critical seals to the automotive industry for application areas such as steering, fuel control, air conditioning, air induction and driveline systems.
3. *Aerospace:* Trelleborg's aircraft seals are used in essentially all major commercial and military aircraft programs. Key application areas are engines, flight controls and actuators, landing gear, airframes, wheels and brakes

Trelleborg Sealing Solutions Streamwood is part of Trelleborg Sealing Solutions U.S., Inc. Our company was founded in the state of Illinois in 1965. We are a manufacturer of high performance Seals and Bearings. We develop high quality precision products and applications that perform reliably where conventional products often fail due to environmental conditions, such as: chemical attack, heat, cold and vibration.

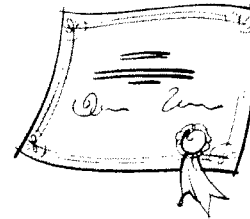
Since our incorporation, Trelleborg Sealing Solutions Streamwood has endeavored to be recognized as a world-class manufacturer. In so doing, we have implemented management systems that will help us to continuously improve our quality, environmental and safety programs. These systems conform to international standards and get audited by a third party auditor on an annual basis.

The certification that we achieved is:

↓ ISO 9001

Since 2003

(Industrial)



CORPORATE ETHICS

Our reputation in the community is formed by the business decisions we make. Towards that end, the Company has established values that are integral to working at Trelleborg Sealing Solutions Streamwood.

All employees are expected to obey the law. Employees should review the Trelleborg Code of Conduct, as well as the Trelleborg Core Values, to ensure complete understanding of all areas covered. Questions regarding the Code of Conduct or Core Values should be discussed with the employee's supervisor or other member of management. Reports of violations of TSSS's Code of Conduct should be made to management or the compliance officers as indicated in the separate booklet. The Company prohibits retaliation against an employee for filing a report under this policy or for assisting in an investigation.

Conflict of Interest

Our fundamental principle is that Trelleborg employees must not participate in any activities that are in conflict with the interests of the Company. Refer to the Code of Conduct for more information on this topic.

CONFIDENTIAL INFORMATION

The nature of our business/product is unique to the Company or the Company's clients. If you have access to certain types of confidential information, you will be asked to sign an Employee Invention and Trade Secret Agreement. Disclosure of confidential information might seriously damage the Company's competitive position and therefore, such action will not be tolerated. Your obligation to maintain the confidentiality of the Company and client information remains even after you are no longer employed.

TSSS's or client's records, including documents, computer files and similar materials, may not be copied or removed from the Company premises without prior management approval. Removal from the Company premises means the actual physical removal of information as well as the transmittal of information via fax, telephone, e-mail, or any other form of electronic communication, except in the ordinary course of your job duties on behalf of the Company.

Employees that encounter any misplaced company information that may be considered confidential or of a sensitive matter, are required to turn it into the Human Resources department. Such information should not be copied, filed, saved or used in any way or form by the discovering employee.

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT

It is the position of Trelleborg Sealing Solutions to ensure equal employment opportunity for all persons without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age (40 and over), disability, marital status, citizenship or any other characteristics protected by law; and to maintain a respectful and productive working environment for everyone. In keeping with this guideline, sexual, racial, religious, ethnic or other illegal harassment of employees is a violation of our position and will not be tolerated.



Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discrimination practices, including illegal harassment. Therefore, Trelleborg Sealing Solutions expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. These guidelines of equal employment opportunity apply to all employment practices including but not limited to, recruitment, hiring, promotion, transfers, training and compensation.

Definitions of Harassment

Harassment on the basis of any legally protected characteristic is strictly prohibited. Under this guideline, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment, (ii) has the purpose or effect of unreasonably interfering with an individual's work performance, or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct may include, but is not limited to, epithets, slurs, or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace via telephone, voicemail, electronic mail or the internet.

Sexual harassment will not be tolerated. For the purposes of this guideline, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures, display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Conduct prohibited by this guideline is unacceptable in the workplace and in any work-related setting outside the workplace such as during business trips, business meetings and business-related social events. We expect everyone to act in accordance with these principles and to reflect this spirit in all relationships with each other.

Complaint Procedure

Complaints of sexual harassment or other workplace harassment will be investigated promptly and appropriate remedial measures will be instituted based on the results of the investigation. An individual found to have engaged in harassing conduct would be disciplined as appropriate, up to and including termination, depending on the nature and severity of the conduct.

Similarly, because any suggestion of harassment is regarded so seriously by the company, any employee who is found to have deliberately and maliciously filed a false allegation of harassment will be subject to disciplinary action, up to and including termination.

If you have a complaint related to harassment or discrimination of any kind, please contact the Human Resources Manager or General Manager immediately.

The Company prohibits retaliation against any employee for filing a complaint under this guideline or for assisting in a complaint investigation. If you perceive retaliation for making a complaint of your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

EMPLOYMENT GUIDELINES

EMPLOYMENT STATUS

You will notice certain definitions attached to the work that you do. It is our intent to clarify those definitions so that employees understand their category and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment relationship is at will at any time by both the Company and the employee.

Full time Employee – Employees normally scheduled to work more than 32 hours per week. Full-time employees are currently eligible to participate in Company or Union programs, as outlined in this handbook and subject to the terms, conditions and limitations of each benefit.

Part time Employee – Employees normally scheduled to work up to a maximum of 32 hours per week. Part time employees are not eligible to participate in most Company benefits.

Temporary Employee – Employees scheduled for a specified temporary period. Reasons for this type of employment include interim replacements, temporary supplemental of the workforce, or to assist in a specific project. Temporary employees are not eligible for participation in Company benefits.

Subcontracted Worker – You would be employed by an independent employment agency, to provide temporary services for Trelleborg Sealing Solutions Streamwood. In the event a subcontracted worker becomes a full-time employee, the time as a subcontracted worker does not count towards their tenure.

In addition to the above classifications, employees are designated in one of the following classifications:

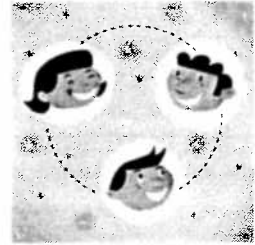
Exempt Employee – Exempt employees are exempt from pay for overtime work. You would meet certain conditions and be paid on a pre-determined salary basis. These are referred to Salaried Exempt internally.

Non-Exempt Employee – Non-exempt employees are eligible for overtime pay. Non-exempt employees are compensated at one and one-half times their regular rate for hours worked in excess of 40 for non-union employees during a workweek. Union employees are compensated at one and one-half times their regular

rate for hours worked in excess of 8 hours in a workday. This classification contains two categories – Salaried Non-Exempt and Hourly.

EMPLOYMENT OF RELATIVES

TSSS will consider the hiring of employee relatives when the individual candidates meet the requirements of an open position. In those situations where a relative of an existing employee has applied for, or is being considered for, a position with the Company, the employee will not be involved in any aspect of the selection or hiring processes. In the same regard, related employees should not be placed in a supervisor/subordinate relationship.



INTERNAL JOB OPPORTUNITY

The Company has established a job-posting program to give employees an opportunity to apply for positions for which they are interested and qualified. Vacancies, excluding senior management level positions, are normally posted on designated bulletin boards.

Full-time employees with at least six months of continuous service in the current job, and who have a satisfactory performance and attendance record, as well as no employee corrective actions, are eligible to apply for posted openings. Job openings will be posted in the breakrooms for a duration of up to one week (open and close dates are indicated on the actual job posting).

Qualified and eligible employees should obtain and complete an Internal Job Opportunity Form from Human Resources while also notifying their immediate supervisor of their interest in the open position. Once the form is completed, return it to Human Resources by the closing date specified on the job posting for screening.

Human Resources will review each applicant's qualification. This may include a discussion with the employee's supervisor and a review of the employee's personnel file. Human Resources in partnership with the hiring manager will interview candidates and discuss their qualifications and interest in the job. Any employee lacking the qualifications for the job in question will be notified during this phase of the job posting program.

The selected candidate will be notified of the transfer date by the hiring manager.

PERFORMANCE REVIEWS- NON-UNION EMPLOYEES

The Company maintains a system for evaluating employees' performance to maximize communication and increase contribution to Company objectives. It is our aim that this process will also help to enhance and recognize the employee's performance during a specific period of time.

During this process the Manager/Supervisor will have the opportunity to review the employee's salary and request a modification depending on the employee's performance.

Please contact and advise your supervisor or Human Resources, if more than a year has passed since receiving formal feedback.

PERFORMANCE REVIEWS- UNION EMPLOYEES

The Company maintains a system for evaluating employees' performance to maximize communication and increase contribution to Company objectives. It is our aim that this process will also help to enhance and recognize the employee's performance during a specific period of time.



Salary compensation for union employees is negotiated with the Union. During the performance review process, salary will not be reviewed only the performance level of the union employee.

Please contact and advise your supervisor or Human Resources, if more than a year has passed since receiving formal feedback.

EMPLOYEE BENEFITS

BENEFIT PROGRAM INFORMATION

Our company is proud to offer a very comprehensive benefit package, that we hope will provide you with additional support, to enhance the quality of your personal life and that of your family. Only full time employees are eligible to participate in the program.

If you have been hired as a full time non-union employee, the Human Resources Department will schedule your benefit orientation training, within the first 30 days of your employment. At that time you will be provided with all the information regarding each benefit.

If you have been hired as a full time union employee, the Human Resources Department will schedule your benefit orientation training within the probation period (90 days probation Molding & Orkot; 60 days probation Machining and Finishing).

Keep in mind that you will have a limited window of opportunity to enroll into the benefit program. You are encouraged to familiarize yourself with all the literature and to provide us with all the information required to ensure effective enrollment.

If you missed your initial benefit enrollment period, depending on the benefit, you may have additional opportunities to enroll within the year. The company will provide at least one full open enrollment period per calendar year, in which all employees will have the opportunity to re-enroll in all benefits.

The Company will incur the majority of the cost burden to provide you with this package. However, there are several benefits in which you will be required to share a small percentage of the cost in order to get and/or enhance the coverage provided.

Participation in the benefits of which you will be required to contribute is not mandatory. You will have the opportunity to waive coverage.

The following list provides you with a basic outline on most of the benefits that we offer for non-union employees.

- ✚ Health, Dental and Vision Insurance
- ✚ Short-term and Long-term disability protection
- ✚ Group Term Life Insurance
- ✚ Paid vacation and holidays
- ✚ Membership in the 401(k) Plan
- ✚ Educational Assistance Program
- ✚ Flexible Spending Accounts
- ✚ Work-life balance employee assistance program
- ✚ Worldwide emergency travel assistance services



The following list provides you with a basic outline on most of the benefit that we offer for union employees

- ✚ Health Insurance
- ✚ Short-term disability protection
- ✚ Group Term Life Insurance
- ✚ Paid vacation and holidays
- ✚ Union Pension Plan

For further information and detailed brochures describing coverage, please contact the Human Resources Department.

EDUCATIONAL ASSISTANCE PROGRAM

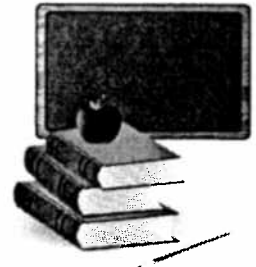
TSSS is committed to assisting employees in advancing their educational goals to acquire new skills and to enhance their capabilities. The Company offers educational assistance for most of the major costs of further education.

An employee must meet the following requirements to participate:

- ❖ A full-time regular employee in good standing with a minimum of six months of full-time status prior to applying for assistance.
- ❖ An active employee at the time the course begins. If an employee is laid off or transferred, the Company will honor all payments that meet the terms of this benefit. If an employee is involuntarily terminated or voluntarily quits, no reimbursement payments will be given.

Courses and Reimbursement

- ❖ Educational Assistance requires that an employee apply for assistance by first receiving course work approval from his/her manager and the Human Resources Department.
- ❖ The coursework must be such that it enables an employee to do his/her job better or prepares him/her for future growth with the Company and meets one of two requirements:
 - Courses must be required for completion of a degree program in which an employee is enrolled; the degree program must be relevant to Company business.
 - Individual courses not part of a degree program must be relevant to work the employee is doing or for a career path within the company for which he/she might reasonably be expected to qualify.
- ❖ Course work must be able to be completed outside the employee's work schedule, unless pre-approved by Human Resources or the local General Manager.
- ❖ The employee must incur the expenses that are directly related to education and that are not reimbursed by any other source (i.e. grants, scholarships).
- ❖ This Plan provides financial assistance for continuing education at pre-approved accredited schools and institutions only.
- ❖ Upon satisfactory completion of the course, the following reimbursement will be made:
 - For coursework approved under the terms of the Plan, 100% of the major expenses, i.e., tuition, registration and related lab fees, will be reimbursed for passing grades, up to the maximum reimbursement levels. Passing grades are defined as a grade "C" or above.
 - No reimbursement will be made for a grade lower than "C".
 - Required textbooks will be reimbursed at 50%.
 - Reimbursement will be made for approved coursework expenses of up to a total maximum of \$2,000 U.S. during any one semester, quarter or session up to a maximum of \$5,250 U.S. per year. Note: Reimbursement is not made for auditing a college level course.



Reimbursement will be subject to all appropriate Federal and State deductions. Current regulations from the US Internal Revenue Code, Section 127, allow for tax exempt benefits up to \$5,250 for all courses beginning January 1, 2002 or later (both undergraduate and graduate level).

The receipt of benefits for any course and/or any undergraduate or graduate degree program under the Plan is conditioned upon the employee remaining employed by the Company for at least one full year after the date of completion of any such course.

If you are interested in utilizing this benefit, please contact Human Resources for the proper forms needed and further information regarding educational assistance.

PERSONAL/SICK LEAVE NON- UNION EMPLOYEES

The Company will provide full-time employees with limited paid time-off from work to recuperate from an illness or injury, for visits to physicians or dentists, to care for a sick family member, or to be used for a personal emergency for which the employee could not plan in advance. Abuse or misuse of the benefits offered by this plan is unacceptable.

For guidelines on attendance and punctuality, please refer to Attendance and Punctuality of the Work Environment Section.

Continuous absences for three (3) or more days due to personal illness or injury require a release from your doctor upon return to work. The Company reserves the right to request a doctor's statement at any time to confirm the absence.

Calendar Year

The "Calendar Year" will begin on January 1st and end December 31st.

Benefit

Hourly Non-Union Employees

MONTH HIRED	HOURS GRANTED FOR THE FOLLOWING CALENDAR YEAR
January through March	24
April through July	16
August through December	8

Upon completion of one (1) year of service, hourly non-union employees are granted thirty-two (32) hours of paid personal/sick time to be used as of January 1st of the following calendar year.

Salaries Exempt and Non-Exempt Employees

MONTH HIRED	HOURS GRANTED FOR THE CURRENT AND FOLLOWING CALENDAR YEAR(S)
January through December	40

Any unused time at the end of the calendar year, will not be rolled-over to the following calendar year.

Employees that qualify for short-term disability benefits will be required to use any remaining sick/personal paid leave prior to receiving disability benefit payments.

Those that qualify for leave under the Family Medical Leave Act (FMLA) are required to use, concurrently with the FMLA leave, any hours of sick/personal time available.

If employees exhaust all of their annual allotment, they will be required to use any vacation time available to substitute for future sick/personal absences.

Unused sick/personal time does not qualify for payment upon separation of employment and may not be used as substitution of hours during the resignation period.

VACATION NON-UNION EMPLOYEES

The Company provides time off, with pay, to employees allowing them the opportunity for rest and relaxation away from the job.

The Company encourages each employee to take the full amount of vacation granted during the calendar year.

You are responsible for providing advance notice when requesting vacation and are highly encouraged to schedule your vacation time with as much anticipation as possible and to also consider alternative time off dates, since the requested dates may need to be switched to alternative dates. Each department head will determine the scheduling of vacations for his or her respective department. Vacations may only be taken with the prior approval of the department head. Advance notice will allow management to plan for time away from work due to vacation(s).



Vacation requests and approval shall be documented in the vacation/absence system. It will be submitted to your supervisor for approval.

If a holiday falls within the regular workweek while an employee is on vacation, the holiday will not be counted as a vacation day.

Vacation Year

The "Vacation Year" will begin on January 1st and end December 31st.

Benefit

The table below illustrates the allotments granted to newly hired employees based on their hire date for the current vacation year.

MONTH HIRED	VACATION HOURS (to be used by Dec 31st of their year of hire)	VACATION HOURS FOR THE FOLLOWING VACATION YEAR
January through March	80	80
April through July	40	80
August through December	0	80

The following table shows the vacation allotments based on years of service.

YEARS OF SERVICE	VACATION HOURS
More than 1 but less than 8	80
More than 8 but less than 18	120
More than 18	160

Vacation Allotments

The full vacation allotment must be used within the same vacation year. Vacation hours will not be accumulated and/or rolled over into the following vacation year.

Employees on Long-Term Disability will be prorated on their vacation allotment for the following year.

Salaried Exempt Employees – Vacation must be used within the same vacation year or the vacation days will be lost.

Hourly and Salaried Non-Exempt Employees - At the end of the vacation year the company will pay up to a maximum of forty (40) hours of the employee's remaining, but unused vacation. The employee will forfeit pay and time off on any remaining unused vacation hours over forty (40).

Vacation calculation and payment

Employees will be paid one time their regular hourly rate for all vacation hours used.

Employees that use all of their sick time and incur additional personal/sick absences will automatically apply this time towards any available vacation hours. When this occurs it will be labeled as "vacation substitution".

Payment of Vacation upon Termination

Employees that terminate their employment from the Company will receive payment for unused vacation.

VACATION UNION EMPLOYEES

The Company provides time off, with pay, to employees allowing them the opportunity for rest and relaxation away from the job.

The Company encourages each employee to take the full amount of vacation granted during the calendar year.

You are responsible for providing advance notice when requesting vacation and are highly encouraged to schedule your vacation time with as much anticipation as possible and to also consider alternative time off dates, since the requested dates may need to be switched to alternative dates. Each department head will determine the scheduling of vacations for his or her



respective department. Vacations may only be taken with the prior approval of the department head. Advance notice will allow management to plan for time away from work due to vacation(s).

Vacation requests and approval shall be documented in the vacation/absence system. It will be submitted to your supervisor for approval. Requests for pre-paid vacation must be in to Human Resources one month prior to the requested payment.

If a holiday falls within the regular workweek while an employee is on vacation, the holiday will not be counted as a vacation day.

Vacation Year

The "Vacation Year" will begin on January 1st and end December 31st.

The following table shows the vacation allotments based on years of service.

YEARS OF SERVICE	VACATION HOURS
More than 1 but less than 2	40
More than 2 but less than 8	80
More than 8 but less than 18	120
More than 18	160

Vacation Allotments

The full vacation allotment must be used within the same vacation year. Vacation hours will not be accumulated and/or rolled over into the following vacation year.

Vacation calculation and payment

Employees will be paid one time their regular hourly rate for all vacation hours used.

Employees that are sick will automatically apply this time towards any available vacation hours. When this occurs it will be labeled as "vacation substitution".

Payment of Vacation upon Termination

Employees that terminate their employment from the Company will receive payment for unused vacation.

HOLIDAYS

Employees will be provided with Company observed holidays designated by the General Manager in accordance with normal business practices.

A copy of the Company observed holiday schedule will be posted at each business location at the beginning of each calendar year.

Due to the variety of work scheduling, every department may hold a different holiday schedule for each calendar year. Employees are required to check directly with his/her supervisor or manager for their appropriate holiday schedule.



Time off for Holidays will be paid at your regular straight time rate, times the regular working hours that were scheduled for that specific shift. You will have to work the full day before and the full day after the holiday, to be eligible to receive holiday pay. This rule does not apply if you have taken pre-approved vacation.

LEAVES OF ABSENCE

DOMESTIC ABUSE LEAVE

If you are subject to domestic abuse, you may be eligible for a leave of absence. Please see the Human Resources Department for more information.

BEREAVEMENT LEAVE

Full time employees are currently eligible for up to three days of paid leave to attend funeral and/or memorial services of an immediate family member. Immediate family is defined as your spouse, parents, mother-in-law, father-in-law, brothers, sisters, grandparents, grandchildren, and relatives permanently residing with you.

If more time off is required than provided above, you may request other leave (i.e., vacation) to your department manager.

JURY DUTY

Any employee, who is summoned for jury duty will be granted a leave of absence for the period designated by the court.

Employees' receive regular pay for the first three days of jury duty if they were scheduled to work and a juror service certificate is submitted.



When summoned for jury duty, you are granted leave to perform your duty as a juror. If you are excused from jury duty during your regular work hours, we expect you to notify your Supervisor promptly.

Process

1. Upon receipt of a summons or subpoena for jury or witness duty, the employee must forward a copy of this document and notify his or her supervisor promptly. The supervisor will forward the copy to HR.
2. As jury duty is a civic responsibility, an employee is expected to report to the courthouse as ordered, and not expected to report to work prior to the scheduled court time on that particular day.
3. An employee working on a shift that ends in the early hours (i.e., 1:00 AM) of the first scheduled jury duty date, will work the first half of the shift as scheduled the afternoon before and have the remaining half of the shift off. This time will be paid as regular hours.
4. The employee must call into his or her supervisor on a daily basis to inform the supervisor of his or her status, i.e., return to jury duty selection, serving as a juror or being excused.
5. When the employee is excused from jury duty or witness duty, he or she must call the supervisor promptly.
6. Upon return to work the employee needs to give a copy of his or her statement from the court indicating actual time served on jury duty or as a witness.
- 7.

Excluded from the above provisions are cases where the employee is involved in a court action either as a plaintiff, defendant or witness where the time off must be taken as vacation, personal sick time or an unpaid leave of absence, sequentially. Once a summons is received to serve in this capacity, it is the responsibility of the employee to notify the supervisor promptly.

FAMILY AND MEDICAL LEAVE (FMLA)

TSSS provides Family & Medical Leave in accordance with the Family and Medical Leave Act (FMLA).

Family and Medical Leave (FMLA Leave)

The Organization provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the employee unable to perform the employee's job.



Military Family Leave

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave to address certain

qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty. The injury or illness must make the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the Organization maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Organization for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for this Organization for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA Leave is either 12 weeks in the 12-month period as defined by the Organization, or 26 weeks as explained above. The Organization uses the rolling 12-month period measured forward from the last day of an employee's leave.

An employee does not need to use this leave in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Organization's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Organization's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

The Organization requires employees to use earned paid leave at the start of their leave. In order to use paid leave for FMLA leave, employees must use their sick/personal and/or vacation time sequentially. FMLA leave is without pay when paid leave benefits are exhausted. If collecting workers' compensation or disability payments, an employee may use earned sick/personal or vacation time to supplement the partial payments up to their normal weekly pay rate.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Organization's normal call-in procedures.

Employees must provide sufficient information for the Organization to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Organization if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The Organization may require second and third medical opinions at the Organization's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Organization's attendance guideline. Employees on leave must contact Human Resources at least two days before their first day of return.

The Service Provider's and Organization's Responsibilities

The outsourced service provider will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the provider will provide a reason for the ineligibility.

The Organization will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Organization determines that the leave is not FMLA-protected, the Organization will notify the employee.

Employees on leave must contact the Human Resources Department at least two days before their first day of return. If the leave is for an employee's own serious health condition, the employee must bring medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave may result in termination of employment.

Employees who return to work from Family & Medical Leave will be returned to their same job or an equivalent position subject to the requirements of FMLA.

Unlawful Acts

FMLA makes it unlawful for the Organization to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Organization.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

MILITARY LEAVE

It is the Company's position that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this guideline. If any employee believes that he or she has been subjected to discrimination in violation of this guideline, the employee should immediately contact Human Resources.

Process for Activating Leave

1. The employee will provide his or her immediate supervisor with notice that the employee will be engaging in Uniformed Service, including, where feasible, a copy of the orders directing the military training or duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice within 30 days of active military service by completing a Time-Off Request Form, unless military necessity precludes giving notice. Notice may be verbal or written to the immediate supervisor or Human Resources.
2. Human Resources will review and sign the form, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.
3. Employees on Uniformed Service may, at their option, use any or all accrued paid vacation or personal leave during their absence.
4. When the employee intends to return to work, he or she must apply for reemployment to Human Resources as regulated under USERRA. In addition, the employee will provide the Company with military discharge documentation that establishes the timeliness of the application for reemployment and length and character of the employee's military service.
5. If the employee does not intend to return to work, he or she must notify Human Resources so that appropriate action may be taken.



VOTING

Voting is an important responsibility and privilege we all hold as citizens. We encourage you to exercise your voting rights in all municipal, state and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for you to arrive late or leave work early to vote in any election, you should make arrangements with your department manager no later than the day prior to Election Day.

PAY

TIME REPORTING

Production Employees Union Employees

To make sure you are properly paid, punch your timecard "In" at the beginning of the shift and "Out" at the end of the shift. The work in your department is planned on the basis that everyone reports on time. Tardiness, of course, results in lost time for which you are disciplined.

Do not punch "In" before starting a shift more than five minutes before the normal start of that shift. For example, if your shift begins at 8:00 AM, do not punch "In" before 7:55 AM unless instructed otherwise by your supervisor.

Punch "Out" as soon as possible following the completion of your shift. Normally, this should not be more than five minutes following the end of your shift, unless you are authorized to work overtime.

Hourly Employees Non-Union Employees

To make sure you are properly paid, you are required to use the time sheet on the "public" drive. The time sheet needs to be approved by your supervisor and turned into the Human Resources Department before 9:30 AM biweekly. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off (i.e. vacation or sick/personal).

Employees should not punch another person's timecard or permit anyone else to punch or enter your time. Do not falsify information on your timecard. Such conduct will not be tolerated.

Salaried Employees

To make sure you are properly paid, you are required to use the proper forms for documenting vacation, personal/sick days. All vacation personal/sick days must be approved by your manager.

PAYDAYS

Employees are paid biweekly on Thursday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday.

On each payday, you receive a statement showing gross pay, deductions and net pay. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans and individual savings plans may be arranged through the Human Resources Department.

TSSS requires that paychecks be direct deposit. Your paycheck will be automatically deposited to your savings and/or checking account at your bank of choice. In addition, employees may enroll for paperless paystubs which are accessible from any personal computer.



OVERTIME COMPENSATION NON-UNION HOURLY EMPLOYEES

Occasionally, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical.

Non-exempt employees are paid at the rate of one and one-half (1 ½) times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins on Monday at 12:00 AM and ends at 11:59 PM on the following Sunday.

Company recognized holidays and actual hours worked only will count towards hours worked when calculating overtime pay.

OVERTIME COMPENSATION UNION HOURLY EMPLOYEES

Occasionally, your supervisor may require you to work overtime. In these instances, you are given as much advance notice as practical (24 hour notice for Saturday).

Non-exempt employees are paid at the rate of one and one-half (1 ½) times their regular hourly rate for hours worked in excess of 8 hours per workday. The established workweek begins on Monday at 12:00 AM and ends at 11:59 PM on the following Sunday.

WORK ENVIRONMENT

ANTI-VIOLENCE

Trelleborg Sealing Solutions Streamwood will strive to provide a workplace free from acts or threats of violence.

All acts or threats of violence, inappropriate aggression or intimidation in any form, including verbal, written, or physical, are strictly prohibited. This includes any acts or threats of violence whether committed by an employee, a customer, visitor, or anyone else while on company premises or elsewhere on company business, against individuals, their property or company property.

Any employee who witnesses or learns of a threat or violent act should report it immediately to his/her supervisor or the Human Resources department. Human Resources will investigate complaints. When employees are found to have engaged in the above conduct, management will take appropriate action as needed.

Any employee who fears potential violence from outside of the workplace is encouraged to report the situation to his/her supervisor or Human Resources. Employees must report to Human Resources when a protective or restraining order is issued which lists our company as a protected area.

All reports of violence or potential violence will be held in confidence to the fullest extent possible. Retaliation against employees for reporting violence or threats of violence is specifically prohibited. Knowingly making a false accusation of violence or threats of violence will subject the maker to corrective action, up to and including, termination of employment.

In situations where the Company has reason to believe that acts or threats of violence may have occurred at the workplace, an internal investigation will be conducted. The Company will fully cooperate with all law enforcement agencies to facilitate investigations of incidents that may constitute violations of criminal law. The Company will also cooperate in the prosecution of individuals charged with committing acts of workplace violence.

Searches

The Company reserves the right to conduct at anytime, without notices, searches and inspections of employees, employees' personal effects or employer-provided material.

Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives. If an employee refuses to submit to a search, he or she may be subject to corrective action, up to and including termination of employment.

APPEARANCE, ATTIRE AND HYGIENE

At Trelleborg Sealing Solutions Streamwood your personal appearance, hygiene, and attire are important and should be consistent with good hygiene, safety and what our company considers appropriate attire. Business Casual means business appropriate. Business Casual never means sloppy. Remember, the work day is not the weekend. If you're in doubt whether something to wear is appropriate, it's a good indication not to wear it.

Employees should also take their day's schedule into account. If meeting with visitors or if visitors are at the facility, jeans and tennis shoes may not be appropriate and dressing more traditionally may be needed.

Listed below are some general guidelines, although these are not intended to be all-inclusive:

- All shirts must cover the waist.
- No fish-net type shirts are permitted.
- No obscenities on clothing will be allowed.
- No open (un-buttoned) shirts are permitted.
- No ragged jeans or jeans with holes are permitted.
- Strapless halters or tube tops will not be allowed.
- Short-shorts will not be permitted. Walking Bermuda shorts are generally more appropriate.

- Loosely-hanging and/or excessive jewelry is not permitted.
- Sandals and open-toe shoes will not be permitted in the plant. Only safety shoes are acceptable in the production areas.

To create a favorable impression, one must be well groomed at all times. Body odor, bad breath, cigarette smoke and excessive use of perfume or cologne are usually offensive to coworkers and to the public. Please take the necessary precautions with regular bathing, unscented deodorants and good dental hygiene.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are very important parts of an employee's job performance. Absenteeism places a burden on other employees who have to perform the absent employee's duties. Absenteeism is costly, causes unnecessary overtime, imposes additional work on co-workers and supervisors, disrupts schedules, creates morale problems and affects our ability to serve our customers. For these reasons, excessive absenteeism will not be tolerated and may result in corrective action, up to and including, termination of employment.

Attendance is one of the factors considered in overall job performance which may impact performance evaluations, transfers or promotions.

Employees are expected to be at work and on time as scheduled. It is recognized that there are times when a person must be absent due to illness or other valid reasons.

Absenteeism or being late tardiness that is excessive in the judgment of the Company will not be tolerated.

Employees who are absent for three consecutive workdays without notifying their supervisor (no show/no call) may be terminated.

Employees may be ineligible to receive pay for any unexcused/unauthorized absences.

Process

If an employee is going to be late or absent for any reason, the employee must telephone their immediate supervisor or manager as far in advance of the regular starting time as possible to explain the reason for the absence and expected return date.

It is the employee's responsibility to ensure that proper notification is given. Notification received from another employee, friend, or relative is not considered proper, except under emergency conditions.

Any employee who fails to give such notification will be charged with an unexcused absence.

If returning to work in the following situations, employees must provide a medical release statement to their immediate supervisor or manager:

- An absence of three or more consecutive workdays due to illness or injury.
- In all cases of work related injuries causing the employee to be absent from work.
- When returning from a medical leave of absence.

Tardiness

Tardies includes late arrivals to work and early departures from work.

Employees are expected to report to work on time. If an employee is late after their scheduled start time they will be disciplined. Without approval from their department manager and a business necessity, they may not make up the time.

If employees exhaust all of their annual sick/personal allotment, they will be required to use any vacation time available to substitute for future sick/personal absences.

Repeated lateness or early departures may result in corrective action, up to and including termination of employment as well as adversely impact performance evaluations, transfers or promotions.



personal allotment

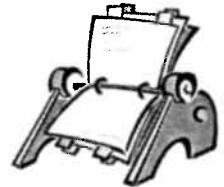
absenteeism: tardiness - to be late

If an employee has prior knowledge they will be tardy, he or she should notify the supervisor the day preceding the tardiness. Prior notification may relieve the employee from daily call-in, but only for the days covered in the prior notification.

CLOSING DUE TO ADVERSE CONDITIONS

Although the company will make every effort to remain open for business on scheduled workdays, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. If adverse conditions exist which could result in a closing, it is your responsibility to obtain updated information.

If conditions warrant the facility closing, a recorded telephone message system at (630) 289-1500 will be activated. The message will specify that the facility has been closed, which shifts are affected, and the time the message will be updated for later shifts, if applicable. Every effort will be made to have the recorded telephone message in place at least three (3) hours prior to the start of each shift, if the facility is to be closed. This recorded message system is the primary method of communication. If there is no message, you should assume the facility is open for business, as usual.



Due to the nature of our business, some departments may need to remain open to provide service for our customers or meet established deadlines. It is the responsibility of the manager of such areas to inform their employees of the department's special needs and procedures, as required.

When facilities are closed, you will have three compensation alternatives, in the following order:

- Sick/Personal
- Vacation
- Approved Unpaid Time – if this time is taken, it will not be considered an absentee occurrence.

There may be times when the office is not officially closed, but because of the weather, you may feel the need to leave early or not report to work at all; that time will be compensated in the following order by using sick/personal or vacation. If no time is available, management may authorize unpaid time.

If the need arises to have an early close or a late opening during the workday, you will be paid as follows:

- If less than four hours of the shift is worked, employees will receive pay for four hours of their shift and the remainder of the shift will be compensated in accordance with the alternatives listed above.
- If more than half of the shift is worked, employees will be paid regular time for the hours worked and the remainder of the shift will be paid by the Company at normal pay for that day.

CONFLICT RESOLUTION

If you have a problem concerning a work-related matter, discuss it with your immediate supervisor. Normally, this discussion should occur in a timely manner (within 3 to 5 days of the incident). Discussions held in a timely manner will enhance our ability to resolve concerns more effectively. Your supervisor is an important person to you and your success on your job.

If you are not satisfied after discussing the problem with your supervisor, or if it is inappropriate to go to the supervisor, an "open door" guideline exists. You may take your problem to Human Resources or to higher levels of management. Please refer to the EEO/Anti-Harassment Complaint Procedure section for further guidance.

DISCIPLINARY ACTION/DISCHARGE NON-UNION EMPLOYEES

Occasionally employee performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action as appropriate.

Some incidents may be serious enough to warrant immediate termination even though no previous corrective action has been taken. Every case will be reviewed on its own merits. Action(s) by management, on an individual case, does not establish a precedent in other circumstances.

DISCIPLINARY ACTION/DISCHARGE UNION EMPLOYEES

Occasionally employee performance or other behavior falls short of our standards and/or expectations. When this occurs, management will take action as appropriate.

Disciplinary action for Union employees will follow the agreed procedures of the Union Contract. Any grievance of the disciplinary action will follow the agreed procedure of the Union Contract.

Some incidents may be serious enough to warrant immediate termination even though no previous corrective action has been taken. Every case will be reviewed on its own merits. Action(s) by management, on an individual case, does not establish a precedent in other circumstances.

EMPLOYMENT REFERENCES

If you receive a call inquiring about the job performance or references of a former or current employee, please refer it to the Human Resources Department. Only the Human Resources Department has the authority to respond to such inquiries.

All employees are prohibited from issuing a **Reference Letter** or similar instrument providing a testimonial or appraisal of performance, etc., to any current or terminating employee. This applies equally to testimonials written on Company letterhead or on private stationery as a private individual. A Supervisor or Manager being asked to provide a "private" or "personal" testimonial has the same restrictions and no testimonial should be provided.

In any other cases, our company will only confirm the date of hire, the date of termination and the position title at time of departure for any terminating employee.

INTRA-OFFICE DATING AND WORKPLACE RELATIONSHIPS

All relationships among employees in the workplace will be business-like and free of bias, prejudice and illegal harassment. We expect that all individuals are treated with dignity and respect.

Intra-office dating and engaging in relationships of an amorous nature with other employees is highly discouraged. These relationships will not be tolerated between Managers/Supervisors and their subordinates. In these cases, the senior ranking person in the relationship will be required to disclose the relationship to the Human Resource department.

Intra-office romances can become a problem when relationships are overt. Amorous interludes and overt displays of affection, on-site, will be dealt with accordingly, to preserve the business-like workplace.

MOTOR VEHICLE RECORD CHECK

Some positions may require the use of a company vehicle to perform certain job duties. If you are someone that may need to operate a company vehicle, it is your responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner. The attitude taken behind the wheel is the single most important factor in driving safely.

Employees must have a valid and current driver's license to operate a company vehicle, or a personal vehicle with current auto insurance while on company business. Authorized drivers are expected to drive in a safe and responsible manner and to maintain a good driving record. Human Resources will request and review Motor Vehicle Records (MVR), including accidents, moving violations, etc., to determine if an employee's driving record continues to indicate a pattern of good safe driving. If it is determined that you can no longer operate a company vehicle, driving privileges will be revoked.



PERSONAL PHONE CALLS / CELLULAR TELEPHONES

Excessive personal calls during the day, regardless of the type of phone used, can interfere with your productivity and be distracting to your co-workers. Personal calls should be conducted outside of normal working hours to ensure that company business is handled in a timely and proper manner.

If your position or business needs require that you have access to a company telephone or you have been provided with a cellular phone, you are expected to make discretionary use of it for personal situations. Texting (incoming or outgoing) and downloads are discouraged. Employees are expected to stay within the usage guidelines set forth in the Company calling plan, (i.e., number of minutes allowed per month).

The front desk will not forward phone calls of a personal nature, except in the event of an emergency. In such cases, during office hours, the receptionist will make two attempts to page the employee. If the employee does not answer, their supervisor will be notified and be asked to locate the employee. For employees working shifts outside regular office hours, we recommend to dial their supervisor's telephone extension or the supervisor's cellular phone directly.

In all emergency cases, every effort will be made to notify employees promptly of an emergency phone call, but the company assumes no responsibility if the employee is not found on the premises.

Telephones located throughout the facility in common areas should be used only for conducting company related business. Personal calls can be placed out of the telephones located in the various lunchroom areas. Use of these phones will be restricted to non-working times, such as: 1) before the start of a shift, 2) after the end of a shift, 3) during the meal period, or 4) during other company scheduled breaks.

Use of Cellular Telephones and/or other Communication Transmitting Devices

The safety and security of all employees and visitors to our facility must come before all concerns. Personal cellular telephones and/or similar electronic voice/text transmitting devices such as beepers and PDA's will not be allowed on the production floor at any time, as distractions related to these devices could lead to accidents which may produce injuries.

Use of personal video/camera phones is strictly prohibited inside the Trelleborg Sealing Solutions Streamwood facility including the production, restrooms and locker areas.

All employees will be responsible to store such communication transmitting devices in a secure place outside the production area. The company will not be responsible for the loss of personal items brought into the workplace.



Use of personal cellular phones (except for video/camera phones) and/or similar electronic voice/text transmitting devices such as beepers and PDA's will be allowed in the cafeteria area during non-working times, such as: 1) before the start of a shift, 2) after the end of a shift, 3) during the meal break, or 4) during other company scheduled breaks.

Employees provided with a company cellular phone are expected to protect it from loss, damage, theft and unauthorized use. The device must be returned to the Company in good operating condition at any time upon request or upon resignation or separation of employment. Employees may be expected to bear the replacement cost, if the phone is not presented in operable condition.

When operating company provided cellular phones, employees are expected to exercise sound judgment. Special considerations should be taken when transmitting sensitive or private company matters, as the confidentiality of the transmission should not be assumed.

In addition, employees will be required to follow safe and proper use of cellular phones while walking, driving, traveling, inside commercially operated airlines, government offices and/or any other place where use is restricted, prohibited or dangerous.

Under no circumstances will employees be allowed or expected to place their personal safety or safety of others at risk to fulfill business needs.

The Company will not be responsible to pay any fines and/or penalties for violations related to improper use of a company provided cellular phone. The employee will be expected to bear all costs associated to the violation. Employees will be expected to communicate the violation to their supervisor, immediately upon notification from the issuing agency.

USE OF E-MAIL AND INTERNET

E-mail and Internet are important forms of corporate communication. These should be used only for legitimate business purposes. All communications sent or received either within our intra-company computer network system, in forms such as E-mail or through the Internet are considered property of the Company. All communications should be professional in nature.

Employees are not permitted to establish web pages that suggest Company affiliation or other authorization by the Company. Any software or files downloaded via the Internet into the Company network become the property of the Company. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. No employee may use Company computer resources knowingly to download or distribute pirated software or data. The Company's Internet facilities and computer resources may not be used to violate in any material way the laws and regulations of the United States or any other nation, or the laws or regulations of any state, city, province or jurisdiction.

The Company monitors all Internet usage and E-mail messages during the ordinary course of its business without notice to the user, sender or recipient of the message. The Company may inspect any and all files stored in our computer network or on local hard drives to ensure compliance with guideline.

Because all E-mail messages are the property of the Company, we will monitor these communications to ensure that our system is being used for legitimate business purposes only, and to protect our Company from liability. Employees and those communicating with employees must realize that they have no right or expectation of privacy in their E-mail communications or Internet usage on Company computers. All messages are subject to review by management, and all communications are subject to scrutiny, except as restricted by applicable law. No E-mail messages should be created or sent which might constitute harassment or intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, age, sexual preference or disability or any other status protected by law. The display of any kind of sexually explicit image or document in any Company system is prohibited. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using Company network or computer resources.

Deleting E-Mail messages does not guarantee that they are erased from the system. Employees must know that no privacy is guaranteed when communicating by E-Mail. Deleting incoming or outgoing messages will not remove them from our system. All messages through E-Mail and Internet usage are not confidential and are subject to access by the Company.

USE OF TOBACCO AND SMOKING

In our efforts to continually provide a safe and healthy work environment for our employees, it is the position of Trelleborg Sealing Solutions Streamwood to provide a smoke-free environment for all employees and visitors.



Smoking will not be allowed inside any building or in company vehicles at any time.

Smoking is permitted outside the building, **only**, in designated areas and during regularly scheduled breaks.

All cigarette butts, matches and related materials should be disposed of appropriately and responsibly in the containers provided in the designated smoking areas. Window-sills and building ledges are not to be used as ash-trays or for storage of partially-smoked cigarettes.

Smoking at the front (main) entrance to the building is strictly prohibited. Smoking at other entrances must occur at least 20 feet from the entrance.

Those employees who choose to use chewing tobacco may do so, but only during their regularly scheduled break and/or lunch period. When disposing of chewing tobacco and/or "spitting", containers other than regular trash receptacles must be used.

All tobacco users are reminded to be courteous towards all non-users and mindful of some of the other side-effects of tobacco use while realizing that many non-users find the associated sights and smell offensive.

SAFETY GUIDELINES

The Management Team at Trelleborg Sealing Solutions Streamwood believes that our people are our most important asset and that the preservation of employee safety and health must remain a constant consideration in every phase of our business. It is our intent to provide a work environment as free of hazards as possible.

All employees are responsible for working safely and productively; always remaining aware of hazards in their jobs and following recognized safe work practices, including the use of personal protective equipment (PPE).

It is also our belief that any safety and health program must have total employee involvement. Therefore this program has management's highest priority, support, and participation.

Company Goals

Safety involves everyone in the company. Our primary goal is to have an injury free work place. This can be achieved by delegating responsibility and accountability to all involved in the company's operation.

To reach our goal of a safe work place, everyone needs to take responsibility. Then everyone will be held accountable. Benefits of achieving our goals are:

1. Minimizing all injury accidents
2. Minimizing loss to property and equipment
3. No fatalities
4. No permanent disabilities
5. Having the best safety & health conditions possible
6. Improving overall business operations to make us more competitive in the marketplace

Reporting of Injury

Every employee is responsible for reporting any unsafe practices or conditions to your supervisor.

If you are injured on the job, no matter how minor, you must immediately report this fact in writing to the EHS Manager, your supervisor and/or the Human Resources Department.

If medical treatment for an on-the-job injury is needed, it must be obtained from the Company's designated physician as communicated by the EHS Manager or HR. If not, you may be responsible for the cost of medical treatment.



Employee Responsibilities

Every employee will receive a safety orientation when hired and review all applicable safety and human resource guidelines. Afterwards, all employees are responsible for understanding and following all safety rules while conducting their work in compliance with these rules.

To ensure a sustained safe work environment, all employees are prohibited from removing safeguards provided for their protection.

Deliberate disregard of the TSSS safety and health rules are a Company violation and will be dealt with as appropriate under the corrective action guidelines.

SUBSTANCE ABUSE

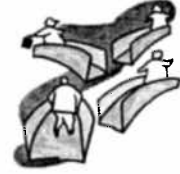
The Company is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision-making. Therefore, the possession, use, sale, of controlled substances or alcohol on Company premises or during Company time is strictly prohibited. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

Testing is an important element in the Company's efforts to ensure a safe and productive work environment. The Company has issued a separate statement for this testing program. Please refer to this separate statement, Human Resources, or your supervisor, if you have specific questions.

TERMINATION OF EMPLOYMENT

If you decide to leave your employment with Trelleborg Sealing Solutions Streamwood (TSSS), we encourage you to provide a notice in writing to your department manager, specifying the reason(s) for your resignation and the last day you will be working.

After you give notice, the Human Resources Department can arrange for payment of your final paycheck and earned vacation. On or before your last day of work, all Company property must be returned to the Human Resources Department and all debts settled.



As part of the company's continual improvement process you will be asked to fill out an exit interview. This information may be utilized in consideration of future company improvements. You will have the option to decide if you want your comments to be shared with your immediate supervisor. All interviews will be reviewed by the General Manager.

EMPLOYEE ACKNOWLEDGMENT FORM

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED JUNE 2009. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH TRELLEBORG SEALING SOLUTIONS STREAMWOOD IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE AND WITHOUT FORMAL REVISION/RE-ISSUING OF THE HANDBOOK.
- NO REPRESENTATIVE OF TRELLEBORG SEALING SOLUTIONS STREAMWOOD, OTHER THAN THE PRESIDENT OF THE ORGANIZATION, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee's Signature

___/___/___
Date

Employee's Name *(please print)*

