JURY DUTY AND WITNESSES POLICY FOR TENNESSEE LOCATIONS

Purpose

To provide team members at locations in Tennessee with a general description of their rights regarding jury duty and summons to appear in court as a witness.

Scope

This policy applies to all team members of McWane, Inc. and its divisions and subsidiaries ("McWane" or "Company") at Company locations in Tennessee.

Policy Statement

A team member who is summoned for jury duty or to appear in court as a witness will be excused from work. He/she will receive his/her regular pay (minus any jury pay he/she actually receives) if all of the following are true:

1. The time spent on jury duty (including jury selection) or as a witness occurs during the time the team member would have been working.

2. The team member must provide court documents showing the dates and time he/she was in court.

3. The team member must report to work if he/she is released from service before his/her shift ends and he/she has served less than three (3) hours in jury duty or as a witness.

If the team member is scheduled to work a late or night shift the evening before reporting for jury duty or to appear as a witness, the team member will be excused for such shift and will be paid his/her normal shift wages.

Questions

Questions regarding this olicy should be directed to your local Human Resources representative.

The Company reserves the right to modify, amend, supplement or replace this policy at any time with or without prior notice.