

Standard Operating Procedure

Safety Policy

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Date		<i>12-10-2024</i>	<i>12-10-2024</i>

Subject: SEVERE WEATHER EMERGENCY POLICY

The following guidelines were established to communicate SRK's policy toward extreme weather conditions and the associates' responsibility for reporting to work during such conditions.

WINTER WEATHER CONDITIONS (Snow / Ice)

- I. If LEVEL 3 is called in your county of residence:**
 - A) Excused absence
 - B) No effect on current Perfect Attendance Status

- II. If LEVEL 3 is called within Allen County (Location of SRK Ohio):**
 - A) Excused absence
 - B) No effect on current Perfect Attendance Status

- III. If LEVEL 3 is lifted in your county of residence (and Level 3 does not exist in Allen County):**
 - A) You are expected to report to work within 2 hours of the time lifted:
With exception:
For 1st Shift – if lifted at or after 10am, you do not need to report to work
For 2nd Shift – if lifted at or after 6:00pm, you do not need to report to work
For 3rd Shift – if lifted at or after 2:00am, you do not need to report to work
(Times would remain the same if waiting for Allen County to lift a Level 3)

- IV. If LEVEL 3 is called for your county of residence during your shift:**
 - A) If within the first half of the shift, release from work* will be at the half day mark.
 - B) If within the second half of the shift, release from work* will be at shift end.
***After proper shutdown of equipment**

NOTE: Consideration will be given to release times based on the expected pattern of the winter storm.

- V. Travel through a LEVEL 3 County:**
 - A) If your county of residence is adjacent to Allen County and neither county is under a Level 3 Winter Weather Emergency, you are expected to report to work as scheduled.
 - B) If your county of residence is not adjacent to Allen County, you will not be expected to travel through a Level 3 county to report to work. If Level 3 is lifted in the county you travel through, you are to follow the guidelines under

Section III of this policy.

VI. Plant Closing:

A) Whenever possible, the notification of a plant closing will be announced at least two hours prior to the beginning of the shift. Associates reporting to work will be paid only for production work.

VII. If LEVEL 2 is called in your county of residence:

A) SRK will allow 15 minutes tardy to the start of your shift. In the event of a tardy that exceeds 15 minutes, associates may use 1 of their 2 emergency hours allowances to protect perfect attendance.

VIII. FLOOD CONDITIONS, POWER OUTAGES, TORNADOS, EARTHQUAKES

A) If a county wide Level Warning (2 or 3) is declared for flooding, or other acts of nature, the policy will be applied in the same manner as a Winter Weather Level Warning.

B) If a Level Warning (2 or 3) is declared for a specific area of a county, non-county wide, the policy will be applied to those living in the approximate area to the severely affected areas. Associates not living within the affected areas are expected to report to work.

C) If the severe situation affects the location of SRK and prohibits safe entry to SRK, a notification of Plant Status will be announced.

IX. Notification:

Notification of Plant Status Changes will be made in the following ways:

A) SRK Text Alerts: (*1st Means of Notice*)

All Associates within SRK Ohio, SRK America and SRK Technical Center payroll are automatically enrolled in SRK's Text Message System unless they choose to opt out of the notification system. If you have previously opted out of the message system, and want to start receiving messages again, please contact HR.

B) SRK's Phone System:

When calling SRK's main phone line at (419)358-2121 select option [3] to hear the Plant Operational Status update. You may also call (419)358-0022 to hear a status update.

SRK will communicate to local news agencies ONLY if SRK's phone and text system is not operational.