



A Contractor's Introduction to MTS

Information in this booklet may be revised from time to time, as laws change and circumstances require. We reserve the right to make these changes at any time, effective upon giving notice to those affected. Any such revisions to our policies or this booklet will automatically rescind any prior conflicting policies.

For more detailed information regarding specific policies or procedures contact your MTS hiring supervisor.

Disclosure of Information

Confidential Information

Confidential MTS information and trade secrets are important corporate assets that merit the same protection as physical assets. This information is the result of the ideas and hard work of many MTS employees and of substantial investments by MTS. Therefore, all employees, agents, consultants and representatives must not disclose such information to unauthorized persons, either within or outside MTS, and must exercise care to protect the confidentiality of such information received from another party. Contractors need to consult with their Hiring Supervisor prior to providing confidential information to any third party (i.e. lawyers, government officials, etc.).

Confidential information refers to information that is not already in the public domain that a company would normally expect to be non-public and that might affect the company's competitive position. It includes information sometimes referred to as trade secrets. Some examples of confidential information are: technical information about current or planned products, projects and processes; procurement plans, vendor lists or purchase prices; cost, pricing, marketing or service strategies; non-public earnings reports and other financial reports; information related to divestitures, mergers and acquisitions.

Contractors must also adhere to all laws and regulations regarding the protection of U.S. government classified information, which should only be made available to individuals who have a need to know and who hold the proper U.S. government security clearance.

Contractors are required to sign confidentiality agreements. This serves as a reminder of that obligation not to disclose confidential information, both while performing work for MTS and after leaving MTS.

Government Requests/Investigations

MTS will make reasonable efforts to cooperate with appropriate government investigations or to answer an official request from an authorized government representative. If you receive a request regarding a government investigation or information, refer the information request to your manager.

Work Environment

Starting Times

Starting times vary by department. The most common starting times are between 6:00am and 8:00am. Consultants hours will vary based on the demands of the project.

Lunch Break

The lunch period can vary by department or individual, and is most significantly dependent upon the work you are doing. Lunch periods are usually 30 - 45 minutes long. Discuss this with the person you are reporting to.

Rest Breaks

There are no formal breaks at MTS. Most areas allow beverages and snacks at the desk or workstation.

For some manufacturing groups this is not possible, because of safety, hygiene, and/or quality reasons. Consequently, those individuals take a break away from their work area. In all cases, you should be frugal in taking rest breaks, based on the type of work you are doing.

Harassment

It is everyone's responsibility to treat one another with courtesy, dignity, and respect. It is the policy of MTS that harassment, of any type, will not be tolerated from any employee, customer, vendor or other outsider dealing with MTS. The term "harassment" includes, but is not limited to: slurs, jokes, cartoons, graffiti or verbal graphic or physical conduct relating to an individual's race, color, age, religion, sex, national origin, physical or mental disability, sexual orientation or other legally protected status.

Illegal Drugs and Alcohol

Illegal drugs and alcohol in the workplace are inconsistent with a safe and productive work environment. It is the policy of MTS that the use, possession, sale, purchase, or transfer of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on MTS or customer premises is prohibited. Contractors whose behavior, judgment or performance is impaired by drugs or alcohol will be prohibited from engaging in MTS business.

Use of Internet and MTS Computer Network

The MTS computer network is the property of MTS and is to be used for legitimate business purposes. Authorized users are provided access to the computer network to assist them in the performance of their jobs. Certain contractors ("Users") may be provided with access to the Internet through the computer network. All Users have a responsibility to use MTS' computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

Health & Safety

MTS is committed to providing a work environment that strives to protect employee health and safety and is in compliance with applicable laws and regulations. Contractors are required to observe applicable workplace safety rules and report injuries or unsafe conditions according to MTS procedures. Workplace violence, including threats, threatening behavior, harassment, intimidation, assaults and similar conduct, will not be tolerated. To provide a safe work environment, firearms are not permitted on any MTS facility.

Most of the manufacturing areas have an employee designated as an Area Safety Representative (ASR). ASRs are experienced workers, knowledgeable in safety matters. Questions or comments about safety should be directed to them. ASR and committee member names can be obtained from the Safety Bulletin Boards or from the supervisor in your area.

Safety Equipment: Depending upon your work, you may be required to wear safety equipment some (or all) of the time.

- **Safety Shoes:** Certain areas in the plant require you to wear safety shoes. These areas generally include: the Machine Shop, Mechanical Assembly, Mechanical Inspection, Paint Shop, Stock Room, Shipping and Receiving, Maintenance, and Checkout.
- **Safety Glasses:** Certain jobs require wearing safety glasses to protect your eyes. Spray painting, lead clipping, soldering, and grinding operations, or operations that involve working with chemicals, for example, require safety glasses.
- **Ear (Noise) Protection:** Certain equipment in the plant may emit high levels of noise. Areas affected typically include the Machine Shop, Pump Room, and the Particle Blaster. Take necessary precautions when working in high-noise environments. Various types of hearing protection are available, such as earplugs and muffs.

Accidents/Injuries

Immediate attention to injuries is very important. Realizing this, MTS is prepared to provide assistance in the event of an accident. Several employees (called First Responders) have been trained in first aid and are familiar with the locations and use of all safety equipment within the plant. During normal working hours, if an accident should occur, First Responders are available by dialing "0." For medical emergencies outside normal work hours dial "9-911."

MTS does not provide insurance coverage or worker's compensation coverage for contractors. If you see a doctor for an MTS work-related injury, be sure you inform the clinic/hospital that they are to bill your employer, not MTS

Even though contractors are not covered under the MTS Worker's Compensation policy we do want to track all accidents that occur on company premises. All injuries, regardless how minor, must be reported to a supervisor and Human Resources within 24 hours.

Telephones

Telephones are located in each work area for your convenience. Personal calls should be limited, local, and kept as short as possible.

Plant Security

The doors are locked except for those in the front lobby. You are given access to the building through your security card. If your card fails to work, or gets lost, notify Human Resources immediately.

Contractors are not permitted to work in the facility alone, unattended, without prior approval from a supervisor and the Facilities manager.

Visitors and others such as vendors and customers must use the main entrance, register at the front desk, and may be required to be escorted if they leave the lobby.

Smoking

Smoking is prohibited in the building. Smoking areas are located outside most employee entrances. Smoking is not allowed at the front entrance.

Employee Meetings

Contractors are not employees of MTS, thus you should not attend manager or employee meetings. A supervisor in your area, or the person you are reporting to, will share information that is applicable to your area of responsibility.

Pay Adjustments

Salary negotiations should be between you and your employer (the contract agency), not between you and MTS.

Verification of Employment/Contract Status

Human Resources does not keep comprehensive files or background information on contractors. Therefore, MTS cannot verify inquiries from third parties on such things as "employment" or contractor status, home address, and hourly wage. Contractors should list their Contract Service as their employer reference.

Solicitations

Soliciting is prohibited at MTS Systems. An example of solicitations is operating a private sales business during the workday, such as selling vitamins, make up, or shoes.

If You Have a Complaint

It is MTS policy to give attention to all complaints and to provide a process that contractors may take to seek a fair solution for all reasonable complaints. Complaints or problems with should be discussed with your area supervisor. If he/she is not able to provide a complete or satisfactory answer to the problem or complaint, contact your employer to initiate a resolution process.

Services

Cafeteria

Our in-house cafeteria, located on the first floor in the southeast corner of the building, is open for business from 6:30am to 9:15 am for breakfast and 11:00 to 1:00 pm for lunch.

The cafeteria offers a variety of foods at reasonable rates. In addition, vending machines and microwaves are located throughout the building.

Parking

There is ample space for everyone so please do not park in "Visitor" parking spaces, reserved spaces, grassy areas, off our lots, or in the traffic lanes. Contractors who park in visitors are subject to being towed.

Severe Weather Instructions

In the event of severe weather (high winds and/or tornadoes), everyone in the building must go to our shelter area. The shelter area is on the ground floor on the northeast side of the plant. Area Safety Reps will assist you in finding your way.

Thank you and welcome to MTS Systems.