



## Pro Line Machining, LLC

8 RCS Ct – PO Box 1927  
Gillette, WY 82717

**(307) 696-3176**

prolinemachiningllc@gmail.com

Date Handbook is in effect: 11/1/2019

### COMPANY GUIDELINES

PRO-LINE MACHINING'S REPUTATION IS ONE OF OUR GREATEST ASSETS. WE ALL SHARE THE RESPONSIBILITY TO PROTECT IT – EVERY DAY! WE HAVE EARNED OUR SOLID REPUTATION BY DEVELOPING, BUILDING, AND DELIVERING GREAT PRODUCTS AND SERVICES, AND BY ACTING ACCORDING TO THE HIGHEST ETHICAL STANDARDS.

#### REPORTING RIGHTS AND RESPONSIBILITIES

If you become aware of a circumstance or action that violates, or appears to violate, the rules and regulations, or applicable law, contact your supervisor or local management as soon as possible. You have a further personal right and responsibility to report any circumstance or action that violates or appears to violate the rules and regulations or applicable law. You must use these reporting rights responsibly and must report issues only where you reasonably believe there has been a violation, and not where the report is intended to be harassing, is based on personal opinion only or is otherwise trivial. You can raise a question or concern or make such a report to your supervisor.

#### NO RETALIATION POLICY

Pro-Line Machining will not take any action against you as a result of raising an ethical issue in good faith. Also, Pro-Line Machining does not tolerate any reprisal by any individual against an employee for raising a concern or making a report in good faith.

#### INTEGRITY IS THE FOUNDATION OF ALL WE DO

It is a constant. Those with whom we work, live and serve can rely on us. We align our actions with our words and deliver what we promise. We build and strengthen our reputation through trust. We do not improperly influence others or let them improperly influence us. We are respectful and behave in an open and honest manner. In short, the reputation of the company reflects the ethical performance of the people who work here.



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### **WE COMPETE FAIRLY**

Proline believes that fair competition is fundamental to free enterprise. We observe antitrust and competition laws where we do business. In relationships with competitors, dealers, distributors, suppliers and customers, we avoid arrangements that restrict our ability to compete with others. We are not involved in any arrangements, understandings or agreements with competitors affecting prices, terms upon which products are sold, or the number or type of products manufactured or sold.

### **WE ARE FAIR, HONEST AND OPEN IN OUR COMMUNICATIONS**

As employees, we communicate with each other in a respectful, fair, honest and open manner. When we communicate publicly, we are consistent in our messages.

### **WE SET AND ACHIEVE AMBITIOUS GOALS**

The quality of our products and services reflects the power and heritage of Proline Machining – the pride we take in what we do and what we make possible. We are passionate about people, process, product and service excellence. We are determined to serve our customers through innovation, continuous improvement, an intense focus on customer needs and a dedication to meet those needs with a sense of urgency. For us, Excellence is not only a value; it is a discipline and a means for making the world a better place.

### **WE ACCEPT NOTHING BUT THE BEST QUALITY IN OUR PRODUCTS AND SERVICES**

We are dedicated to quality and take personal pride in all the products and services we provide. Our intense, acute focus on the needs of our customers continuously drives us to improve. Our continued success depends on exceeding the expectations of our customers and standing behind everything we do.

### **WE FOCUS ON DELIVERING THE HIGHEST VALUE TO OUR CUSTOMERS, ALWAYS WITH A SENSE OF URGENCY**

We are driven to meet the needs of our customers. We have built a reputation for excellence by listening to our customers, understanding their needs and challenges and delivering products, services and solutions that help them succeed. Our customers expect the best from Proline Machining. Each of us must ensure that our individual decisions and actions contribute to a positive perception of the company, enhance our customers' satisfaction and promote their loyalty. To do so, we act with a sense of urgency to deliver the highest possible value in the products and services we provide.



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### **WE ESTABLISH A WORK ENVIRONMENT THAT SUPPORTS EXCELLENCE**

Proline Machining's employees expect our work environment to promote personal achievement, continual learning and a feeling of self-worth. We actively seek and share diverse viewpoints to achieve excellence. Employees have the right to express good-faith opinions about how we can improve our own performance and the performance of the company. We actively listen, respond, encourage teamwork and make decisions based on facts and data.

### **WE SELECT, PLACE AND EVALUATE EMPLOYEES BASED ON THEIR QUALIFICATIONS AND PERFORMANCE**

Proline Machining selects, places, evaluates and rewards employees based on their personal qualifications, skills for the job, demonstrated performance and the contributions they make to Proline.

### **WE PROVIDE EMPLOYEES WITH OPPORTUNITIES TO DEVELOP**

We ask employees to give their best efforts, learn from their successes and setbacks and pursue opportunities to improve their performance on their own initiative, as well as through continual learning programs offered by the company and recommended by their leaders. We encourage self-development and will assist employees in mastering their current jobs and improving their job skills. We are committed to assuring opportunities for all employees to develop their abilities and contribute to Proline's success.

### **WE SEE RISK AS SOMETHING TO BE MANAGED, AND AS POTENTIAL OPPORTUNITY**

Because we realize that business and risk are inseparable, we proactively identify, assess and manage risks that have the most potential to impact our business. For us, managing risk also involves looking for opportunities for potential competitive advantage. TEAMWORK The Power of Working Together!

### **WE HELP EACH OTHER SUCCEED**

We are a team, sharing our unique talents to help those with whom we work, live and serve. The diverse thinking and decision making of our people strengthens our team. We respect and value people with different opinions, experiences and backgrounds. We know that by working together, we can produce better results than any of us can achieve alone.



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### **WE TREAT OTHERS WITH RESPECT AND DO NOT TOLERATE INTIMIDATION OR HARASSMENT**

The full value of each individual's contribution can be realized only when we treat one another with the respect, trust and dignity we ourselves expect. Proline insists on a work environment free of intimidation and harassment. As individual employees, we have the right to expect a positive working environment, along with the responsibility to speak out and ask for change if we observe conduct that runs contrary to this principle.

### **WE TREAT PEOPLE FAIRLY AND PROHIBIT DISCRIMINATION**

We build and maintain a productive, motivated workforce by treating all employees fairly and equitably. We respect and recognize the contributions of employees as well as other stakeholders. We will select and place employees on the basis of their qualifications for the work to be performed, considering accommodations as appropriate and needed – without regard to race, religion, national origin, color, gender, gender identity, sexual orientation, age and/or physical or mental disability. Page 5 of 12 We support and obey laws that prohibit discrimination everywhere we do business.

### **WE FOSTER AN INCLUSIVE ENVIRONMENT**

We embrace diversity and inclusion. We respect the uniqueness of individuals and appreciate our differences. We value the diversity of unique talents, skills, abilities, cultures and experiences that enable our people to achieve superior business and personal results. We know that when we seek out and are receptive to various points of view, we drive innovative solutions, deliver superior results and positively impact the people and communities we serve.

### **WE EMBRACE OUR RESPONSIBILITIES**

Individually and collectively, we make meaningful commitments – first to each other, and then to those with whom we work, live and serve. We understand and focus on the needs of our customers. We are responsible members of our communities who are dedicated to safety, care for our environment and manage our business ethically

### **WE TAKE PERSONAL RESPONSIBILITY**

We are committed to the success of Proline and we each have a responsibility to protect and uphold Proline's reputation. All employees are personally accountable for meeting both individual and shared goals. We expect employees to use good judgment and avoid any communication, disclosure or



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interaction that might disparage, defame or damage our reputation. Employees are personally responsible for adhering to applicable business practices, following company policies, procedures and complying with the law.

### **WE PROTECT OUR ASSETS, BRANDS AND INTELLECTUAL PROPERTY**

We go to extraordinary lengths to preserve, protect and responsibly use all of our assets. This includes tangible as well as intangible assets, such as our brands, technology, business information and intellectual capital. We will not make unauthorized disclosure of trade secrets or other sensitive information belonging to the company, our customers, dealers or suppliers – either during employment by our company or thereafter. When sharing company information with others, we strive to ensure appropriate controls are in place to protect our interests. We respect the valid intellectual property rights of others. While we may hire individuals who have knowledge and experience in various technical areas, we do not employ people as a means of gaining access to trade secrets and sensitive information of others. We have a personal responsibility to use every appropriate means to safeguard our company's assets from loss, theft, damage or misuse.

### **WE SAFEGUARD OUR CONFIDENTIAL INFORMATION**

We consider information we own to be an asset and protect it accordingly. Some information we communicate publicly, including advertising, product documentation, news releases and public financial reporting. Everything else – including trade secrets, confidential financial information, new product or service development plans and other corporate and personal information – we protect through appropriate and reasonable safeguards and where applicable, legally enforceable agreements.

### **WE RECOGNIZE AND RESPECT PERSONAL PRIVACY**

We recognize and respect the personal information privacy interest of individuals. We collect and process only personal information needed or appropriate for business purposes and do so only by lawful and fair means. We take reasonable and appropriate measures designed to safeguard the security and confidentiality of company records containing personal information whether those records are held by Proline Machining.

### **WE PROTECT THE HEALTH AND SAFETY OF OURSELVES AND OTHERS**

We value our people and contribute toward a global environment in which people can live safe, healthy and productive lives. We put safety first with an aspirational goal to prevent all injuries, occupational

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illnesses and safety incidents. We actively promote the health and safety of everyone on our property with policies and practical programs that help individuals safeguard themselves and their co-workers. Our commitment to safe practices extends throughout our value chain – from suppliers to end users. We are committed to providing our customers with products and services that are safe and reliable.

### EMPLOYEE POLICIES

Pro Line Machining, LLC is an At-will workplace. Under no obligation is any Employee required to retain employment and under no obligation is Pro Line Machining, LLC obligated to keep any Employee employed.

**DISCIPLINARY ACTIONS** - An employee who is guilty of not following Employee Policies listed, or similar forms of misconduct, may be given a verbal warning at the first occurrence thereof. The issuing of a severe or written warning may be alternative forms of disciplinary action for misconducts depending on the evidence, circumstances and seriousness of each situation. An employee may even be dismissed for repeated minor forms of misconduct. Each transgression will be dealt with on its own merit in all instances. We have a three write-up (YOUR DONE) policy. Warning forms and write-ups are provided online.

**DAILY WORK ETIQUET** - Be prepared for work at the time you are scheduled. Including but not limited to: wearing the correct safety gear and having the materials required for your shift.

**Minimum Shop Required Gear** – Metatarsal boots, welding gloves, hard hat, safety glasses, welding hood of choice but must be adaptable to fit a hard hat and personal lock-out lock white in color.

**Minimum Field Required Gear** - Metatarsal boots, welding gloves, hard hat, safety glasses, welding hood of choice but must be adaptable to hard hat. Air arc whip, Lincoln 400 Magnum whip, 5 inch grinder with guard, whelpers, 12" adjustable wrench, needle scaler, industrial victor torch mixing chamber, torch head, metal lockable box for tool storage and personal lock-out lock white in color..

Job Performance is very important. Negligence or gross negligence in the performance of your duties or function(s) is punishable up to termination. Some examples are but not limited to: unauthorized interference or tampering with or damaging safety equipment. Refusal or failure to obey a lawful instruction by a Supervisor is punishable up to termination. Disregarding or breaching the employer's safety rules and regulations or standard/common safety practices such as MSHA Safety Rules, Accident Protocol and any of the policies listed in the Employee Policies section of the Pro Line Machining Handbook.





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Stopping work or making preparations to leave work (e.g. such as washing up or changing clothes) before the specified quitting time is not permitted. Any time lost will be unpaid in addition to any disciplinary action which may be taken). Leaving the department or plant during working hours without authorization is not allowed.

Addressing abusive and/or obscene language at a fellow employee or Management Representative, or a Client, or in a client's presence is not permitted. If there is a conversation that needs to take place, NEVER do it in front of a client.

**NO SOLICITING** – No unauthorized soliciting or collecting contributions without authorization for any purpose whatsoever on company premises.

**EQUIPMENT / PROPERTY DAMAGES** - Damages to machinery, vehicles or other property belonging to the Employer or on Employer premises must be reported at the time of the incident or finding. Failure to do so may result up to termination.

**SECURITY & LOCKS** – The Offices and Shop doors are affixed with number keypads and locks. Any Employee given a lock code must keep that code private. Any Employee not scheduled to work is not allowed to unlock and enter the buildings without authorization. The WIFI passwords are not for Employees. They are only given to Supervisor Personnel required to have such codes. If any Employee is given a code and they give that information to unauthorized personnel, that Employee will have consequences up to termination. The Pro Line Machining, LLC premises has cameras and audio security. Anyone tampering with this equipment will result in termination.

**THEFT POLICY** - Any employee accused of stealing from Pro Line Machining, their Customers, Employees, Visitors or Vendors will be investigated and will be put on leave until the investigation is completed. Any Employee guilty of stealing will be terminated immediately without severance pay. That Employee will be responsible for returning or replacing stolen materials. (The dollar amount may be taken out of your check). all stolen material. Tools from the mine site need to be used and returned; not come to the shop or ride around in the work trucks. If it does not belong to Yourself, please make sure you return it to the correct location.



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### COMPANY VEHICLES - Driving Training Requirements & Rules

Driver Training is required for all new and seasoned drivers on a yearly basis to provide information on all policy changes and to reinforce defensive driving awareness.

- All operational changes, new routes, cargo, equipment and government and state regulations are available to Employees on the Pro Line Machining Portal at <https://www.prolinemachining.com>. This includes a copy of the Wyoming DOT Handbook, which each driver is required to follow to the best of their ability.
- Company driving rules, accident and emergency procedures are all available to our Employees via the online portal at <https://www.prolinemachining.com> and in the glove compartment of each company vehicle.
- Driving on Ice and Snow Course is required for all drivers on a yearly basis for a reminder of how to be safe in winter driving techniques. These can be located in the online portal at <https://www.prolinemachining.com>.
- Routes to each location are stored in each glovebox of the company vehicle and in the Employee's schedule online. Simply click the location and Google Maps will take you to the desired location.
- Pre-trip inspections and repairs are required before vehicles are driven. Hands-on training is required for pre-trip inspections. Vehicle inspection books are stored in the glovebox of each vehicle.
- Equipment safety and driving requirements vary. Most equipment requires special training and certifications so be sure you are efficiently trained before operating any equipment. Overhead cranes and forklifts are good examples of equipment that requires certification to operate. Never operate equipment unless you are sufficiently trained and / or certified.
- All Drivers must have a valid USA Driver's License, all training requirements and pre-authorization from the Pro Line Machining, LLC Office for insurance purposes before they are eligible to drive a company vehicle.
- Absolutely NO DRINKING OR SMOKING in the company vehicles. Alcohol and/or drugs are not allowed in Pro Line Machining, LLC vehicles. Please see Pro Line Machining, LLC Handbook for more on this policy.





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**TIME OFF – TARDINESS** - Absence request forms are available for requesting time off. Requests must be submitted at least 2 weeks prior requested time off and two Supervisors must approve this request. Field hands AM shift meets at the Pro Line Shop on 8 RCS Ct. at 4:30 AM for daily instructions and schedule changes. If you are there at 4:31 AM, you are LATE. Please be at work on time and ready for instruction.

**IF YOU ARE GOING TO BE LATE** - Contact your supervisor and scheduler ASAP to let them know. If it becomes a problem, disciplinary actions will be taken, up to possible termination.

**NO-CALL / NO-SHOW** – Any Employee who does not show up for a shift on time and does not call in will be subject to disciplinary actions including but not limited to being written-up, verbal warning and up to termination if the problem persists.

**WORKING EXTRA HOURS** - We appreciate employees that want to work. However, if it is your day / time off and you would like to work, please make sure you communicate with your supervisors and the scheduler for approval so they can make appropriate changes. DO NOT just go out to the field and start working.

**CLOCKING IN AND OUT - SHOP TIME** - Biometric time clock is located in the breakroom. Directions are posted directly next to the time clock. It is important each Employee clocks in correctly and in the correct job. Each Employee is required to clock in at the beginning of their shift and clock out at the end of their shift. Each Employee needs to clock out for lunch each day. A 30 minute to one-hour lunch is required unless prior authorization has been given in writing and stored in the Employee's folder.

**DISCRIMINATION** - Direct or indirect discrimination on grounds including, but not limited to, race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, color, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language, and etc. is not permitted and is punishable up to termination.

**PRE-EMPLOYMENT AUTHORIZATION** – Pre-Employment paperwork must be completed and approved before a weld test, a drug test or new hire paperwork is completed. New hire paperwork includes a background check (must include copy of driver's license or government issued ID), agreement to hold harmless, and request to hire form.

**PO REQUESTS** – PO Request forms must be filled out and approved by Superintendent before purchase.



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**ACCIDENT & NEAR-MISS POLICY** – failure to follow this policy may be punishable up to termination.

1. Follow your MSHA Safety Training.

2. In the event of ANY REPORTED INJURY, the SUPERVISOR on duty or a designated Employee by the Supervisor MUST request a drug test immediately following the injury.

- If the injury is not life threatening, and an ambulance is not needed, carefully take them to our Preferred Physician, Shawna McKinsey, Camel Clinic at 1206 W. 4th #2, Gillette WY 82716. Directions
- Call Camel Clinic to let them know you have an injury on the way. 307-685-3733 Also, inform Josh and at least one other Supervisor know what is going on.
- In the event of a life-threatening accident or if an ambulance is needed, the Supervisor or a designated Employee by the Supervisor must remain with the Employee until he/she has arrived at the hospital and the drug test is requested and fulfilled.
- Fill out an accident report provided by Pro Line Machining for our records of what happened in your own words. If an accident report is not available, just use regular paper and include the date, time, and all details of the accident.

### IMPORTANT PHONE NUMBERS

Pro Line On-Call Cell: (307) 696-3176

Josh McKinsey, Superintendent: (307) 689-4502

Chad Love, Shop Supervisor: (307) 299-4062

**DRUG & ALCOHOL POLICY** - Proline Machining is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs. We reserve the right to inspect our premises for these substances. We reserve the right to conduct alcohol and drug tests at any time. **DO NOT DRINK IN THE WORK VEHICLES** Employment will be terminated if the Employee violate this policy, refuse to be tested, or provide false information. Definitions under this policy A “substance” includes alcohol, illegal drugs, inhalants, and prescription and over-the counter drugs. An “illegal drug” is any substance that is illegal to use, possess, sell, or transfer. “Drug paraphernalia” are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants. A “prescription drug” is any substance prescribed for an individual by a licensed health care provider. An “inhalant” is any substance that produces mind-altering effects when inhaled. You are “under the influence” if any substance: • impairs your behavior or your ability to work safely and productively; • results in a physical



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or mental condition that creates a risk to your own safety, the safety of others, or company property; or

- is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

“Company premises” include our buildings, grounds, parking lots, and/or company-provided vehicles. -  
Loss or destruction of the Employer's property through malice, carelessness or negligence

**DRUG SCREENING** - Pro Line Machining, LLC requires pre-employment drug screens along with random drug and alcohol screenings. Any Employees working in the Shop, Field, and/or drives a company vehicle is subject to pre-employment and random drug screens. If an accident (no matter how small) is reported to a Supervisor, that Employee must be immediately drug and alcohol tested (even if the injury or accident does not need medical attention) Please see Accident Protocol Sheet for more details. If a random is failed or refused, the result equals a “fail” and that Employee is terminated.

**FIELD TIME APP** - Times are due DAILY. They must be entered correctly, containing dates, Tickets numbers, unit number and proper times. If you do not have this information, please contact the person who is in charge of tickets and ask them for a screenshot. It is your responsibility to get your times in correctly and on time. The office starts payroll and invoicing each Monday at 6:00 AM. Each week needs to be properly filled out and turned in by then which means after each Sunday's shift!! If you fail to turn in your timecard on time, you may not be paid until the next pay period, get a late paycheck or not get paid for the hours missing. Times also need to be turned in on the 1<sup>st</sup> and 15<sup>th</sup> of each month for billing purposes.

**FIELD SERVICE TICKETS** - Tickets need to be turned in promptly. At least every-other-day! These are how we do invoicing and billing. Please make sure all your tickets are turned in on time and you provide each person working on that ticket, their times in a timely manner so they can fill out their timecards properly. If you have questions on filling out your mine service ticket or cannot get ahold of someone to get you a ticket for your timecard, please contact your Supervisor or Office Personnel BEFORE your timecard is due. Employees must write “COMPLETED” when the job is complete on your ticket.

**SAFETY** – Safety meetings are mandatory and required. Sign-In sheets are provided. Each Employee must sign in and attend the meetings. Much of the equipment at Pro Line Machining requires certification to operate, such as forklifts and overhead cranes. Any unauthorized operation or interference with company machines, tools or equipment at any time can punishable up to termination. Causing unnecessary distractions to fellow employees or causing unnecessary confusion in the workplace by, inter alia, unnecessary shouting, catcalls or demonstrations of any nature. There is to be NO horseplay, scuffling, running or throwing objects at any time on company premises and no intentional



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interfering with or obstructing other employees in the performance of their duties. Creating or contributing to unsanitary conditions on your Employer's premises is punishable up to termination.

**WORK EVALUATIONS / RAISES** – Employee evaluation forms need to be filled out and signed by two Supervisors for an Employee to receive a raise.

### RATES OF PAY

**HOURLY** – Regular hourly pay eligible for overtime – up to 40 hours per week

**OVERTIME** – Time and a half – any weekly hours over 40

**DOUBLE TIME** – Double the regular hourly rate of pay

**BOOM PAY** – Boom pay is dependent on Superintendent approval per job and is paid at \$3/hour and is not eligible for overtime or other bonuses.

**TRAVEL TIME** – Travel Time is regular hourly rate of pay and is not eligible for overtime or other bonuses. Each Employee is allotted a certain amount of Travel Time per location. Anyone required to meet at the Pro Line Machining Shop before shift is paid the following hours of travel time per day:

MINE	PAID TRAVEL TIME	MINE	PAID TRAVEL TIME
Antelope	4 hours	Thunder	2.5 hours
Buckskin	0.5 hours		
Caballo	1 hour		
Dry Fork	0.5 hours		
NARM	2.5		

**SALARY** – Quoted annual rate of pay.

**WEBSITE PORTAL** – A website portal is provided at prolinemachining.com. All Employees have login credentials to enter time into the field time clock, schedule, see employee documents and protocols, this is also where Employee reminders and posts are visible to each Employee. Your office personnel will have this information. The information on the Employer portal is private and should not be shared with



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anyone. Pro Line Machining, LLC has rights to all email accounts that the Employer creates or belongs to the Employer, any email in which an Employee is doing business for Pro Line Machining, LLC.

**BORROWED EQUIPMENT** – If you borrow anything from your Employer, you are required to fill out an Equipment Responsibility Form and this must be signed by a Supervisor and turned into the office for processing.

**SHIPPING AN ITEM** – Shipping tickets are provided for anything shipped from Pro Line Machining, LLC to another destination. These must be filled out for EVERYTHING that leaves the Employer property and turned into the office for processing.

**CONFIDENTIALITY** – All Employees must retain confidentiality of other Employees and their Employer as well as Clients. Wages, personal information, Employee files and documentation should be kept safe and not discussed with ANYONE other than authorized personnel. Lock codes for offices and shop must not be shared with unauthorized personnel. Such misconduct is punishable by termination.

All employee records are kept safe by a locked office and security. Some records are stored in computers and on networks. For example, Supervisors have the ability to access each Employee's phone number and address for contacting purposes. Pro Line Machining provides secure networks and password protected software to manage computer-stored data. Any malicious attacks that retain personal data is not the responsibility of Pro Line Machining, LLC, its Employees or Officers.

**REPUTATION & SOCIAL MEDIA** - Any action taken by employees that impugns the reputation of Pro Line Machining, LLC, our employees, or our customers may result in disciplinary action up to and including termination and may result in legal action. We encourage employees to take pictures of projects that we are working on for official company use only. Any other use of pictures or video of our shop, work, remote worksites, equipment or anything relating to Pro Line Machining, LLC, our employees or our customers is strictly prohibited. Posting or sharing these videos or pictures will not be tolerated and will result in disciplinary actions up to and including immediate termination. In addition, you may be held liable for any harm that posting or sharing cause to Pro Line Machining, LLC, its Employees or customers. If you have any questions regarding your ability to post or share pictures, make sure you ask for prior approval from authorized personnel. All approvals must be granted in writing prior to posting or sharing with anyone.



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**PHOTO/VIDEO/AUDIO RELEASE** - By being employed by Pro Line Machining, LLC, I authorize Pro Line Machining, LLC and those acting pursuant to its authority to: (i) record my likeness and/or voice on a video, audio, photographic, digital, electronic or any other medium; (ii) use my name and biographical material in connection with such recordings; and (iii) use, reproduce, exhibit, and/or distribute my name, biographical material, and such recordings in any medium (e.g., print publications, video, internet, etc.) for promotional, advertising, educational, and/or other lawful purposes. I release and waive any claims or rights of compensation or ownership regarding such uses and understand that all such recordings shall remain the property of Pro Line Machining, LLC.

**UNLAWFUL ACTIVITY** – Any unlawful activity is punishable up to termination and lawful action. Any unlawful actions including but not limited to: Deliberately making false reports or making false entries on any official company documents or records, e.g. log sheets. Immoral conduct or indecency on company premises and/or on duty and/or representing the Company. Disposing of or concealing defective work or workmanship, either directly or indirectly and/or any other deception in regard to defective work or workmanship – Clocking irregularities, which shall include failure to clock in and out, unauthorized altering of figures recorded on time data, clocking another Employee in or out and destruction of time clock and data. The making or publishing of false, vicious or malicious statements concerning any employee, the Company or its products - Misuse or removal from the Company premises without proper authorization, of employee lists, blue prints, company records or the conveying of any confidential company information to third parties, which shall include information in respect of wages and other substantive conditions of employment.

**FIREARMS** - Possession of a fireman or dangerous weapon on the Employer's premises is not permitted without authorization and is punishable up to termination.

**HARRASSMENT** - Included, but not limited to: race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, color, sexual orientation, age, disability, religion, HIV status, conscience, belief, political opinion, culture, language, etc. is not tolerated and is punishable up to termination. Threatening behavior, or assault - Gross insubordination or blatant disrespect to management or clients is not permitted.

**SEXUAL HARRASSMENT** - Sexual Harassment is NOT tolerated!! Facts About Sexual Harassment Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Title VII applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations, as well as to the federal government. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature





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constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following: • The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex. • The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. • The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. • Unlawful sexual harassment may occur without economic injury to or discharge of the victim. • The harasser's conduct must be unwelcome. It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim should use any employer complaint mechanism or grievance system available. Prevention is the best tool to eliminate sexual harassment in the workplace. It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII. As an employee of Proline Machining you are expected to report any type of Sexual Harassment to your supervisor immediately!

**UPON TERMINATION OF ANY KIND** - Pro Line Machining, LLC invests time and money into its Employees. MSHA, Drug Testing, Certifications, Training, Continuing Education, etc. If an Employee quits or is terminated within 90 days post expense or any other extra expense spent on the Employee, those expenses are owed back to the Employer, Pro Line Machining, LLC. This includes but is not limited to: MSHA Training – If any Employee quits within 90 days post MSHA Training, all costs including but not limited to all hours of MSHA class that the Employer paid the Employee to be at the class and the amount of the MSHA class itself is owed back to Pro Line Machining. If an Employee quits within 90 days post drug test, that amount is owed back to the Employer. Some circumstances require special training and certifications. If an Employee quits or is terminated within 90 days post such training, that amount is owed back to the Employer. If an Employee quits post 9 days to any other expense, that amount is owed back to the Employer.

**TOOLBOXES AND PERSONAL BELONGINGS** - Any Employee terminated or quit for any reason must wait to pick up their belongings until authorized personnel has inspected the box and/or materials for Pro Line Machining assets and all reimbursements to Pro Line Machining, LLC are paid in full.

**PASSWORDS & LOGIN CREDENTIALS** – Any emails, accounts, computers, etc. If an Employee is terminated or quits for any reason, they must turn in any computers without deleting any information, as that is destruction of property. They must also provide any passwords, ID, or login credentials to any accounts associated with doing business as Pro Line Machining.



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**TERMINATION CHECKS** - It is the Employee's responsibility to make sure their timecard and mine service tickets are handed in on time. If an Employee has missing mine tickets, if the tickets are not filled out correctly, if the Employee has a missing time card or times, or the time card is not filled out correctly it may result in a late paycheck or not getting paid for those hours at all. All deductions for reimbursement to Pro Line Machining will be deducted from the Employee's last paycheck. (If or when fair notice is given upon leaving the company, Pro Line Machining may choose to waive those expenses). All termination checks will be written on the scheduled payday unless written notification is given from Employees who have been terminated.

### EMPLOYEE BENEFITS

**INSURANCE BENEFITS** – Starts first of the month post 60 days employment. These benefits may vary with different levels of employment, such as salary-based employees or company officers. Paperwork must be turned in on time or wait for the next open enrollment period.

- Medical – Pro Line Machining pays 80% of EMPLOYEE ONLY costs
- Dental – Pro Line Machining pays 80% of EMPLOYEE ONLY costs
- Short Term Disability – Employee paid (\$8.82/mo)
- Life – Employee paid (\$3/mo)
- Supplemental – Employee setup & pay

Monthly Insurance Rates As of March 1, 2019

	Medical	Dental	STD	Life	Emp Total
Employee Only	\$535.90	\$25.60	\$8.82	\$3	\$124.12
Emp & Spouse	\$1371.91	\$55.75	\$8.82	\$3	\$990.28
Emp & Dependent(s)	\$1057.33	\$55.75	\$8.82	\$3	\$675.70
Family	\$1864.09	\$90.95	\$8.82	\$3	\$1517.66

**ON-CALL HOLIDAY PAY** – Post 90 days full time employment

- Holiday Pay Benefits
  - Not called to work: 8 paid hours of REGULAR pay



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- Called to work: 8 paid hours of REGULAR pay or time and a half for all hours worked, whichever is greater.
- Not Eligible for Holiday Pay
  - Employee schedules the Holiday off
  - Employee is called in and is unavailable
  - Employee is on sick leave
  - Employee is on probation with Pro Line Machining, LLC
  - Employees on a salary-based wage
  - Employee is terminated or quits employment before their last paycheck

### **TOOL ALLOWANCE** - Post 6 months full time employment up to \$500 for tool allowance / reimbursement

- Tool Allowance Benefits
  - Up to \$500 for tool allowance/reimbursement
- Tool Allowance Rules
  - Post 6 months employment eligibility
  - Must be used within 12 months
  - Must have all receipts and approved by Superintendent
  - No late receipts will be accepted

### **PAID VACATION** – Post 12 months full time employment

- 40 hours of regular pay (not eligible for overtime)
- Requests must be submitted at least 2 weeks prior paid time off and two Supervisors must approve this request
- Must be used within 12 months or lose that time
- Any employees hired prior to Sept 2018 vacation time resets on January 1, 2019
- This does not apply to employees on salary pay

### **401 K Plan** – Post full time employment: first of the month after 60 days

- Employees are automatically entered in at 3%
- Must enroll on Principal website for benefits, changes, etc

### **BOOM PAY** – Post 6 months full time employment

- Employees are eligible for an additional \$3/hour for welding on specific boom jobs. This is up to the Superintendent which jobs are eligible for Boom Pay

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- Boom Pay is NOT eligible for overtime
- Must be certified for this skill and benefit
- Not eligible for salary-based Employees

Each Employee is given a Pro Line Machining, LLC Handbook & Policies booklet upon first day of employment. Any changes to this document will be posted for viewing in the break room and on the web portal at [prolinemachining.com](http://prolinemachining.com).

Any Employee that does not comply with our company guidelines may result up to termination.