

WELLERS' INC

EMPLOYEE HANDBOOK

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Version Number: 2

TO WELLER'S INC. COMPANY EMPLOYEES:

This is our new Employee Handbook. Please review it and sign the attached acknowledgment and return the acknowledgment to your supervisor.

You may keep a copy of the Handbook if you wish, but a copy will always be available to you through our office. If you do not wish to keep a copy, please return the Handbook to the office.

This Employee Handbook (the "Handbook") was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Handbook as soon as possible, for it will answer many questions about employment with Wellers' Inc.

INTRODUCTORY STATEMENT

This Handbook is designed to acquaint you with Wellers Inc and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. This Handbook is not a contract and is not intended to create any contractual or legal obligations. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Wellers Inc to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No Handbook can anticipate every circumstance or question about policy. As Wellers Inc continues to grow, the need may arise and Wellers Inc. reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception is our employment-at-will policy permitting you or Wellers Inc. to end our relationship for any reason at any time. The employment-at-will policy cannot be changed except in a written agreement signed by both you and the President of the Company. Employees will, of course, be notified of such changes to the Handbook as they occur.

Customers are among our organization's most valuable assets. Every employee represents Wellers Inc to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Wellers' Inc. will provide customer relations and services training to all employees with extensive customer contact. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of Wellers Inc. Positive customer relations not only enhance the public's perception or image of Wellers Inc., but also pay off in greater customer loyalty and increased sales and profit.

INTRODUCTORY PERIOD

Your first 60 days of employment at Wellers Inc. are considered an Introductory Period.

1-01 Nature of Employment

Employment with Wellers' Inc. is voluntarily entered into and is "at-will," which means that the employee is free to resign at will at any time, with or without notice or cause. Similarly, Wellers' Inc. may terminate the employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. No one has the authority to make verbal statements that change the at-will nature of employment, and the at-will relationship cannot be changed or modified for any employee except in a written agreement signed by that employee and the President of Wellers'

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Wellers' Inc. and any of its employees. The

provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Wellers Inc. sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the CEO or person designated by the CEO of Wellers Inc.

1-02 Employee Relations

Wellers Inc. believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Wellers Inc. amply demonstrates its commitment to employees by responding effectively to employee concerns.

1-03 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Wellers Inc. will be based on merit, qualifications, and the needs of the company. Wellers Inc. does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, ancestry, medical conditions, family care status, sexual orientation, or any other basis prohibited by law.

Wellers Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the extent required by law.

1-04 Business Ethics and Conduct

The successful business operation and reputation of Wellers' Inc. is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Wellers' Inc. is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Wellers' Inc. its customers, and its shareholders to act in a way that will merit the continued trust and confidence of the public.

Compliance with this policy of business ethics and conduct is the responsibility of every Wellers' Inc. employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

1-05 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship 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 over into day-to-day working relationships.

For purposes of this policy, relatives are any persons who are related to each other by blood or marriage or whose relationship is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative except as required by law. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. Wellers' Inc. also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated

from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Employees may not bring their children to work with them during their shift as it is a distraction and a liability for the company.

1-06 Immigration Law Compliance

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 Wellers' Inc. within the past three years or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1-07 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Wellers' Inc. wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Wellers' Inc. business dealings.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Wellers' Inc. does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Wellers Inc.

1-08 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Wellers' Inc. Such confidential information includes, but is not limited to, the following examples:

- purchasing information
- compensation data
- computer processes
- computer programs and codes
- customer lists and customer preferences
- financial information
- investments
- pending projects and proposals
- food recipes and production processes
- website design and development

2-01 Employment Categories

It is the intent of Wellers' Inc. to clarify the definitions of 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, the right to terminate the employment relationship at will at any time is retained by both the employee and Wellers Inc.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Wellers' Inc. is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Most employees of Wellers Inc. are classified as Temporary due to the seasonal demands of it's business.

REGULAR PART-TIME: employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Wellers' Inc. part-time schedule.

2-02 Access to Personnel Files

Wellers' Inc. maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, résumé, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Wellers' Inc. and access to the information they contain is restricted. Generally, only supervisors and management personnel of Wellers' Inc. who have a legitimate reason to review information in a file are allowed to do so.

2-03 Personal Data Changes

It is the responsibility of each employee to promptly notify Wellers' Inc. of any changes in personal 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. If any personal data has changed, notify the Human Resources Department.

2-04 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Wellers' Inc. uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Wellers' Inc. may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Wellers' Inc. determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

2-05 Employment Applications

Wellers' Inc. 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 employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. In processing employment applications, Wellers' Inc. may obtain a consumer credit report or background check for employment.

2-06 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted following an employee's introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

2-07 Job Descriptions

Wellers' Inc. maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

3-01 Sick Days

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, the company may require a physician's statement verifying the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

3-02 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Wellers' Inc. defines "immediate family" as the employee's spouse, parent, child, or sibling.

4-01 Paydays

All employees are paid every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous two-week payroll period.

4-02 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- resignation—voluntary employment termination initiated by an employee.
- discharge—involuntary employment termination initiated by the organization.
- layoff—involuntary employment termination initiated by the organization because of an organizational change.
- retirement—voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Wellers' Inc. will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Wellers' Inc. or return of Wellers' Inc.-owned property. Suggestions, complaints, and questions can also be voiced.

Nothing in this policy is intended to change the company's at-will employment policy. Since employment with Wellers' Inc. is based on mutual consent, both the employee and Wellers' Inc. have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

4-03 Administrative Pay Corrections

Wellers' Inc. takes all reasonable steps to ensure 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, the employee should promptly bring the discrepancy to the attention of the Human Resources Department so that corrections can be made as quickly as possible.

4-04 Pay Deductions and Setoffs

The law requires that Wellers' Inc. make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Wellers' Inc. also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Wellers' Inc. matches the amount of Social Security taxes paid by each employee.

5-01 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Wellers' Inc. has established a workplace safety program. This program is a top priority for Wellers' Inc. The Human Resources Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Wellers' Inc. provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, e-mail, memos, or other written communications.

Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

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, who 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 their supervisor.

5-02 Work Schedules

Wellers Inc. works very hard to make sure employees know their schedules far in advance to allow for changes:

Preliminary work schedules are posted two weeks or more prior to actual date of work on Wellers Inc. website: <http://wellersweddings.com>. Schedules are also posted in the Main Kitchen and updated along with the website schedules.

Final Schedules are updated the Monday of the weekend to be worked. Employees are responsible for knowing their schedules.

In the event you are unable to work because of an emergency, you must contact your supervisor immediately. 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.

5-03 Requesting Days off

Employees must request days off two weeks or more prior to the actual day they want off. Requests must be made in writing and given or emailed to their supervisor for approval. You may no longer enter requests on the computer punch-in clock.

Your supervisor will let you know if your request is approved within two days of the date you made it. Although Wellers Inc. is as flexible as possible, there may be days requested off that cannot be honored of operational demands. In these cases, you must work the date you requested off or find another individual who is not already schedule to work your shift.

If you find a substitute for a shift you are required to get approval from your supervisor for this substitution before your request is considered honored and complete. Failure to notify your supervisor of substitutions will result in disciplinary action.

If you do not show up for work after a request has been denied Wellers Inc. will consider this a “no show” and you may be terminated from employment or receive disciplinary action.

5-04 Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Personal phone calls may not be made without permission from a supervisor.

5-05 Smoking

Smoking is prohibited throughout the workplace, as required by law. This policy applies equally to all employees, customers, and visitors.

5-06 Breaks and Lunch Breaks

Regular part-time employees are allowed 30 minutes for lunch breaks and must punch out for lunch breaks. Any time an employee leaves the property they must punch out and punch back in upon their return.

5-07 Visitors in the Workplace

Employees may not receive visitors while working.

5-08 Computer and E-mail Usage

Wellers Inc. computers are to be used for punching in and messaging to your supervisor if necessary

Wellers Inc. computers are not to be used for personal projects or personal email.

5-09 Workplace Violence Prevention

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Wellers' Inc. encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. Wellers' Inc. is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

6-01 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Wellers' Inc. expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Use of cell phones for personal use including cell phone texting in the workplace.
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Nothing in this policy is intended to change the company's at-will employment policy. Employment with Wellers' Inc. is at the mutual consent of Wellers' Inc. and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

6-02 Drug and Alcohol Use

It is Wellers' Inc. desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Wellers' Inc. premises and while conducting business-related activities off Wellers' Inc. premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only 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 other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

6-03 Sexual and Other Unlawful Harassment

Wellers' Inc. is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

Anyone engaging in sexual or other unlawful behavior will be subject to disciplinary action, up to and including termination of employment.

6-04 Attendance and Punctuality

To maintain a safe and productive work environment, Wellers' Inc. expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Wellers' Inc. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor or the Human Resources Department as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

6-05 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that Wellers' Inc. presents to the community.

During business hours or when representing Wellers' Inc. you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. If your position requires a uniform you are responsible to make sure it is clean, unwrinkled. See Uniform Code.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels that your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

6-06 Return of Property

Employees are responsible for all Wellers' Inc. property, materials, or written information issued to them or in their possession or control. Employees must return all Wellers' Inc. property immediately upon request or upon termination of employment. Where permitted by applicable laws, Wellers' Inc. may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Wellers' Inc. may also take all action deemed appropriate to recover or protect its property.

6-07 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Wellers' Inc. Although advance notice is not required, Wellers' Inc. requests at least two weeks' written notice of resignation from nonexempt employees and two weeks' written notice of resignation from exempt employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation.

6-08 Security Inspections

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Wellers' Inc. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Wellers' Inc. at any time, either with or without prior notice.

6-09 Solicitation

Wellers' Inc. recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

6-10 Progressive Discipline

Wellers' Inc. own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Wellers' Inc. is based on mutual consent and both the employee and Wellers' Inc. have the right to terminate employment at will, with or without cause or advance notice, Wellers' Inc. may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences.

Progressive discipline means that, with respect to many disciplinary problems, these four steps will normally be followed. However, there may be circumstances when one or more steps are bypassed.

Wellers' Inc. recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Wellers Inc.

6-11 Problem Resolution

Wellers' Inc. is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Wellers' Inc. supervisors and management.

Wellers' Inc. strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Wellers' Inc. in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The employee presents the problem to his or her immediate supervisor after the incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to the Human Resources Department or the CEO.
2. The supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. The supervisor documents this discussion.
3. The employee presents the problem to the Human Resources Department if the problem is unresolved.
4. The Human Resources Department counsels and advises the employee, assists in putting the problem in writing, and visits with the employee's manager(s).

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussing mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

7-01 Suggestions

As employees of Wellers' Inc. your ideas for improvements are welcome. Suggestions should be in writing and put on the back of the office door.