

Welcome to
Your Assignment at

Benchmark Electronics

As an employee of



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INTRODUCTION

WELCOME to Corporate Management Group (CMG). We are glad you have chosen CMG as your employer, and we hope you will enjoy your assignment at **Benchmark Electronics**

ABOUT THIS HANDBOOK

This associate handbook is designed to provide basic information about the working conditions, philosophies and some of the policies affecting you in your assignment at **Benchmark Electronics**

Obviously, no handbook can anticipate every circumstance or question about policy. As we continue to grow, business conditions and needs will arise that may change some of the policies described in this handbook.

In order to retain the necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only valid exceptions to these stated policies are those authorized in writing by CMG.

This handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration.

CMG and **Benchmark Electronics** are both committed to comply with relevant federal, state and local laws with regard to equal opportunity.

PLEASE KEEP

**THIS HANDBOOK
FOR FUTURE
REFERENCE**



YOUR CMG STAFF CONSULTANT

All CMG Associates at Benchmark Electronics are employees of CMG and NOT ***BENCHMARK ELECTRONICS***

If you have any questions regarding your employment, call your CMG Consultant. You must contact this person should you become ill or unable to report to work. ***In the event of an illness or emergency that causes you not to be able to complete this or any job assignment, immediately notify your CMG Consultant.*** It is recommended that you notify CMG within a reasonable amount of time to allow us to adequately obtain a replacement. In the event you are injured while working at Benchmark Electronics, please report all on-the-job injuries to your ***CMG*** Consultant, as well as your ***BENCHMARK ELECTRONICS*** Manager.



YOUR ***BENCHMARK ELECTRONICS*** MANAGERS

Your ***BENCHMARK ELECTRONICS*** MANAGER will explain the details of your job, introduce you to your co-workers, assign your work area and answer questions you may have.

Your ***BENCHMARK ELECTRONICS*** Manager will see that you are trained to do your work and will advise you about your hours of work, rules of attendance and workplace practices. Ask questions when you are not certain about what you are to do or how you are to do it. Then perform your duties efficiently, safely and with initiative.



BADGES

Every CMG associate placed on assignment at Benchmark Electronics will be issued one badge. This badge will allow you entrance to the Benchmark Electronics building and be used to badge in and out on Benchmark Electronics's job tracking system. **For security reasons – Do not loan your badge to others! You must have your badge with you at all times a while on the premises.**

Your badge must be visible!



TIME KEEPING

Automated Time System Benchmark Electronics uses an automated time and job tracking system it is **your responsibility** to badge in and out correctly. Missed punches could result in missed or delayed payment. It is your responsibility to check your time printout before you sign it. ***BENCHMARK ELECTRONICS submits CMG employee hours by noon on Mondays. If your time is not up to date or is late being entered into the timekeeping system, your pay will be carried over to the next week.***



PAYCHECKS

Your paycheck is available by:

- Direct deposit
- Delivered to Benchmark Electronics

If in the event you are not present or Benchmark Electronics is closed for the regularly scheduled check distribution, your check will be returned to the CMG office for you to pick-up or will be mailed to you.



OVERTIME

Your **BENCHMARK ELECTRONICS** Manager will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular workweek (except in California, where it is based on an 8 hour day). Once you have become eligible for paid time off (PTO) and you take time off, this can be used towards a 40-hour workweek when figuring overtime.



ATTENDANCE

CMG needs a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other associates, work scheduling, etc., and could reduce the quality of the finished product or service at the client location.

Associates are expected to be at their workstations ready to begin work at their assigned starting time. You should return promptly from lunch and break periods. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason, you must receive permission from your **BENCHMARK ELECTRONICS** Manager, who will record your time accordingly. Your attendance record is part of your total work record, and will definitely affect your future with CMG and **BENCHMARK ELECTRONICS**



TARDINESS AND ABSENCE REPORTING

Regular and timely attendance is essential to performing your job.

If you find it necessary to be absent from work due to illness or other emergency, you must first call your Manager at *Benchmark Electronics and CMG Consultant*. If you reach the voice mail, leave your name, SS #, the reason why you will not be reporting for work, and a telephone number where you can be reached.

Absenteeism and tardiness are the most common reason for removal from assignments at Benchmark Electronics. Make it a priority to be at work on time every day that you are assigned. That applies to weekend and overtime work as well as regularly scheduled hours.



SAFETY

Safety is everyone's responsibility. We all benefit when high standards of safety are maintained and observed. You are expected to adhere to all safety standards set forth by **BENCHMARK ELECTRONICS** and CMG. As a CMG associate, you will be given an orientation of general safety policies. Your **BENCHMARK ELECTRONICS** Manager will also explain any job-specific safety policies.

Certain assignments may require the use of additional safety equipment (i.e.: caps, gloves, safety glasses, special footwear, ear plugs). As stated above, CMG associates will be advised of general safety policies; however, be sure to ask your **BENCHMARK ELECTRONICS** Manager about safety equipment required in your work area. **BENCHMARK ELECTRONICS** also has specific procedures for evacuation, fire and severe weather emergencies. (Contact your CMG Consultant and **BENCHMARK ELECTRONICS** Manager to find out where this information is posted.)



ON-THE-JOB INJURIES

CMG supports all federal and state OSHA laws and regulations and requires that all injuries -- no matter how slight -- be reported to your CMG Consultant and **BENCHMARK ELECTRONICS** Manager immediately. In the event of an accident requiring medical treatment please contact your site Workman's Compensation Coordinator.

CMG or **BENCHMARK ELECTRONICS** will make arrangements for you to be transported to receive medical attention. All medical paperwork is to be submitted to the CMG office. CMG reserves the right to have you examined by a physician. If you are unable to return to your assignment after an injury, you are expected to keep in regular contact with your CMG Consultant.

If an on-the-job injury should occur, you must contact your on-site CMG Consultant at Benchmark Electronics and file a first-report-of-injury. This must be done in order for your medical bills to be covered. IF YOU DO NOT FILE A FIRST-REPORT-OF-INJURY, NO BILLS WILL BE PAID!



MEDICAL EMERGENCIES

In the event of a medical emergency while at work, associates should report to their **BENCHMARK ELECTRONICS** Manager for assistance. Benchmark Electronics employees on the Emergency Response Team are also trained to help in those situations.



DRESS CODE

Your **BENCHMARK ELECTRONICS** Manager will address any special dress code requirements during your orientation to the company.

If you are working in an office area, proper business attire is required.

***Professional slacks, shirts, sweaters, dresses
Or skirts are appropriate.***

If you are working in the factory area, business casual is required.

***Jeans
Short sleeve T-shirts or sweatshirts are appropriate.
Jewelry is not acceptable (in the clean rooms)
Long hair must be tied back.***

For Your Information:

1. Offensive, provocative or profane words/pictures on clothing are strictly prohibited.
2. No tank tops, "short shorts" or overly revealing clothing is allowed.
3. Persons working with or near moving machinery must wear shirts with sleeves rolled above the elbow.



LUNCH/BREAKS

Lunch breaks will be discussed when you meet your Manager at Benchmark Electronics. Each line has individual policies to keep up with production needs.

If you need accommodations for personal needs, or religious practices it is **YOUR** responsibility to use your regularly scheduled lunch or break time for these special needs.



SMOKING POLICY

Contact your Benchmark Electronics Manager for the best area closest to your department. Make sure that all cigarette butts are disposed of in the proper containers – not on the ground.



COMPUTER USAGE

The unauthorized possession, use, or removal of property belonging to co-workers, CMG, or and client of CMG (in this case Benchmark Electronics), will be grounds for dismissal. This includes use of the Internet, installing programs, or downloading information on computers as well as use of such equipment like photocopiers, fax machines, etc.



PARKING

Parking is provided. Please note associates are not permitted to park their cars in areas marked for visitors, reserved for disabled individuals or fire zones.

Lock your car when using the parking lot. **BENCHMARK ELECTRONICS** is not responsible for damage or loss of your property while you are on the premises.



PHONE CALLS

It is the policy of Benchmark Electronics to limit Phone calls to **EMERGENCIES ONLY** during your shift. Abuse of this policy may be grounds for termination.

Please turn off all cell phones during your regularly scheduled shift. In the event you transmit or receive calls during your scheduled shift, you will be given a warning. Use your cell phone only during your scheduled break/lunch times.



HOSPITALITY RULES

Benchmark Electronics periodically has customers touring the manufacturing floor. It is your responsibility to keep the facilities as clean as possible. It is imperative that you be responsible for **YOUR** own workstation, restroom usage and break room usage.

Workstations: Please clean your workstation before you leave for the day. The next shift employee can start their shift in a clean environment.

Restrooms: **Please keep the bathroom as clean as possible.**
Do not flush anything down the toilets unless it is a paper product. If in the event you are practicing cleansing procedures, it is your responsibility to remove the containers from the toilet/sinks and clean up after yourself.

Parking Lot: Do not leave glass or pop bottles, or any type of litter in the parking lot.

Break rooms:

- ✓ The refrigerators are for storage of your food.
- ✓ Do not put **open containers** in the fridge.
- ✓ *Do not eat other people's food.*
- ✓ Please clean tables after using.

Respect your coworkers and work areas.
Every area should be left the way you would like to find it!



BEHAVIOR and STANDARDS OF CONDUCT

CMG has instituted certain rules and regulations to safeguard the interest of all its associates. Refer to your Policies and Procedures Statement. (A copy of this statement was given to you during your orientation with CMG.) Agreement to abide by these policies and procedures is a condition of your employment with CMG. Your failure to comply with any of these policies will result in disciplinary action up to, and including, discharge. If you have any questions or concerns about any aspect of your work as an associate, contact your CMG Consultant.



CONDITIONS OF EMPLOYMENT

Failure to comply or infractions of the below conditions of employment may result in discipline, up to and including termination of employment.

Attendance /Punctuality

- Absent without a valid reason
- Late for work/leaving early
- Failure to work and/or abuse of overtime

BENCHMARK ELECTRONICS, INC Policy/Practice

- Carelessness in protecting company information, assets, badges

Company Property

Improper use and care of physical assets e.g. equipment, facilities, copiers

Safety

- Violating safety practices
- Carelessness
- Safety shoes/glasses
- Misuse of equipment
- Failure to follow procedures

Liquor and Drugs

- The illegal or improper use, distribution, sale, dispensation or possession of any drug on Benchmark Electronics property or during work time is prohibited

Solicitation

- Sale of items on company time is prohibited
- No distribution of materials, flyers

Gambling

- Pools, raffles games are prohibited

Firearms/Explosives

- Not allowed on Company property

Personal Conduct

- Attitude
- Difficult to work with others
- Negative
- Bad influence on others
- Looks for trouble
- Gives others a bad time

Insubordination

- Failure to follow management directions

Dishonesty

- Stealing
- Lying
- Falsifying company records (e.g.. timecards, expense accounts, records)

Employee Abuse

- Mistreatment of others
- Verbal/Physical abuseon or off the job
- Sexual or other harassment

Improper Behavior

- Unprofessional conduct
- Derogatory Comments
- Harassment

Quality Workmanship/Quality Results

- Failure to follow procedures
- Failure to document results when required

Productivity

- Failure to make proper use of work time
- Failure to stay on task as assigned



EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER STATEMENT OF POLICY

CMG is committed to providing work environments that are free of discrimination. In keeping with this commitment, we will not tolerate any form of unlawful discrimination or harassment against our employees by anyone, including supervisors, other employees, vendors or clients. There will be no retaliation against anyone for reporting discrimination or harassment, or for cooperating with an investigation of a complaint of discrimination or harassment.

In compliance with federal statutes, we prohibit any form of unlawful employee harassment based on race, color, religion, sex, national origin, citizenship, age, disability, status as a veteran, or status in any group protected by state or local law where we operate. All employees are expected to avoid any behavior or conduct that could be interpreted as harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual. Harassment includes conduct that shows a lack of respect, hostility or aversion toward an individual because of his or her protected status or that of his or her relatives, friends or associates.

With respect to sexual harassment, the following is prohibited:

1. Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
2. Offensive comments, jokes, innuendoes and other sexually oriented statements.

If Harassment Occurs:

1. When possible, confront the harasser and tell him/her to stop. Sometimes a simple confrontation will end the situation.
2. If confrontation is unsuccessful, immediately contact your CMG supervisor to report the harassment.
3. An investigation will be conducted and appropriate action taken, including disciplinary measures. We will investigate, in confidence; all reported incidents of harassment and retaliation.



OPPORTUNITIES WITH BENCHMARK ELECTRONICS

CMG associates currently on assignment at Benchmark Electronics are eligible to apply for ***Externally posted openings Only!*** (These openings will be posted in the On-Site CMG office for your convenience) To qualify, you must be on your current assignment for at least 90 days and meet the qualifications for the position. Please check with your CMG Consultant to confirm your assignment status **BEFORE** applying for any opportunities.



HOLIDAYS

CMG observes six (6) of ***BENCHMARK ELECTRONICS*** holidays:

New Year's Day
Labor Day

Memorial Day
Thanksgiving Day

Independence Day
Christmas Day

In order to receive holiday pay, it is necessary to be at work your last scheduled workday prior to and your first scheduled workday following the holiday. An approved paid day off is considered a day worked for the purpose of holiday pay eligibility. It is your responsibility to contact your CMG supervisor for approval and eligibility for paid holidays.

Request for Time off

Name: _____ Date: _____

Requesting Day(s) off: _____ through _____

Return to work date: _____

Paid _____ or Unpaid _____

Benchmark Electronics Manager Signature/Date Approved Not Approved

CMG Consultant Signature/Date PTO Available: _____

Comments: _____

PTO EARNED THROUGH CORPORATE MANAGEMENT GROUP

1st st year	Earn 40 hours
2 nd year	Earn 80 hours

Benchmark Electronics Core Staff = Long term staff key to operation of essential business functions.

CMG Long Term Associates = Long term staff hired to maintain production growth.

CMG Flex Associates = Long or short term staff hired for peak and/or seasonal production.



BENCHMARK ELECTRONICS'S MISSION AND VISION

Our Mission Statement:

BENCHMARK ELECTRONICS's global engineering, automation and test, and manufacturing capabilities will deliver industry-leading value to our stakeholders by transforming technology and concepts into innovative and successful customer solutions.

Our Vision Statement:

Concept to Customer Solutions

Values

To realize **BENCHMARK ELECTRONICS's** mission and vision and to achieve stakeholder loyalty and success, **BENCHMARK ELECTRONICS** values these attributes as principles for business success: Customers, Quality, People, Profitable Growth, Innovation & Learning

Quality Policy

BENCHMARK ELECTRONICS will be world-class in everything we do, including product quality, customer fulfillment, ease of doing business and providing value to our customer

Our primary goal is continuous improvement in quality, cost, delivery and customer satisfaction



SUMMARY

This associate handbook is intended to facilitate communication between you, CMG, and ***BENCHMARK ELECTRONICS***. It is not to be considered an employment contract obligating you, CMG, or ***BENCHMARK ELECTRONICS*** to any indefinite employment relationship.

Reading the entire handbook at least one time will give you a good idea of its general content. Then, you will be able to use it easily as a quick reference manual. Revisions and updates are made to this information from time to time and will be communicated to you. It is your responsibility to stay informed of all updates to this handbook.



ACKNOWLEDGMENT

The associate handbook was reviewed with me, and I have received my personal copy. I also acknowledge that I have been given the opportunity to ask questions and express concerns during my orientation. Additionally, I understand and support the following:

1. This handbook is intended as a guide and **not** an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time.
2. The changing needs of the business will require alteration in method, practices and policies, and the company will unilaterally revise, as necessary, to meet these changing needs.
3. I agree to **notify** my CMG Consultant **immediately** of any change in my personal data such as phone number, address, emergency notification, etc.
4. I am responsible for the information provided herein and will, upon my separation, return this handbook to my CMG Consultant.

Date: _____

Associate's Signature: _____

Associate's Printed Name: _____

Social Security #: _____

Orientation provided by: _____