



LEAVE POLICY

C3 INDUSTRIAL BLASTING & COATINGS, INC. (hereafter referred to as “C3 INDUSTRIAL” or “the Company”) has implemented the following Leave Policy.

Meals & Breaks

Tennessee labor laws require employers to provide a 30-minute meal break to employees who are scheduled to work six consecutive hours. The meal break is required when working in excess of six consecutive hours in one day. This break is unpaid time.

Employers are not required by state law to provide any other breaks. However, the Company has chosen to provide two non-meal breaks of fifteen minutes each, one before the meal break and one after the meal break. These breaks are paid time.

Vacation Leave

Vacation leave is not required by TN state law and is not provided by the Company at this time.

Sick Leave

Sick leave is not required by TN state law and is not provided by the Company at this time.

Holiday Leave

Holiday leave is not required by TN state law. However, the Company has chosen to provide the following dates as paid holidays for all permanent, full-time, non-union employees. A copy of the current year’s holiday calendar is available upon request to the Human Resources Department.

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Companion Day to Thanksgiving
- Christmas Eve
- Christmas Day



Jury Duty Leave

An employer who employs five or more employees must pay employees for time spent serving jury duty, except employees who are employed on a temporary basis of less than six months. An employer may deduct from the wages any fees received by the employee for serving on the jury. Proper documentation proving jury duty must be provided to the Human Resources Department.

Voting Leave

Tennessee law requires employers to provide employees with a reasonable amount of paid time off to vote, up to three hours.

To be eligible, an employee:

- Must not have three or more hours before their shift begins or after their shift ends in which to vote while polls are open.
- Must request the paid voting leave by twelve o'clock noon on the day prior to the vote or election.

Bereavement Leave

Bereavement leave is not required by TN state law and is not provided by the Company at this time.



***LEAVE POLICY
ACKNOWLEDGMENT***

By signing this statement, I acknowledge that I have received a copy of the C3 INDUSTRIAL Leave Policy. I have read and understand the policy and have had the opportunity to ask questions concerning the policy.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE