

**Accel Aviation Accessories LLC
B & E Tool Company, Inc.
B & E Precision Aircraft Components
B & E Aircraft Component Repair
D & S Manufacturing Company**

Affiliated Company Benefits & Policy

2008

Message to All Employees:

We consider our employees to be our GREATEST RESOURCE. We trust, support and empower our employees to do what's right for our company and our customers. Our commitment is to total customer satisfaction. Keeping abreast of the latest technology and quality systems will enable us to delivery the highest quality products. It is the pride, versatility and dedication that we display each day that differentiates us from our competition and makes us a **“World Class”** supplier to our customers. We willfully comply with ISO 9001:2000/IAS 9000 standard requirements and will continue to improve by controlling the quality of production at all phases of the manufacturing process, as well as operating safely and efficiently according to company policies.

Probationary Period

All new employees at “the Company” are on a 90-day probationary period, which can be extended under certain circumstances. Refer to specific benefit for eligibility requirements.

Paid Holidays

New Year's Day (Tuesday, January 1, 2008)

Memorial Day (Monday, May 26, 2008)

Independence Day (Friday, July 4, 2008)

Labor Day (Monday, September 1, 2008)

Thanksgiving Day (Thursday, Nov. 27, 2008)

Christmas (Thursday, December 25, 2008)

4 Personal Holidays

- Each holiday equals 8 hours of regular pay. (Holiday time **does** count toward overtime hours calculation)
- You must be employed 30 days prior to the holiday to be eligible for the holiday pay.
- To be eligible for holiday pay, both the day before and the day after the holiday must be worked a minimum of 8 hours, unless a written notice is given to the front office 1 week in advance.
- To be eligible for holiday pay, you must be a full time employee (30 hours worked per week).
- Full time employees who work less than 40 hours will be paid average hours worked.
- Employees will be able to take only 1 personal holiday per month.
- All personal holiday requests must be submitted in writing 1 week in advance.
- Personal holidays must be used within the calendar year or time will be forfeited.
- Personal holidays will not be carried over to the following year.

Vacation

1 vacation day equals 8 hours of regular pay. (Vacation time **does not** count toward overtime hours calculation)

Employees are eligible for vacation after a full year of employment. A full year is defined as follows: From the first July 1st after your date of hire to the first June 30th.

Hire date 7/1 to 12/31:	2 ½ days * (20 hours)
1 full year	5 days * (40 hours)
2 full years	10 days * (80 hours)
7 full years	15 days * (120 hours)

* A maximum of 5 days vacation may be taken with pay prior to July 1st. (In the period between Jan. 1 & July 1.) If employee leaves before July 1st and has taken vacation days, those days will be deducted from the employee's last paycheck. The remainder, if any may be taken any time after July 1st.

- All vacation requests must be submitted in writing no later than 2 weeks in advance
- Advance pay for vacation time is only paid in advance if a full 40 vacation hours is taken. If less than 40 hours are taken in one week, vacation will not be paid in advance.
- Vacation time must be used within the calendar year or time will be forfeited.
- Vacation time will not be carried over to the following year.

NOTE – THESE ARE THE NEW RULES FOR VACATIONS:

- Each department will have a large 12-month calendar for easy viewing. Employees taking vacation time shall write in the blanks provided on the calendars their name on each day requested to signify that they are “signing” up for this time off.
- Each applicant will then fill out a vacation request form as specified for “VACATION REQUEST FORM 2006”
- The completed form will be passed back to the department supervisor and in the case of the Repair Station to the RS Manager. The supervisor/manager will signify concurrence with the vacation time by dating and signing the document. Then all applications whether OEM or RS will be given to the Operations Manager. The Operations Manager will initial each document alongside the supervisor’s name and turn the form into the President of the Company.
- All requests will be granted on the “First Come/First Served” basis. In case of conflict with the other people in the same department it will be up to the supervisor as moderator and the individuals involved to reach a satisfactory agreement between each other.
- In no case will the number of people taking vacation time shut a department down or jeopardize a customer’s receipt of product or in the case of the Repair Station put an aircraft into AOG status.
- If issues with a department cannot be resolved through internal negotiations the President of the Company will cast the deciding vote.

Overtime

Overtime pay is based on 1 ½ times base pay after the accumulation of 40 hours in a given work week. (Vacation pay is not included in the 40-hour calculation).

Insurance

Health – Information available when eligible.

Dental – Information available when eligible.

Life Insurance – Information available when eligible.

Employee Paid Supplemental Life Insurance – Information available when eligible.

Short Term Disability Insurance (STDI) – Information available when eligible.

- STDI is a voluntary benefit based on employee contribution and compensation level/eligibility. (open enrollment for changes to compensation level will be made each January)
 - 2/3 base pay up to \$300 maximum for 26 weeks.
 - 2/3 base pay up to \$400 maximum for 26 weeks.
 - 2/3 base pay up to \$500 maximum for 26 weeks.
 - 2/3 base pay up to \$600 maximum for 26 weeks.
 - 2/3 base pay up to \$700 maximum for 26 weeks.

(STDI is subject to the guidelines set forth in the STDI policies & procedures)

- **All** insurance to be effective the first of the month after thirty (30) days of full time employment and upon employee contribution to be deducted weekly from employee's payroll.
- If any employee is out of work for any period of time without paying the weekly insurance deduction, the insurance coverage will be discontinued.
- **TERMINATION:** Health insurance will be carried for thirty (30) days beginning the date of termination.
 - ❖ Continuation of health insurance after thirty (30) days of termination can be arranged under the Federal Cobra Law.
 - ❖ Dental, Life and Disability insurance will discontinue on date of termination.

Retirement Plan

401K Retirement Plan

- Available to full time employees on January 1st or July 1st following 6 full months of employment.

PLAN SPECIFICATIONS

- **Plan Year:** July 1st through June 30th
- **Valuation Frequency:** Quarterly on March 31, June 30, September 30 and December 31
- **Eligibility:** An employee shall become a participant of the plan on the entry date immediately following the completion of six months of service and attainment of age 18.
- **Entry Date:** July 1st and January 1st
- **Employee Contributions:** *Salary Deferral Contributions* - Participants may defer to up 15% of compensation for the plan

year.

- **Employee Contributions:** *Regular Matching Contributions* – An amount the Employer in its sole discretion may determine. *Non-Elective Contributions* – An amount the employer may from time to time deem advisable.
- **Vesting:** Employee salary deferrals are 100% vested at all times. Employer regular matching and non-elective contributions are vested as follows:

<u>Years of Service</u>	<u>Vested Percentage</u>
Less than 2 yrs.	0%
2 yrs of Service	20%
3 yrs of Service	40%
4 yrs of Service	60%
5 yrs of Service	80%
6 or more yrs of Service	100%

- **Normal Retirement:** Attainment of age 62.

Direct Deposit

- Employees may arrange to have their pay deposited into a total of 3 different bank accounts at any bank they chose.

Jury Duty

- Upon receipt of proof from the Office of the Jury Commissioner of an employee's term of jury service, "The Company" will pay eight (8) hours per day for three (3) days.

Funerals

- Two (2) days at eight (8) hours each will be paid for funerals of immediate family members (parent, grandparent, spouse, brother/sister or children).

Shop Hours

- *Day shift:* 7 AM to 5 PM Monday thru Friday
- *Night shift:* 5 PM to 5 AM Monday thru Thursday
5 PM to 1 AM Friday (8 hrs)
- Any variance from these hours must be cleared with the shop foreman.
- Employees who start or stop work at times that are not within the ordinary times listed above, must punch in or out.

Phone Calls

- No personal phone calls are allowed during working hours except in an emergency.
- Outgoing calls can be made during break and lunch only.

Safety

- Safety glasses are required by OSHA Law. **Eye protection must be worn in the shop during working hours.**
- **ALL** accidents must be reported to the shop foreman immediately.
- Back braces are available for lifting.

Tools

- After ninety (90) days of full time employment, "The Company" will pay up to a 20% maximum of tools purchased to be used at "The Company".
- Toolboxes are not eligible for the 20% discount.
- Weekly payment terms can be set up if needed.
- Tool loans not to exceed one weeks take home pay.
- "The Company" is not responsible for lost or stolen personal tools.

Safety Shoes

- "The Company" will pay half for safety shoes up to \$75.00. To be recognized as safety shoes, the shoes must have steel toes. After submitting the receipt, the employee will be reimbursed for half of the purchase price up to \$75.00. Eligibility for this benefit is every 1 ½ yrs. *Note: If the safety shoes are Company required, the Company will reimburse 100%, up to \$75.00.*
- **Safety shoes must be worn in the Shipping Area.**

Safety Glasses

- "The Company" will pay for half up to \$100.00 for safety glasses. Glasses must be OSHA approved lenses, frames and side shields. ½, up to \$100.00 will be reimbursed to employees after purchase with receipt. Eligibility for this benefit is every two years.

Education

- Work related courses approved prior to enrollment will be reimbursed (tuition only) after completion as follows:

- A - 100%
- B – 75%
- C – 50%
- D – 25%

Computers

- There is to be no personal software from outside the shop, or additional shop software (software used for company business) loaded on any computer at “The Company” without prior permission from the front office.
- If you have a piece of software you need loaded, please check with the front office before doing it. Extra software may exceed the capabilities of your particular computer and cause unnecessary down time and maintenance expense.
- Computers are shop tools and are not to be used for personal use beyond what is necessary to perform your duties at “The Company”.
- Personal email should be used with discretion and caution. No offensive or obscene pictures or language should be emailed from a shop computer. “The Company” is liable for anything sent. If someone from outside the shop sends an email like this, it is to be deleted.
- Use caution also, when opening any attachments to email from outside the shop. These attachments could and have contained viruses that can cause damage to your computer, as well as to the network server. Usually they are sent without the sender knowing that they are spreading a virus.
- Please do not use personal chat software as an open connection to the internet on your shop computer.

Work Environment

“The Company” strives to maintain a clean, safe, productive and drug free work environment. To this end, we have established a variety of policies and procedures to include the following:

- Sexual Harassment Policy
- Business Ethics Policy
- Equal Opportunity Policy
- Affirmative Action Plan (AAP)
- FAA Approved Drug & Alcohol Program
- Employee Emergency Plan
- Hazard Communication Program
- Safety Programs
- Training Programs

These policies, procedures and programs are available for employee review in the front office upon request. See your supervisor or HR representative.