



Benefits Manual

TABLE OF CONTENTS

1 INTRODUCTION: THE BENEFITS PACKAGE 3	
1.1 Eligibility Requirements..... 3	3.1 Benefits Summaries and Eligibility6
1.2 Changes in Policy 3	3.2 Health Insurance.....7
2 TIME-OFF BENEFITS..... 3	3.3 Dental Insurance.....8
2.1 Corporate Holidays 3	3.4 Enhanced Disability Insurance8
2.2 Vacation 5	3.5 Group Life Insurance8
2.3 Paid Time Off (PTO) 6	3.6 Universal Life InsuranceError! Bookmark not defined.
2.4 Bereavement (Funeral) Leave 6	3.7 COBRA..... 8
3 GROUP HEALTH AND RELATED BENEFITS 6	4 RETIREMENT PLANS..... 9
	4.1 401 (K) Retirement Plan and Company Match9

1 INTRODUCTION: THE BENEFITS PACKAGE

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by The Petada Co., LLC (dba Buffalo Materials Handling) for your advantage.

A good benefits program is a solid investment in Buffalo Materials Handling and its employees. It not only ensures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help Buffalo Materials Handling grow. Buffalo Materials Handling will periodically review the benefits program and will make modifications as appropriate.

1.1 Eligibility Requirements

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy only those benefits which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees and employees on layoff are not eligible for benefits.

1.2 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Buffalo Materials Handling reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

2 TIME-OFF BENEFITS

2.1 Corporate Holidays

Eligibility: Full-time and part-time employees after completion of thirty (30) days of employment.

2.1.1 Amount of Holiday Pay

Eligible full-time employees receive eight (8) hours of pay. Eligible part-time employees receive four (4) hours of pay.

2.1.2 Recognized Holidays

BMH offers 8 paid holidays each year. Seven of these holidays are days that our customers are consistently closed. Additionally, a Floating holiday is offered for a day in which the company is not shut down. Full-time employees will receive 8 hours for a holiday. Part time employees will be eligible for 4 hours of holiday pay.

The following holidays are recognized by Buffalo Materials Handling as paid holidays:

- New Year's Day
(If New Year's Day falls on a Saturday, the Friday before, or if New Year's Day falls on a Sunday, the Monday after)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day (If Christmas Day falls on a Saturday, the Friday before, or if Christmas Day falls on a Sunday, the Monday after)
- Floating Holiday – A day of your choice. This day requires a 30 day notice and will be approved on a first come basis, which will be determined by only allowing a certain % of employees off in a particular department.

An on call schedule will be established as the need arises for official company holidays.

2.1.3 Holiday Policies

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences and/or planned absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on a leave of absence.

2.2 Vacation

2.2.1 Amount of Vacation

Only full-time employees are eligible for vacations after one (1) year of service. Vacations are determined by anniversary date and must be taken during the following calendar year of that anniversary date*. The amount of paid vacation time increases with length of employment as shown below:

Years of service	Number of Vacation Days
1 year	5 days
2 – 5 years	10 days
6 – 10 years	15 Days
11 years or greater	20 days

Also, on your anniversary, you can take a pro-ration of that increased amount for the rest of the year (and not forfeit ANY days come January!)

2.2.2 Vacation Policies

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with your department's operation and, therefore, must be approved by your manager at least one (1) month in advance. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority.

You may not receive advance vacation pay. You may take only two (2) weeks at one time unless you receive written approval from your manager at least six (6) weeks in advance.

If a company-paid holiday falls during your scheduled vacation period, you will receive an additional day of vacation or holiday pay, whichever you prefer.

2.2.3 Accumulation Rights

Vacation time may not be carried over and accumulated in subsequent years. Exceptions to this policy may be made in unusual circumstances, each case to be considered separately by management.

Any accrued but unused vacation time will be paid at the time of employment separation only if an employee voluntarily resigns and if a two (2) week notice is given and worked. If you are discharged or do not give or work a two (2) week notice, you will forfeit any accrued vacation pay.

2.2.4 Payment in Lieu of Vacation

Vacation time may not be carried over and accumulated from year to year. The only exception is for those employees providing billable customer hours. An employee that meets this criterion can use up to a maximum of one week of their unused Vacation time to be paid as a bonus/additional compensation. An employee that falls into this category has to first use any remaining Vacation or PTO time if they don't come to work. The spirit of this is to encourage and reward those employees, who's hours are billable, for coming to work.

2.3 Paid Time Off (PTO)

As a Full-time employee, and after 90 days of service is completed, you are eligible to take the percentage of time left in your first calendar year employment of forty-eight (48) PTO hours. EXAMPLE: If you are hired on April 1st, then in 90 days (July 1st) – since there are six (6) months left in the calendar year, you are allowed 6/12's of 48 hours, or twenty-four (24) hours of PTO for the remainder of that first year of employment. Thereafter, each calendar year you will receive forty-eight (48) PTO hours to use during each calendar year employed. This time should be used for things such as illness, doctor's appointments, attending a child's play or other personal activities. If possible, please request PTO from your supervisor one (1) week in advance.

Paid time off may not be carried over and accumulated from year to year. The only exception is for those employees providing billable customer hours, their unused PTO time will be paid as a bonus/additional compensation. An employee that falls into this category has to first use any remaining PTO or Vacation time if they don't come to work. The spirit of this is to encourage and reward those employees, who's hours are billable, for coming to work.

Employees going on unpaid required military leave of absence may apply their personal leave at the time the leave commences if they wish.

Paid time off is forfeited and not paid out when an employee either voluntarily or involuntarily separates from Buffalo Materials Handling.

2.4 Bereavement (Funeral) Leave

Eligibility: Full-time employees only, after completion of your Introductory Period.

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. (A parent, spouse, spouse's parent, child, spouse's child by a former marriage, brother or sister, a grandparent, your spouse's grandparent or sibling,)

With your manager's approval, you may take up to one (1) full day without pay to attend funerals of other relatives and friends. If you prefer, paid time off or a day of vacation may be used for this purpose. Pay for a funeral leave will be made for actual time lost from work.

3 GROUP HEALTH AND RELATED BENEFITS

3.1 Benefits Summaries and Eligibility

Buffalo Materials Handling sponsors a comprehensive benefits program for eligible employees and their families, and each benefit plan has specific eligibility conditions. The benefits are summarized in separate booklets called "summary plan descriptions," which are provided to all eligible employees. The details of each benefit are contained in

separate legal documents known as the “plan documents,” which take precedence over anything contradictory in the summaries.

All full-time employees will enjoy all of the benefits described in this policy and the individual plan summaries as soon as they meet all of the eligibility requirements for each particular benefit. Part-time employees may be eligible for certain benefits if they meet the eligibility conditions.

3.2 Health Insurance

Eligibility: Full-time employees the first of the month after your first 30 days of employment at BMH. It is the employee’s responsibility to submit the health insurance application within 10 days of their eligibility date.

Today’s many health insurance plans and options can be confusing and complicated. That is why we have reviewed the coverage and plans available. We have provided several of the best plans for you to choose from. Refer to the literature provided by the company’s current health carrier, or contact the carrier directly, for complete details.

Currently, Buffalo Materials Handling contributes toward health coverage for full-time employees on a monthly basis. This employer contribution may change annually based on the cost of health insurance and the general business climate.

<u>Level of Coverage</u>	<u>BMH Annual Contribution</u>
Employee Only	\$5,105.04
Employee & Child	\$8,364.96
Employee & Spouse	\$9,735.00
Employee Family	\$14,540.04

If a full-time employee chooses not to participate in the company’s designated health plan, they can receive an Opt-out incentive, providing they show proof of coverage elsewhere and have worked at BMH for a minimum of 1 year. This Opt-out incentive will be paid before the end of each qualifying year. The Opt-out amount is based on the level of coverage you have elsewhere:

\$350 Single \$585 EE/child \$685 EE/Spouse \$1,000 Family

Any active full-time employee, who is out on disability, will be responsible for 100% of the premium for any benefits that they would like to continue. But, for the first month, the premium will be paid for in full by BMH, (as a gesture of goodwill and assistance). If you remain out on disability beyond the initial 30 days you will no longer be eligible, then you will be offered COBRA

In the event of your termination of employment with Buffalo Materials Handling or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under COBRA for a limited period of time at your own expense. Details are available from management.

3.3 Dental Insurance

Eligibility: Full-time employees the first of the month after your first 30 days of employment at BMH. It is the employee's responsibility to submit the dental insurance application within 10 days of their eligibility date.

Buffalo Materials Handling contributes toward dental coverage for full-time employees on a monthly basis. The contribution under a family plan is **\$25.00 per month** and a single plan is **\$10.00 per month**.

Please contact your manager for further information about Dental Insurance. They will provide literature and applications for enrollment.

3.4 Short Term Disability Insurance*

Eligibility: Full-time employees the first of the month after your first 30 days of employment at BMH.

BMH pays 100% for Short Term Disability for all full-time employees. Short Term Disability insurance is designed to assist an employee with income, up to one year, in addition to any statutory benefits should the employee become partially or totally disabled and be unable to perform the essential functions of his or her job.

* LTD (Long Term Disability) coverage is also available, but at the employee's expense. Please contact your manager for further information about Enhanced Disability Insurance. They will provide literature & applications for enrollment.

3.5 Group Life Insurance

Eligibility: Full-time employees the first of the month after your first 30 days of employment at BMH.

A \$10,000.00 Group Life Insurance coverage plan is provided at no additional cost to BMH's Full Time employees (after your first 30 days of employment) as an additional benefit to your total compensation package. Additional coverage can be purchased at your own expense at BMH's discounted group rates

Please contact your manager for further information about additional Group Life Insurance.

3.6 COBRA

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your separation of employment with Buffalo Materials Handling or loss of eligibility to remain covered under Buffalo Materials Handling's group health insurance program, then employees and their eligible dependents may have the right to continued coverage through COBRA under Buffalo Materials Handling's group health insurance program for a limited period of time at their own expense. If applicable, you will be sent the appropriate paperwork at the time you may be eligible.

4 RETIREMENT PLANS

4.1 401 (K) Retirement Plan and Company Match

Eligibility: Full-time employees, at least twenty-one (21) years of age, the first of the month after your first 30 days of employment at BMH.

Buffalo Materials Handling has a 401(K) Plan to provide eligible employees with a retirement benefit. After the employee's introductory period, BMH will match 50% of the first 4% of an employee's contribution. The details regarding Buffalo Materials Handling and employee contributions, vesting, administration, investments, etc. are provided in separate literature provided by the plan administrator.

Statement Of Employee Retirement Income Security Act (ERISA) Rights. As a participant in the Buffalo Materials Handling 401(K) Plan, you are entitled to examine the plan documents and the annual report and plan description filed with the U.S. Department of Labor. This inspection may be made during normal business hours; ask your manager for details.