



## FOREST RIVER, INC. HANDBOOK & EMPLOYMENT POLICIES

|                                                                                   |    |
|-----------------------------------------------------------------------------------|----|
| INTRODUCTION .....                                                                | 2  |
| Equal Employment Opportunity, Anti-Discrimination & Anti-Retaliation Policy ..... | 2  |
| Drug and Alcohol Policy .....                                                     | 4  |
| Disability Accommodations Policy .....                                            | 5  |
| Workplace Violence Policy .....                                                   | 6  |
| Family Medical Leave Act (FMLA) Policy.....                                       | 7  |
| Workplace Relationships .....                                                     | 10 |
| Employment Policies – Attendance, Behavior & Termination .....                    | 11 |
| Attendance Guidelines .....                                                       | 11 |
| Behavior of Employees.....                                                        | 12 |
| Termination of Employment.....                                                    | 13 |
| Health & Safety.....                                                              | 14 |
| Injuries .....                                                                    | 16 |
| Compensation & Benefits .....                                                     | 16 |
| Deductions .....                                                                  | 16 |
| Overtime .....                                                                    | 17 |
| Pay Period .....                                                                  | 18 |
| Time Cards & Recording Time.....                                                  | 18 |
| Wage Assignments & Garnishments .....                                             | 18 |
| Holidays .....                                                                    | 18 |
| Vacation Shut-down (Full-Time Production Only) .....                              | 19 |
| Vacation (Full- Time Non-Production Only) .....                                   | 19 |
| Bereavement Leave.....                                                            | 19 |
| Leaves of Absence .....                                                           | 20 |
| Electronic and Telephonic Communications Policy.....                              | 20 |
| Bring Your Own Device to Work (BYOD).....                                         | 21 |
| Personnel Files .....                                                             | 21 |
| ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT .....                                     | 22 |

## INTRODUCTION

To answer some of the questions you may have concerning Forest River, Inc. (“FRI”) and its policies, we have written this handbook to complement the FRI Code of Conduct already in place. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are guidelines only and are subject to change at the sole discretion of the company, as are all other policies, procedures, benefits, and other programs of the company. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your supervisor or the head of your department for assistance.

**This handbook is not a contract, express or implied, guaranteeing employment for any specific duration or limiting the reasons or procedures for termination or modification of the employment relationship. The employment of each employee is terminable at will by either the employee or the company at any time, for any reason, with or without cause or notice. Any agreement concerning an employee’s employment with FRI shall not be enforceable unless it is in a formal written agreement and signed by the employee and a duly authorized representative of FRI.**

## **Equal Employment Opportunity, Anti-Discrimination & Anti-Retaliation Policy**

CALIFORNIA EMPLOYEES – AN ADDENDUM TO THIS POLICY FOR EEO AND DISCRIMINATION APPLY – PLEASE REFER TO THE COPY PROVIDED TO YOU OR ASK HR FOR A COPY OF THE POLICY IF YOU ARE UNABLE TO LOCATE THE COPY FOREST RIVER PREVIOUSLY PROVIDED TO YOU

We expect our employees to strictly observe the following policies in the workplace itself and in other work-related settings such as business trips and business-related social events. Failure to do so will result in disciplinary action, up to and including termination of employment.

### Discrimination

FRI is an equal opportunity employer. We believe in the dignity and the worth of every individual. We will not discriminate against or favor any employee or applicant, or make any decision or take any action, because of race, color, religion, sex, sexual orientation, national origin, age, or disability, as provided by law.

FRI also prohibits any discriminating or demeaning language, emphasis, characterization or conduct by its employees that may harass, intimidate, insult, ridicule, emphasize, or characterize another person because of his/her race, color, religion, national origin, sex, age, sexual orientation, gender identity, or disability.

While it is impossible to list all types of such harassment, they include:

- verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group for any of these reasons,
- epithets, slurs, or negative stereotyping related to any of these reasons,
- threatening, intimidating, or hostile verbal or physical acts toward an individual or group that relate to any of these reasons, or

- written or graphic material that denigrates or shows hostility or aversion toward any individual or group for any of these reasons.

### Sexual Harassment

FRI strongly disapproves of sexual harassment of our employees by other employees or non-employees who conduct business with FRI. We hold our managers and supervisors responsible for maintaining work environments free from any form of sexual harassment.

FRI further believes that prevention is the best method of eliminating sexual harassment. Therefore, FRI charges its managers and supervisors with the responsibility of taking all steps necessary to prevent sexual harassment from occurring. This would include, but not be limited to, affirmatively raising the subject when necessary, expressing strong disapproval of sexual harassment, and informing employees of their rights under this policy.

Violations of this policy may be cause for disciplinary action, up to and including termination.

While it is impossible to list all types of sexual harassment, they include unwelcome or unwanted:

- sexual advances,
- repeated sexual jokes or stories,
- sexual flirtations,
- requests for sexual favors,
- verbal, visual, or physical conduct of a sexual nature,
- offensive sexual remarks, innuendoes or jokes,
- advances or propositions,
- unwelcome leering, whistling, or obscene gestures,
- repeated flirtations or pressure for dates,
- display of sexually suggestive objects or pictures,
- verbal abuse of a sexual nature,
- pressure or requests (subtle or otherwise) for sexual activities,
- graphic or verbal commentaries about an individual's body,
- sexually degrading words used to describe an individual,
- sexually suggestive or offensive dress,

when (1) submission to such conduct is explicitly or implicitly a condition of employment, or (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct unreasonably interferes with an individual's job performance, or (4) such conduct creates an unwelcome, intimidating, hostile, abusive, or offensive working environment.

The prohibition on sexual harassment applies to persons of the same or opposite sex, as required by applicable federal, state, or local law.

### Complaint Process/Procedures

FRI supports and encourages reporting of all incidents of discrimination or sexual harassment, regardless of who the offender may be. If you experience unlawful discrimination or harassment, or observe such conduct, you are encouraged and responsible for promptly reporting the matter to your immediate supervisor as well as the head of your department. If, however, you believe that it would be inappropriate to discuss the matter with your immediate supervisor, you may bypass your immediate supervisor and report it only to the head of your

department, the Human Resources Department, or to the FRI Chief Ethics and Compliance Officer or his deputy/delegate.

Your complaint will be treated as confidential to the maximum extent possible and will be investigated promptly and thoroughly. FRI strongly disapproves of discrimination or harassment and will take appropriate corrective action to end such conduct, including but not limited to transfer or discharge of any person who engages in such conduct. The company will also conduct a follow-up investigation, through Human Resources or by the Chief Ethics and Compliance Officer, after corrective measures have been implemented to insure their effectiveness. The findings and conclusions of the investigation will be reviewed with the employees involved.

### No-Retaliation Policy

It is against company policy and unlawful to retaliate against any employee for filing a complaint, reporting, cooperating in the investigation, or offering evidence of a violation of this policy. Any person who takes such retaliatory action shall be subject to disciplinary action, up to and including termination.

However, an individual's personal and professional life may be seriously damaged by a complaint of unlawful discrimination or harassment. Therefore, if after thoroughly investigating any complaint of harassment or discrimination, FRI determines that an employee has provided knowingly false, exaggerated or embellished information regarding the complaint, disciplinary action may be taken against that individual.

### Drug and Alcohol Policy

A drug-free and alcohol-free workplace is vital to FRI, to workplace safety, to the quality of our services, and to the productivity of our employees. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance or illegal drug in the workplace or while engaged in FRI business outside of the workplace is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that it impairs an employee's ability to perform on the job or threatens the reputation or integrity of FRI. For purposes of this Policy, the term "illegal drug" means any drug or controlled substance which is not legally obtainable under both state and federal law and includes (recreational and medicinal) marijuana and marijuana-related products.

In addition, no employee shall report for work or remain at work when he/she uses or is under the influence of alcohol, except when personnel attend "after hours" social or business meetings or events deemed important to the promotion, benefit, or competitive position of the company where alcoholic beverages are present or served. This limited exception does not relieve employees from the responsibility of exercising moderation and good judgment so as not to present a danger to themselves or others, or jeopardize FRI's reputation.

Forest River may conduct unannounced searches for drugs, alcohol, and/or other controlled substances in Forest River's facilities, on Forest River property, or on Forest River's premises, including Forest River's parking lot. These searches can be conducted at any time without consent of any employee and do not have to be based on reasonable suspicion. You are expected to cooperate in the conducting of such searches.

Searches of you and your personal property, including your car or vehicle, while on Forest River property may be conducted when there is reasonable suspicion to believe that you are violating this policy or when circumstances justify. Although you or your personal property will not be searched without consent, your consent to such a search is required as a condition of employment. Your refusal to consent may result in disciplinary action, including termination.

Drug and/or alcohol testing shall occur when there is "reasonable suspicion" that this Policy has been violated. "Reasonable suspicion" means suspicion reasonably drawn from specific, objective facts and reasonable inferences drawn from such facts and may include, among other things:

- Observable phenomena, such as direct observation of drug or alcohol use, possession or distribution, or the physical symptoms of being under the influence of drugs or alcohol, such as but not limited to slurred speech, dilated pupils, odor of alcohol or marijuana, changes in affect, dynamic mood swings, etc.;
- A pattern of abnormal conduct, erratic or aberrant behavior, or deteriorating work performance (e.g., frequent absenteeism, excessive tardiness, recurrent accidents) which appears to be related to substance use and does not appear to be attributable to other factors;
- The identification of an employee as the focus of a criminal investigation into unauthorized drug possession, use, or trafficking;
- A report of alcohol or other drug use provided by a reliable and credible source;
- Repeated or flagrant violations of the company's safety or work rules, which are determined by a supervisor to pose a substantial risk of physical injury or property damage and which appear to be related to substance use or substance use that may violate FRI's Drug and Alcohol Policy; or
- Involvement in an accident while on the job that results in death or bodily injury requiring medical treatment away from the accident scene, or damage to property, where it reasonably appears that impairment may have been a contributing factor in the accident.

If you refuse to take the Chemical Substance test or do not sign the appropriate Consent and Release form, you will be considered to have voluntarily resigned your position with Forest River.

Violations of this Policy may be cause for disciplinary action, up to and including termination.

### **Alcohol & Substance Abuse Disclosure**

If an employee believes they have a Chemical Substance problem, it is our desire to provide assistance to those employees who voluntarily request assistance in writing in advance of an incident or discovery of their violation of rules or policies. You will be given information to find a program operated by professional counselors, and no disciplinary action will be taken against you for enrolling in a treatment program. You should contact the Human Resource Department for assistance.

## Disability Accommodations Policy

FRI complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, FRI will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from your Department Head or Human Resources. You may make the request orally or in writing. FRI encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, FRI will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. FRI encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, FRI is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on FRI.

If your disability or need for accommodation is not obvious, FRI may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, FRI may require that you see a health care professional of FRI's choosing, at FRI's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied. FRI will keep confidential any medical information that it obtains in connection with your request for a reasonable accommodation.

FRI makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. FRI strives to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact the Human Resources Department.

Individuals will not be retaliated against for requesting an accommodation in good faith. FRI expressly prohibits any form of discipline, reprisal, intimidation or retaliation against any individual for requesting an accommodation in good faith.

FRI is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Human Resources Department. If employees do not report retaliatory conduct, FRI may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

## Workplace Violence Policy

FRI is concerned about violence, which has also filtered into many workplaces throughout the United States. As a result, FRI has developed the following Workplace Violence Policy to prevent incidents of violence from occurring:

1. FRI prohibits any acts or threats of violence by any employee on or off company premises at any time. Any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures will be subject to disciplinary action, up to and including termination.
2. FRI prohibits any acts or threats of violence against any of its employees or visitors at any time while they are engaged in business with or on behalf of FRI. FRI will take appropriate action when dealing with employees, former employees and visitors who engage in such behavior. Such action may include notifying the police or other law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.
3. Employees, former employees and visitors are strictly prohibited from bringing firearms or other weapons in to the workplace.
4. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that FRI deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.
5. In furtherance of this policy, employees have a “duty to warn” their supervisors or security personnel of any suspicious workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees or visitors that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments or remarks. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. FRI will not condone any form of retaliation against any employee for making a report under this policy.

Violations of this policy may be cause for disciplinary action, up to and including termination.

## Family Medical Leave Act (FMLA) Policy

CALIFORNIA EMPLOYEES – AN ADDENDUM TO THIS POLICY FOR FMLA AND CFRA APPLY – PLEASE REFER TO THE COPY PROVIDED TO YOU OR ASK HR FOR A COPY OF THE POLICY IF YOU ARE UNABLE TO LOCATE THE COPY FOREST RIVER PREVIOUSLY PROVIDED TO YOU

OREGON EMPLOYEES – THE OREGON FAMILY LEAVE ACT (OFLA) HAS VARIATIONS FROM THE FMLA, PARTICULAR SERVICES REQUIREMENTS TO QUALIFY FOR LEAVE. PLEASE CONTACT YOUR HR DEPARTMENT OR PLANT MANAGER FOR SPECIFIC INFORMATION

FRI provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

### **Eligibility**

To qualify for FMLA leave, you must: (1) have worked for FRI for at least 12 months, though it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a work site that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact your Plant Manager or the Human Resources Department.

## Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, FRI will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, *Compensation & Benefits*. Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

## Leave Entitlement

You may take **up to 12 weeks** of unpaid FMLA leave in a 12-month period, which uses a "rolling" method that is measured backward from the date you use any FMLA leave for any of the following reasons:

- the birth of a son or daughter and in order to care for such son or daughter (leave to be completed within one year of the child's birth);
- the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);
- to care for a spouse, son, daughter or parent with a serious health condition;
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, son, daughter or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take **up to 26 weeks** of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

## Both Spouses Employed by FRI

Spouses who are both employed by FRI and eligible for FMLA leave may be limited to a: Combined total of 12 weeks of leave during the 12-month period if leave is requested:

- for the birth of a son or daughter and in order to care for such son or daughter;
- for the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; or
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
  - military caregiver leave; or
  - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

## Notice of Leave

If your need for FMLA leave is foreseeable, you must give FRI at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within two business days of learning of your need



for leave). Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with FRI first regarding the dates of such treatment to work out a schedule that best suits the needs of both the employee or the covered military member, if applicable, and FRI.

Where the need for leave is not foreseeable, you are expected to notify FRI within two business days of learning of your need for leave, except in extraordinary circumstances. FRI has Family and Medical Leave Act request forms available from the Human Resource Department.

### **Certification of Need for Leave**

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Human Resources Department. When you request leave, FRI will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

FRI, at its expense, may require an examination by a second health care provider designated by FRI. If the second health care provider's opinion conflicts with the original medical certification, FRI, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. FRI may require subsequent medical recertification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

FRI also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

### **Reporting While on Leave**

If you take leave because of your own serious health condition or to care for a covered relation, you must remain in contact with FRI regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

### **Leave Is Unpaid**

FMLA leave is unpaid. You must use any available paid time off during your FMLA leave. The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law.

## **Medical and Other Benefits**

During approved FMLA leave, FRI will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, FRI will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium through the Human Resources Department. Your health care coverage will cease if your premium payment is more than 30 days late. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse FRI for the cost of the health benefit premiums paid by FRI for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

## **Intermittent and Reduced Schedule Leave**

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, FRI will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, FRI may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

## **Returning From Leave**

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

## **State or Local Family and Medical Leave Laws and Other Company Policies**

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by such laws, will apply.

## **Workplace Relationships**

In order to minimize the risk of conflicts of interest and promote fairness, Forest River, Inc. maintains the following policy with respect to romance in the workplace.

Romantic or dating relationships between employees are permitted, but only under the circumstances described by this policy.

## **Employee Relationships**

If a supervisor or manager who has or has had a romantic or dating relationship with a subordinate or employee whose terms and conditions of employment the supervisor or manager may influence, that supervisor or manager will not be involved in decisions relating to that individual's promotions, raises, termination or other terms and conditions of employment.

## **Policy Protocols & Consequences**

All employees engaged in a romantic or dating relationship are required to notify the Plant Manager and/or Human Resources.

*Individuals involved in a relationship covered by this policy acknowledge by signing this policy that their relationship is entirely consensual and free from coercion and harassment.* If the relationship is covered by this policy and is between a more senior and more junior employee, the more senior employee may be subject to demotion if a conflict of interest arises. At the discretion of Forest River, Inc., in addition to or instead of demotion, one of the individuals involved in the relationship may be subject to transfer or termination of employment in the event of a conflict of interest. If transfer or termination is appropriate, to the extent possible, Forest River, Inc. will give individuals involved in the relationship the opportunity to select one employee in the relationship who will be subject to a change in employment status (transfer or termination). If the individuals involved in the relationship decline to make this decision, Forest River, Inc. will do so.

Employees in violation of this policy may be subject to termination of employment.

## **Professionalism**

Employees are expected to conduct themselves in a professional manner at all times. In particular, management personnel are expected to set a high standard of professional conduct both at work and in any social setting at events sponsored by Forest River, Inc. For this reason, management personnel are prohibited from social interaction with subordinates that is or might be perceived as inappropriate (for example, unwanted flirting, touching or other behavior that may be regarded as sexual harassment).

## **Discretion & Non-discrimination**

Forest River, Inc. retains discretion in its enforcement of this policy. Decisions made under this policy will be made based on operational and business reasons and without regard to sex, race, color, religion, creed, age (40 and over), national origin, citizenship, physical or mental disability, military service or application, or any other protected characteristic under federal, state or local law.

Upon disclosure of a relationship under this policy, both parties to the relationship will receive a copy of this policy at which time both employees in the relationship will sign an acknowledgement of receipt, understanding and agreement to comply with this policy.

## **Employment Policies – Attendance, Behavior & Termination**

### **Attendance Guidelines**

Regular attendance and punctuality are essential duties of an employee. Late arrivals, early departures, or other absences are disruptive and frequently cause hardship for your co-workers.

If you are unable to report to work as scheduled, you must personally notify your supervisor of the reason for your absence and the expected duration of your absence within two hours of your normal starting time on each day of your absence, unless you are granted a leave of absence.

Absenteeism is defined as being absent from work on any scheduled workday even if the employee reports his or her absence. Absenteeism or tardiness that is unexcused or excessive is grounds for disciplinary action, up to and including termination. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis, ***unless the FRI Division for which the employee works has a different published Attendance Policy.*** However, unless the FRI Division has a different published Attendance Policy, even one unexcused absence may be considered excessive, depending on the circumstances.

Failure to report to work for three (3) consecutive days without notice to the company is job abandonment and will be deemed voluntary termination. Leaving work without permission or satisfactory excuse will be deemed voluntary termination.

## Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of the company and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the company, or is offensive to customers or fellow employees will not be tolerated.

All employees are expected to conduct themselves in a manner which is conducive to the efficient operation of the company. Such conduct includes, but is not limited to:

1. Reporting to work punctually as scheduled;
2. Maintaining a clean and orderly workplace and work area;
3. Treating all customers and fellow employees in a courteous manner;
4. Refraining from behavior or conduct deemed offensive or undesirable, or which is subject to disciplinary action;
5. Performing assigned tasks efficiently and in accordance with company guidelines; and
6. Challenging yourself in order to continually improve your effectiveness.

Types of behavior and conduct that we consider inappropriate include, without limitation:

1. Violating any of the company's equal employment policies, e.g. non-discrimination, non-harassment, no retaliation;
2. Violating the company's confidentiality policy;
3. Failing to disclose or creating a conflict of interest;
4. Falsifying or altering employment or other business records;
5. Failing to attend work during scheduled hours;
6. Fighting or using obscene, abusive, or threatening gestures or language;
7. Disregarding safety or security rules;

8. Insubordination;
9. Stealing, destroying, defacing, or misusing FRI property;
10. Violating the company's Workplace Violence Policy;
11. Making knowingly false and malicious statements about other employees;
12. Discourtesy or disrespect to customers or other employees;
13. Failure to report to your supervisor, as soon as possible, any accident related to your employment resulting in injury to anyone or any property damage;
14. Horseplay or other conduct that poses a risk to the safety of any person or damage to property;
15. Violating the Gifts, Gratuities & Kickbacks Policy;
16. Violating the company's Drug and Alcohol Policy; and
17. Violating the company's Electronic and Telephonic Communications Policy.

The foregoing list of inappropriate conduct is illustrative and not exhaustive. Any employee who engages in inappropriate conduct shall be subject to disciplinary action, up to and including termination.

#### Termination of Employment

You are an employee-at-will. Thus, your employment is terminable at will with or without notice or cause by you or FRI. If you wish to terminate your employment, you are strongly encouraged to notify FRI in writing at least two weeks in advance of your intended termination. If your decision to terminate is based on a situation that could be corrected, you are encouraged to discuss it with your supervisor before making a final decision. FRI reserves the right to accept your notice of termination and to accelerate such notice and make your termination effective immediately, or on any other date prior to your intended last day of work. In such instances, you will be paid only until your last day of active employment.

Forest River has historically enjoyed product demand such that frequent layoffs have been avoided. Despite this, there may be times when business conditions require the company to reduce the number of employees. Should a reduction in force become necessary, employee seniority cannot be the only factor considered in a layoff situation. The skills, ability, employee productivity and attendance record of employees also weigh heavily in the management decision as to whom is laid off. Even though a laid off employee retains no recall rights, any employee who is rehired within a 60 day period from their date of layoff will not lose their original hire date.

At the time of the termination of your employment, you must return all company property including, but not limited to, keys, manuals, radios, phones, and other documents (including "hard copy" or computer files) to your supervisor before your last day of work. Failure to timely return company assets may result in your incurrance of costs and attorney fees to the company to collect the assets.

# Health & Safety

## **PERSONAL PROTECTIVE EQUIPMENT**

Eye Protection should be worn at all times while in the Plant area. Hearing protection should be worn in designated areas.

## **NOISE EXPOSURE**

Too much noise for long periods of time or certain types of noise for short periods of time can cause loss of hearing. A choice of hearing protection is available and mandatory when exposed to a high noise area. There are three basic types of hearing protection available: earplugs, canal caps, and earmuffs.

## **OTHER GENERAL SAFETY RULES**

- The first pair of safety glasses and hearing protectors will be issued to the employee at no cost. Employees will be responsible for replacement of this equipment if it is lost or damaged.
- It is suggested that rings or watches not be worn in the work place.
- The proper lifting procedures should be exercised at all times.
- A drug and alcohol screen may be required of any employee involved in an accident or injured on the job if there is reason to believe the accident or injury may have been caused by impairment. Any drug screen result other than Negative will result in immediate action under the Drug & Alcohol Policy.
- Management policy regarding accident prevention and plant safety shall be adhered to at all times.
- Report any potential safety hazard to your Supervisor.
- Keep all guards and safety devices on your machinery at all time.
- Keep your work area clean.
- Never oil, clean, or adjust your machine while it is running.
- Use machinery only for the job for which it is intended.
- Never use your fingers to remove chips from your machines.
- Never use makeshift or defective scaffolding, rigging, or stages.
- Pile material, trucks, skids, crates, boxes, ladders, and other equipment so not to block aisles, exits, firefighting equipment, alarm boxes, electrical lighting or power panels, valves, etc. **FIRE DOORS MUST BE KEPT CLEAR.**
- If you see someone working carelessly and liable to be hurt, warn him/her about it, advise him/her to work carefully, and inform your Supervisor of the situation.

## **HOUSEKEEPING**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times—it is a required safety precaution.

## **DRIVING**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Forest River from time to time. Any changes in your driving record must be reported to your immediate Supervisor immediately. Failure to do so may result in disciplinary action, including possible dismissal.

If you are authorized to operate a company vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be completely responsible for any accidents, fines or traffic violations incurred.

## **SMOKING**

Smoking is restricted to designated Smoking areas only, which will be identified within your work location.

## **LOCK-OUT/TAG-OUT PROGRAM**

The purpose of this program is to establish procedures to prevent the unintended release of stored energy that could result in the injury of an employee/visitor.

- A. Plant managers will be responsible for the full implementation and follow up of this program
- B. The plant manager will be responsible for the training of plant employees, by following guidelines.
- C. Management and Contractors must inform each other of their respective lock-out or tag-out procedures.

### ***Employee Responsibility***

- A. Employees shall comply with the lock-out procedure.
- B. Employees shall consult their Supervisor or other appropriate knowledgeable management personnel whenever there are any questions regarding their protection.
- C. Employees shall obtain and care for the locks and other devices required to comply with the lock-out procedure.

### ***Management Responsibility***

- A. Each Supervisor shall train new employees and periodically instruct all of their employees regarding provisions and requirements of the current lock-out/tag-out procedures.
- B. Each Supervisor shall effectively enforce compliance of the Forest River lock-out procedure including the use of corrective disciplinary action where necessary.
- C. Each Supervisor shall ensure that the locks and devices required for compliance with the lock-out procedure are provided to their employees.

Rev.05/2018

A complete copy of Forest River lock-out/tag-out program is available in your Plant's posted location.

## **HAZARD COMMUNICATION PROGRAM**

We are responsible for teaching our employees to safely handle all known hazardous chemicals in our workplace. Employees have a responsibility to learn and follow the sensible procedures we have established to ensure basic awareness of hazards in our workplace.

To ensure that all avenues are addressed, Forest River has established a written hazard communication program. Each purchasing agent is responsible for seeing that all aspects of our program are carried out. A copy of the program is available in your Plant's posted location for review by all employees.

## **FIRE/EVACUATION PROCEDURE**

You are neither required nor expected to fight fires. Fire extinguishers are available for you to use in appropriate situations. If a fire occurs on any part of Company's premises, evacuate immediately through any accessible exit.

## **Injuries**

We are equipped to handle routine cuts and abrasions. If you become injured at work, regardless of severity of the injury, you must report the incident to your Supervisor immediately. A neglected injury can become a serious problem if not treated promptly. A medical examination or treatment at a Company-designated facility or other facility as determined by local law may be required as a condition of your employment. You must complete certain necessary medical forms and accident reports. Complete and timely documentation is necessary to expedite claim processing and to enable us to help ensure a safe workplace.

## **Compensation & Benefits**

Forest River is committed to hiring and retaining well-qualified individuals. To that end, our compensation package includes a competitive pay plan and an employee benefits program. Although many of our benefits are summarized in this Handbook, the following summaries do not supersede or alter the specific terms and conditions contained in other documents, such as insurance contracts or retirement plan documents, which cover these same fringe benefits. The amount and type of fringe benefits provided by Company, as well as any required employee contributions may be amended or changed from time to time.

Regular, full-time employees are eligible for all Company benefits. Part-time, temporary and introductory employees are not eligible for benefits except as expressly stated in this Handbook.

For exempt employees, your salary is intended to pay for all hours worked during each pay period, regardless of your scheduled or tracked hours

Please contact Human Resources if you have any questions about Forest River's compensation or benefits.

## **Deductions**



Forest River is required by law to make certain deductions from each of your paychecks. Among these are your federal, state, and local income taxes and your contribution to Social Security. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your Supervisor or the Human Resources Department immediately in order to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Forest River takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday. If there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of your Supervisor so that corrections can be made as quickly as possible. If underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will be deducted from subsequent paychecks according to applicable laws once you are advised of the deduction.

### **Direct Deposit**

You may authorize Forest River to deposit your paycheck directly into your savings or checking account at a participating bank or credit union. Contact your Plant Manager or the Human Resources Department for details and the necessary authorization forms.

### Overtime

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. Your Supervisor must approve all overtime in advance. Failure to obtain proper approval may result in disciplinary action.

There are two types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your Supervisor. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
2. **Incidental Overtime:** Incidental overtime is unscheduled overtime that is necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work.

If you are a non-exempt employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you actually work. If you are a "piece rate" employee whose normal rate of pay depends upon the number of pieces you produce, and if you perform overtime work, you will be paid a rate of one and one-half (1-1/2) times your piece rate of pay for the pieces you produce during any overtime worked. Various state laws may differ concerning overtime payment and your situation will reflect your State requirements.

Rev.05/2018

## Pay Period

Our payroll workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m.

Production payday is normally on Friday afternoon for services performed for the one (1) week period ending the previous Saturday at 11:59 p.m.

Salaried employee payday is normally on Friday for services performed for the current week period.

Changes will be made and announced in advance whenever Forest River holidays or closings interfere with the normal payday.

## Time Cards & Recording Time

By law, we are obligated to keep accurate records of the time worked by employees. This is done by either time clock cards or other written documentation. You are to punch in and out for lunch and for brief absences like a doctor or dentist's appointment. All employees are required to keep their immediate Supervisor advised of their departures from and returns to the premises during the work day.

You are responsible for your time card. Remember to record your time. If you forget to punch in, punch out or make an error on your card, your Supervisor must make the correction. You are not permitted to punch in more than fifteen (15) minutes before your scheduled starting time or more than six (6) minutes after your scheduled quitting time without your Supervisor's approval.

No employee may record hours on another employee's card. Tampering with another employee's time card will subject both employees to disciplinary action, including possible dismissal. In the event of an error in recording your time, please report the matter to your Supervisor immediately.

## Wage Assignments & Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, we will follow the order.

## **Payroll Advances**

Forest River does not advance or loan money to employees.

## Holidays

Only full-time employees are eligible for holiday pay. You are not eligible to receive holiday pay during the first 30 days of employment. Nor are you eligible to receive holiday pay if you are a part-time employee or a temporary employee.

## Recognized Holidays:

New Year's Day  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving Day  
Christmas Day

We normally schedule all national holidays on the day designated by common business practice. In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. You are not eligible to receive holiday pay when you are on a leave of absence. All holiday pay will be paid at base rate for 8 hours.

## Vacation Shut-down (Full-Time Production Only)

Most of our plants will shut down operations in the first part of July and the last part of December. Your Supervisor will communicate the specific dates and times to you.

You must be actively employed on July 1 and have been actively employed for 1 year, to qualify for vacation pay for the July Shutdown.

You must be actively employed on January 1, and have been actively employed for 5 years, to qualify for vacation pay for the December shutdown.

All vacation pay is paid at base rate. Only regular full-time employees are eligible for paid vacation.

## Vacation (Full- Time Non-Production Only)

Beginning January 1<sup>st</sup> after the employees one year (1) anniversary of employment and each January 1<sup>st</sup> thereafter during active employment, non-production employees will be granted ten (10) vacation days to use during the year. The granted vacation days for any year must be used in the same year as they were granted and may not be rolled over in to the next year.

Employees will be given pro-rated vacation prior to the January 1<sup>st</sup> following their one (1) year anniversary. Employees should consult with their manager regarding vacation time available prior to the January 1<sup>st</sup> following their one (1) year anniversary date.

## Bereavement Leave

You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. Members of your immediate family are limited to the following: parent, spouse, spouse's parent, child, spouse's child by a former marriage, brother, sister or grandparent.

Only regular full-time employees are eligible for paid funeral leave. Pay for a Bereavement Leave will be made for actual time lost from work at the employee's base rate. If the death occurs at a time when work is not scheduled, payment will not be made.

With your Supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends.

Oregon employees should consult with their Plant Manager or HR Department to determine if the employee qualifies for different bereavement leave under OFLA.

#### Leaves of Absence

- Family Medical Leave – See FMLA Policy
- PERSONAL LEAVE OF ABSENCE - In very special circumstances, Forest River may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your Supervisor. A personal leave of absence must not interfere with the operations of your department or Forest River, and will not exceed 2 weeks. Consult your group insurance booklet to determine your insurance coverage during a leave of absence and consult Human Resources to arrange for payment of your benefit premium during your absence. Failure to return from a leave at the time agreed will result in termination of employment.
- JURY DUTY - Forest River believes it is the civic duty of each employee to serve on a jury when called. When you receive a summons for jury duty, you shall immediately notify your Supervisor and provide a copy of the summons to Human Resources for documentation of court service. Upon return from jury duty, you shall give your Supervisor a release slip from the court to be forwarded to Human Resources for documentation of the court service. If you are called for service and dismissed before the end of the working day, you must report to work for the rest of the scheduled working day.

## Electronic and Telephonic Communications Policy

All FRI electronic and telephonic communication systems, and all communications and information transmitted by, received from, or stored in these systems, are the property of FRI and are to be used solely for job-related purposes. The use of any company software and business equipment, including, but not limited to, facsimiles, telecopiers, computers, company E-mail, the Internet, and copy machines, for private purposes is prohibited without the prior express approval of an authorized company representative.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized company representative. All pass codes are the property of FRI. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to FRI. Moreover, improper use of the E-mail system and the Internet (e.g., spreading offensive jokes, remarks, or material), will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

FRI may monitor the use of such systems and equipment from time to time. This includes monitoring Internet usage and listening to stored voice-mail messages.

Violations of this policy may be cause for disciplinary action, up to and including termination.

## Bring Your Own Device to Work (BYOD)

Forest River permits employees, with management approval, to use their own personal mobile devices to perform work provided you follow this BYOD policy.

You will have no expectation of privacy. All Forest River materials, data, information, and communications that are created, transmitted, received, stored or recorded on your device are property of Forest River. This may include, without limitation, monitoring, accessing, recording, inspecting, or retrieving information on the device.

To protect Forest River's confidential business information from being lost or becoming public, you must immediately report any device used for Forest River's business that is lost, stolen, accessed by unauthorized persons or otherwise compromised so Forest River can assess the risk and, if necessary, remotely erase the entire device. You must also promptly provide access to the device when requested or required for Forest River's legitimate business purposes, including in the event of any security incident or investigation.

You may not use any device in a manner that violates Forest River policies or may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

## Personnel Files

Keeping your personnel file updated can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your Supervisor or the Human Resource Department as soon as possible:

- Legal name
- Home address and phone number
- Person to call in case of emergency
- Marital status & dependents
- Change of beneficiary
- Driving record or status of driver's license, if you operate any Forest River, Inc. vehicles
- Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under Forest River's benefits package could be negatively affected if the information in your personnel file is incorrect.

To protect your privacy, if you want access to your personnel file, we ask that you describe, in writing, the reason for the request and the document(s) needed. If access is granted, it will be at a mutually convenient time. While reviewing your file, a representative will accompany you from Human Resources, and neither the file nor any of its contents may be removed from the room.

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT  
**FOREST RIVER, INC. EMPLOYEE HANDBOOK**

**READ CAREFULLY**

I acknowledge and agree that I have received a copy of Forest River, Inc. Employee Handbook. I further acknowledge and agree that I will read and familiarize myself with the provisions of the Handbook. Upon my termination of employment with FRI, I will return my copy of the Handbook to FRI.

Employee Signature: \_\_\_\_\_

Employee Name (Printed): \_\_\_\_\_

Date of Signature: \_\_\_\_\_

(Detach and place in Employee's Personnel File)