EXHIBIT B
Employee Handbook
For
Republic Metals Corporation
12900 N.W. 38th Avenue
Miami, Florida 33054

REVISED 8-2015
INTRODUCTORY INFORMATION

READ THE FOLLOWING CAREFULLY

This Handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Unless specifically stated or provided otherwise, all of our employees are an at-will employee and nothing in this Handbook modifies that employment status. Although we hope that our employment relationship with our employees will be long term, either our employees or Republic Metals Corporation which includes our affiliates and subsidiaries, collectively referred to herein as "RMC" may terminate that relationship at any time, for any reason, with or without cause or notice. No supervisor, manager, or representative of RMC other than a representative duly authorized by an officer of the Company has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by a representative duly authorized by an officer of the Company shall not be enforceable unless in writing. Furthermore, the purpose of this Handbook is to inform our employees about various policies, procedures, benefits, rules and regulations that are in place at RMC. No such provisions are intended to be nor are they contractual in nature nor do they modify, amend or establish any terms, conditions or promises regarding the employment relationship between us and our employees. RMC wishes all of our employees the best of luck and success with their position and hope that the employment relationship with RMC will be a rewarding experience.
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FOREWARD

We believe in keeping employees fully informed about our policies, procedures, practices, benefits, what employees can expect from the company, and the obligations assumed as an employee of Republic Metals Corporation ("Republic"). This practice is designed to provide fair treatment of employees. All employees are expected to become familiar with the policies, procedures, practices, and benefits of Republic. This handbook is intended to provide employees with basic information. The policies and practices described in this handbook reflect a great deal of concern for the people who make it possible for Republic to exist . . . its employees.

Nothing contained in this handbook is intended to create a contract (express or implied), or otherwise to create legally enforceable obligations on the part of Republic or its employees.

Because Republic is a growing, changing organization, it reserves full discretion to add to, modify, or delete provisions of this handbook at any time without advance notice. For this reason, employees should check with Human Resources to obtain current information regarding the status of any particular policy, procedure or practice. No individual other than the President of Republic has the authority to enter into an employment agreement or any agreement that modifies company policy. Any such modification must be in writing and must be signed by the President of Republic.

All employment at Republic is at will. At will means that both employees and Republic have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one other than the President of Republic has the authority to alter this agreement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the President of Republic.

Descriptions of various fringe benefits such as group insurance are summaries only. Should the descriptions in this handbook differ with any formal agreement or document involved, the formal agreement or document shall be considered correct.

The policies, procedures, practices and benefits described replace all earlier written and unwritten ones.
MANAGEMENT PHILOSOPHY

Republic pledges to its employees that as long as the affairs of this company are in our hands, the following principles will govern our actions with employees.

Republic employees and their welfare are very important to the success of our company. Our long-range objective is the continuous development of a growing and prospering business through which both the employees and the company will benefit. Every employee is considered a member of our company team. Our success as a company is built on the recognition of the skills and efforts made by each employee. It is our policy to work with all members of our team in a fair and friendly manner and to treat each team member with dignity and respect.

The management of Republic will work continually for the benefit of our present and prospective customers as well as our employees to improve the competitive position of our company. This will enable us to provide excellent jobs for our team members.

General conditions such as safety, cleanliness, and employee accommodations will be evaluated periodically for possible improvement and will always compare favorably with good industry practice. We will be pleased to meet with any employee to discuss suggested improvements in working conditions.

We will devote our best effort to conducting an expanding business within which will prevail an atmosphere of harmony with opportunity for all employees of Republic Metals Corporation.

JASON RUBIN, President of Republic Metals Corporation

History

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Republic Metals Corporation is one of the largest and fastest growing precious metals refiners in the United States located close to two international airports and state highways.

The company started by Richard Rubin, in 1980, is a stable, well-financed precious metals refinery with an excellent reputation. We refine and recycle materials from the Jewelry, Mining, Electronic and Industrial Sectors.

Environmental concerns are of prime importance to Republic. RMC operates a completely permitted facility for the transportation, storage, treatment and disposal of hazardous liquids and solid wastes containing precious metals. All of our feed stock is handled in the most conscientious manner utilizing the most sophisticated technology available. Our state of the art refining facility has always complied with the strict and demanding environmental regulations. We are one of only a few refiners who have been able to obtain environmental insurance, also the first precious metal refinery in the United States to have achieved ISO 14001 certification for environmental compliance.

KEY PERSONEL

Jason Rubin          President & CEO
Lindsey Rubin       Precious Stones Director
David Comite        Chief Financial Officer
Oliver T Cash       Chief Operations Officer
James Gavilan       Sr. VP Market Development
Brad Koester        Information Technology Director
Rich Lani           Compliance Officer
Luis Pena           Global Sales Director
JR Rao              VP Corporate, Environmental, Health,
                    Safety & Process Security
Sandra Rosenberg-Stoller Human Resource Director
Alan Silverstein    General Legal Counsel
David Strul         Security Director
SECTION 2
EMPLOYMENT

APPLICATION FOR EMPLOYMENT

All candidates for employment with Republic Metals Corporation must fully complete, date, and sign the company's standard employment application form. A resume will not be accepted in lieu of a completed employment application. The application form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information.

The company may investigate any portion of the requested information and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information.

The completed employment application form will be made part of the personnel file of those applicants accepted for employment.

An employment application form completed by an applicant not selected for available openings will be maintained in an active file in the Human Resources Department for a minimum of twelve (12) months and reviewed as suitable openings occur.

CONFIRMATION OF PREVIOUS EMPLOYMENT

The company, at its discretion, will request information from a prospective employee's previous employers relative to the prospective employee's work record in connection with his/her application for employment.

COMPLIANCE INFORMATION

In order for the company to comply with federal government regulations regarding its practice to employ people without discrimination, it is necessary for the company to compile and maintain detailed information on each formal candidate for employment and those who are hired.

This information will include the candidate's, or employee's sex, race, and veteran's status including service in the Vietnam era.

IMMIGRATION AND NATURALIZATION

The U. S. Immigration and Naturalization Service requires that the company and candidates for employment provide specific information within three (3) days of commencing employment. Candidates for employment must complete Section 1 of Form I-9 and provide the company

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with specific documents to establish their identity and employment eligibility.

Identity can be established by providing documentation such as a current state-issued driver's license, a state-issued identification card, or similar document such as a school I.D. with photograph, voter's registration card, or military service record.

An employment eligibility document is a Social Security card, a birth certificate, or an immigration document.

An employee will not be allowed to continue employment without providing proper identification documents.

PHYSICAL EXAMINATION
For certain positions or under certain circumstances and after an offer of employment, a physical examination may be required. When a physical examination is requested, the physical examination will be conducted by a company-appointed physician, at the company's expense. Employment and assignment will be conditional pending the receipt of a satisfactory physician's report.

DRUG TESTING
All prospective employees will be required to take a drug test. Any candidate who fails the drug screen will not be eligible for employment consideration.

MOTOR VEHICLE RECORD (MVR) INQUIRY
Prospective employees expected to drive company vehicles must provide the company with current and acceptable motor vehicle driving information. Employment and assignment will be conditional pending the receipt of a satisfactory report from the State Department of Transportation or Division of Motor Vehicles.

EQUAL EMPLOYMENT OPPORTUNITY POLICY, AFFIRMATIVE ACTION PROGRAM

It is Republic Metals' policy to provide equal employment opportunity to all persons without regard to gender/sex, religion, color, race, national origin, ancestry, citizenship, age, genetic information, medical condition, status as a qualified individual with a disability or perceived disability, family or medical leave status, pregnancy, pregnancy-related condition, sexual
orientation, gender identity and expression, marital status, covered veteran status (disabled veteran, armed forces service medal veteran, recently separated veteran, or any other veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized), and any other category protected by federal, state or local law (hereinafter referred to as, “protected status”).

All phases of employment including, but not limited to, recruiting, hiring, training, promoting, demotion, discipline, rates of pay or other compensation, transfer, layoff, termination, use of all facilities, benefits, educational tuition assistance, and social and recreational programs will be administered without regard to a person’s protected status and so as to further the principle of equal employment opportunity. All employees are accountable for fully complying with Republic Metals’ EEO/AA policies, practices and programs to ensure nondiscriminatory treatment of employees and applicants.

The Affirmative Action Program is designed to ensure equal employment opportunity and includes policies, practices, and procedures that Republic Metals implements to ensure that all qualified applicants are receiving an equal opportunity for recruitment, selection, advancement, training, development, and every other term, condition, and privilege of employment.

**EEO Complaints**
If an employee has a concern in the area of EEO, he or she should promptly report the complaint verbally or in writing to any appropriate member of management with whom the employee feels comfortable, such as his or her manager, any manager in the employee’s reporting relationship, or Human Resources. An impartial investigation will be conducted and appropriate action will be taken. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

**Retaliation**
Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, retaliation, or discrimination because they have engaged in or may engage in filing a complaint or assisting with or participating in an EEO related investigation. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct
constituting harassment, discrimination or retaliation will be dealt with appropriately and be subject to disciplinary action.

EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA)

Title I of the Americans With Disabilities Act prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability.
The Americans With Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations. Further, it requires management to reasonably accommodate individuals with disabilities when necessary.
To comply with the employment provisions of the Americans With Disabilities Act, Republic Metals Corporation will make reasonable accommodations for all qualified individuals unless such accommodation would impose an undue hardship on the operations of the business. The extent to which reasonable accommodations will be made will be a function of several factors including, but not limited to, business necessity and cost. Republic will
• Identify the essential functions of a job;
• Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and,
• Determine whether a reasonable accommodation can be made for a qualified individual.

If an employee has a concern in the area of Americans with Disabilities Act, he or she should promptly report the complaint verbally or in writing to any appropriate member of management with whom the employee feels comfortable, such as his or her manager, officer, or Human Resources. An impartial confidential investigation will be conducted and appropriate action will be taken.
Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, retaliation, or discrimination because they have engaged in or may engage in filing a complaint or assisting with or participating in an American with Disabilities Act related investigation.

Reasonable Accommodation
It is the policy of Republic Metals to comply with the Americans with Disabilities Act, and other federal, state and local laws, and to make
reasonable accommodation based on a known disability or religious need for all qualified individuals. Furthermore, it is Republic Metals policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Republic Metals will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Republic Metals. Employees should contact Human Resources with any questions or requests for accommodation.

Employees that have or develop a need for an accommodation must discuss the issue with their manager and/or Human Resources and fully cooperate in identifying an appropriate reasonable accommodation.

CATEGORIES OF EMPLOYEES
All employees are considered full time employees. It is not the practice of Republic Metals Corporation to hire Part-Time or Temporary Employees however, this policy is subject to change at any time without notice at the sole discretion of Republic Metals Corporation.

FULL-TIME
Employees hired full time 40 hours or more on a full workweek basis for a continuous and indefinite period of time are considered full-time employees for all compensation and benefit purposes.

NON-EXEMPT FROM FEDERAL WAGE AND HOUR LAW
Non-exempt employees are expected to confine their work to the normal workday and workweek unless overtime is authorized in advance by the Facility and Operations Manager. Non-exempt employees will be paid overtime for all authorized hours worked in excess of forty (40) hours per week.
EXEMPT FROM FEDERAL WAGE AND HOUR LAW

Persons who are employed in an administrative, executive, sales, or professional category are specifically exempted from the Federal Wage and Hour Law. The hours worked by these exempt employees are often irregular and begin and end outside the normal workday. Therefore, exempt employees are excluded from the overtime provisions of the Federal Wage and Hour Law and do not receive overtime pay.

BENEFIT ELIGIBILITY

The term "eligible employee(s)" used in Section 3 - Benefits of this handbook refers to full-time employees unless otherwise designated.

ORIENTATION

Following the acceptance of employment, the Manager/Supervisor will discuss job duties and areas of responsibility with a new employee. Company policies and procedures will also be reviewed. A copy of the Information Handbook for Employees will be available for the new employee to read and review.

After reviewing the handbook, the employee must sign a statement acknowledging his/her understanding of the information contained in the Information Handbook for Employees. This statement must be witnessed by the Facility and Operations Manager and must be returned to the Human Resource Department within three (3) days of commencement of employment. This signed/witnessed copy of the statement will become part of the employee's personnel file.

A copy of the Information Handbook for Employees will be available for future reference for all employees.

EVALUATION PERIOD

During the first ninety (90) days of employment, Republic Metals Corporation and each new employee are given an opportunity to evaluate whether the employment relationship should continue.

Before the end of this ninety (90) day period, the employee's performance will be evaluated. The employee will be notified of future employment by the Human Resource Department.

During the evaluation period, an employee may voluntarily terminate employment without notice, or if the performance of the employee is not satisfactory as determined by Republic Metals Corporation, the employee may be released with or without notice.
The completion of the evaluation period should not be considered as a guarantee of permanent employment. Republic Metals Corporation evaluates employees on a continuing basis and reserves the right to terminate an employee at any time during or after the evaluation period.

PAYROLL INFORMATION
Following the acceptance of employment, each new employee will be given federal and state tax forms along with insurance forms to complete. The completed forms, the employment application form, and information regarding starting pay, starting date and any other pay or benefit information will be forwarded to the Human Resource Department.

CONTINUOUS SERVICE DATE
So that the company can maintain a record of the benefits for each employee, a continuous service date will be established for each full-time employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted as long as he/she remains a full-time employee of Republic Metals Corporation.

EMPLOYMENT OF RELATIVES
The company discourages the employment of close relatives because it is not considered sound business practice. However, under certain conditions, management may waive this policy in favor of employing close relatives within the organization.
Close relatives are defined as: spouse, mother, father, son, daughter, brother, sister, grandparent and in-laws.

EMPLOYMENT OF MINORS
The following provisions apply with respect to the company's employment age requirements:
- The company will fully comply with the Child Labor provisions of the Fair Labor Standards Act and applicable state statutes, which govern the employment of minors.
- For purposes of insurance risk, it is the company's policy to discourage the employment of individuals younger than age 18 in any position with the company. In any case involving the hire of a person under the age of 18, a written release must be secured from a parent/guardian in advance of the person's start date.
• Should the company have any reason to question whether an individual applicant is under age 18, the applicant may be required to furnish proof of birth date.

EMPLOYMENT-AT-WILL

We hope that each employee's period of employment at Republic Metals Corporation can be a rewarding experience. However, we recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the company for other reasons. Other employees may not fulfill the operational needs of the company or changed circumstances may reduce available employment opportunities, which may result in involuntary terminations.

We sincerely hope that none of these situations occur, but realistically we have to acknowledge that the possibility does exist. Therefore, the right of the employee or the company to terminate the employment relationship "at will" is recognized and affirmed as a condition of employment.

"At will" means that both employees and Republic Metals Corporation have the right to terminate employment at any time, with or without advance notice, and with or without cause.

EMPLOYEE INFORMATION

Employees are asked to help keep the company informed about any major change, which may affect their employment status. Important changes to report include:
• Name
• Address
• Home/cellular telephone number
• Marital status
• Number of dependents
• Emergency telephone numbers and whom to notify in case of emergency
• Change of beneficiary
• Authorized payroll deductions
• Additional education and special training courses

PERSONNEL FILES

Republic Metals Corporation will maintain a file on each employee. An employee's personnel file begins with his/her completed employment
application form. From time to time, various information will be added to this personnel file regarding an individual's employment status with the company. Personnel files are the property of Republic Metals Corporation and will be treated the same as any other confidential company information.

The following provisions apply with respect to the company's standards for establishing, maintaining, and handling employee personnel files:

- All official records concerning an employee will be kept up to date insofar as possible and all employees shall promptly report all pertinent personal information and data changes to the Human Resource Department.
- Employees will be permitted to review their personnel files as permitted by applicable laws.
- Information regarding the medical condition or history of an employee will be kept in a separate file with restricted access.
- The personnel file of an employee terminating employment will be maintained in accordance with applicable state and federal laws.

**CONTENTS OF PERSONNEL FILES**

Employee personnel files may include the following:

a) Original employment application
b) Signed offer letter/contract (if applicable)
c) I-9 Form
d) W-4 Form
e) Employee information sheet
f) Performance appraisal reports
g) Disciplinary action notices
h) Special commendation information
i) Educational achievement records
j) Status changes affecting employee's work and salary history
k) Employee's resume (if submitted)
l) Signed/Witnessed copy of the Acknowledgement of Receipt and Understanding
m) Other relevant documents as determined by the Human Resource Department such as employee responses to disciplinary matters.

**EMPLOYEE'S REQUEST FOR REVIEW OF PERSONNEL FILE**

The following provisions apply with respect to an employee's request to review his/her personnel file:
• The Human Resource Department will have the responsibility of coordinating the review of an employee's personnel file with the employee's immediate supervisor.

• A member of the Human Resource Department staff must be present while the employee reviews his/her personnel file.

• The employee may take notes, but may not remove, deface or otherwise make notations on the documents in his/her personnel file.

• Upon request from the employee, the company will provide a copy of any item(s) in the employee's personnel file.

MANAGEMENT'S REVIEW OF PERSONNEL FILES

All information in employee personnel files is considered confidential. This information will only be available to the Human Resource Department, the employee, senior management personnel, and supervisors or managers who are responsible for the employee. Any violation of this policy is considered a very serious offense.

One exception will be in a transfer situation where the supervisor of the department to which an employee may be transferred will be allowed to review the employee's file with the approval of the Human Resource Department and the employee's immediate supervisor.

PROPRIETARY/CONFIDENTIAL/NON COMPETE

Certain employees at the time of hiring will be required to execute Non-Disclosure Agreements, Confidentiality Agreements and/or Non-Compete Agreements. Those documents are separate and apart from this Handbook and each employee to whom this applies is directed to refer to such documents for further information.
SECTION 2

WORKING HOURS AND PAY

WORKING HOURS
The company's regular workweek begins on Monday and ends on Friday.

Regular working hours are as follows:

Office 8:30 AM to 5:30 PM, daily Monday through Friday
with a half hour lunch break and a meal break

Plant/Refinery 8:30 AM to 5:30 PM, daily Monday through Friday
with a half hour lunch break and a meal break. However, the
Plant/Refinery may
be open 24 hours or other additional hours than indicated above. At
times shifts may used when production levels require same.

Each employee is expected to complete a normal workday and work week and work whatever reasonable additional hours are required to meet company needs.

Facility and Operations Manager will inform employees of scheduled break and/or lunch periods. Employees are expected back at their workstation ready to start work at the end of each scheduled break and/or lunch period. If overtime is required, employees will be expected to work any additional time necessary.

The Company reserves the right to modify the time periods set forth above. However, no such change will require an employee to work more regular time hours than before the change nor drastically change the hours of work.

WASH UP, CLEAN UP
Because this company is engaged in shift operations, it is imperative that good housekeeping is practiced in all work areas. The company allows employees fifteen (15) minutes of paid time to clean their own work area. Within this fifteen (15) minute period and after completing the work area clean up, employees may also complete their daily time cards and wash up; however, this does not mean that employees should line up at the time clock or punch out early.
OVERTIME

Employees may be expected to work overtime in case of emergency or whenever necessary in the best interests of the company. If determined necessary, overtime work will be authorized by management beyond an employee's standard workweek. Non-exempt hourly-paid employees will be paid one and one-half (1-1/2) their base rate of pay for approved overtime hours worked in excess of forty (40) hours per week. Pay for holiday and/or vacation time not actually worked is not considered when computing overtime. ALL OVERTIME MUST BE AUTHORIZED BY AN EMPLOYEES SUPERVISOR OR MANAGER. AS A CONDITION OF OVERTIMEPAYMENT.

PREMIUM TIME

Employees required to work on their regularly scheduled day(s) off will be paid one and one-half (1-1/2) their regular rate of pay regardless of the number of hours worked in the work week.

PAY PERIOD AND PAYMENT

Personnel are normally paid on Friday for work performed the previous week.

TIME RECORDS

Government regulations require that the company keep an accurate record of hours worked by employees. Employees are required to punch in when they report to work and punch out when they leave. Employees must punch in no earlier than fifteen (15) minutes prior to their starting time and punch out no later than fifteen (15) minutes after their scheduled work day has ended unless approved by Facility and Operations Manager.

It is a violation of company policy for one employee to punch another employee's time card, or to alter his/her own time card or that of another employee.

If an employee has a question concerning his/her time card, he/she should discuss the matter with his/her supervisor.

ATTENDANCE

Regular and on-time attendance is expected for efficient operations at Republic Metals Corporation. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reason may cause
unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment.

**Employees are expected to personally make the effort to notify the company of any absence or tardiness.** Employees should contact Facility and Operations Manager directly to report any absence or lateness prior to their starting time so that arrangements may be made to alter the distribution of work if necessary.

Any employee who fails to maintain an acceptable attendance record may be subject to disciplinary action. Unexcused absence or tardiness will affect future promotions and/or raises.

If any employee is absent from work for three (3) consecutive days without informing Facility and Operations Manager, it will be assumed that the employee resigned and employment will be terminated as of the last day worked by the employee.

**UNEXCUSED ABSENCE**

Following are descriptions of disciplinary actions that will result from unexcused absence:

1st Offense  Verbal reprimand with written notice to employee's personnel file, and no pay

2nd Offense  Written notice (copy to employee's personnel file) and no pay

3rd Offense  Suspension for one (1) working day without pay with management review

4th Offense  Subject to termination after management review

**TARDINESS**

Tardiness applies to returning from lunch and/or break periods as well as the beginning of the workday. Following are descriptions of disciplinary actions that may result from tardiness that occurs within a period of two (2) weeks:

1st Offense  Verbal reprimand with written notice to employee's personnel file

2nd Offense  Verbal reprimand with written notice to employee's personnel file

3rd Offense  Suspension up to one (1) working day without pay

4th Offense  Suspension for two (2) working days without pay up to termination
FAMILY EMERGENCY

In the event the Office receives word of an emergency related to a member of an employee's family, the employee will be notified as soon as possible. Should the employee be at a location away from his/her normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

SEVERE WEATHER CONDITIONS

If there is any question regarding hours of work during severe weather conditions, employees are responsible for contacting HR department, checking their emails and or calling the Office at 305-685-8505 regarding opening and closing hours. Republic Metals Corporation will make every effort to advise its employees of opening and closing hours due to server weather. If an employee fails to come to work because he or she made a reasonable effort to determine if business was closed because of severe weather but was unable to get the information the employee will not be penalized.

PERFORMANCE EVALUATIONS

Performance of employees will be evaluated periodically by management. The evaluation consists of a personal interview during which an employee's strengths and weaknesses are discussed and evaluated and recommendation for improvements is made. These interviews also identify the short and long-range goals of employees and determine how they interrelate with the company's purpose and objectives.

Any recommendation for promotion, a change of duties, or an increase in pay must be approved by the President before any change takes effect. A performance evaluation does not necessarily mean a change in pay or duties.

ADVANCEMENT

Republic Metals Corporation believes in promoting from within the company. We want employees to have the opportunity for promotion to higher paying positions within the company. A promotion will be based on such factors as quality and quantity of work, prior job performance, experience, educational background, attendance record, safety record, and the ability to work well with others. In its sole option and discretion, RMC will notify those employees it believes could be appropriate for an advancement position.
We reserve the right to look outside the organization if we feel that an employee with the best qualifications cannot be found within the organization.

PAYROLL DEDUCTIONS FROM GROSS PAY

The company will make arrangements for payroll deductions for the following:
- federal income taxes
- state income taxes (Where applicable)
- Social Security taxes
- past due taxes
- garnishments (including child support) or other court ordered wage deductions
- employee's portion of group insurance premiums
- employee's portion of group insurance premiums for coverage on eligible dependents
- uniforms
- loss, damage, or destruction of company property
- charitable contributions

Any deductions (other than statutory deductions) must be authorized by the employee. No other deductions will be made unless specifically authorized in writing by the employee. All deductions will be itemized on the employee's pay check stub. Questions regarding payroll deductions should be directed to the Human Resources Department.

ERROR IN PAY

The company takes precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify the HR (Human Resource) department. The company will make every attempt to adjust the error no later than the employee's next regular pay period.

GARNISHMENT OF EMPLOYEE WAGES

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. State law requires the company to honor garnishments of employee wages (including child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs.
AUTHORIZED CHECK PICKUP
If an employee is absent on payday and instructs someone to pick up his/her pay check, a note signed by the employee authorizing the person must be provided before the check can be released. The person picking up the paycheck must show proper identification and sign for the check. This policy protects both the employee and the company.

PAY ON SEPARATION FROM EMPLOYMENT
Employees separated from employment will be paid for time worked (less deductions) on the next regular pay day according to the applicable federal and state laws.

ADVANCES AND LOANS
Republic Metals Corporation does not advance money to Employees against wages nor generally loan money to employees.
SECTION 3
BENEFITS

The company provides a well-balanced program of benefits designed to meet the needs of employees and provide protection from financial hardship. These benefits will be reviewed periodically to assure that they keep pace with area practice.

The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to any employee. The eligibility requirements of these benefits are described in the summary plan documents and/or benefits booklets.

Full-time employees are eligible for benefits provided by the company if they meet specific requirements.

At the present time, Republic Metals Corporation pays for most of the cost of the benefits. Be sure to keep information regarding any change to the handbook. Questions concerning benefits and/or insurance claim information should be directed to the Human Resource Department.

| The terms of the benefit plans described are subject to change at any time by the insurer(s) or Republic Metals Corporation. |

VACATION ELIGIBILITY

The company recognizes that employees need a scheduled time away from normal work duties for their personal well-being. The company grants annual vacation with pay to full-time employees who meet the following service requirements:

<table>
<thead>
<tr>
<th>Length of Continuous Service</th>
<th>Eligible Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year</td>
<td>1 Week</td>
</tr>
</tbody>
</table>

VACATION SCHEDULES

Vacation requests must be made at least 30 days prior to the desired vacation time. Vacation may be taken at any time during the year after eligibility with the following provisions:

- Employees are expected to take their paid vacation time as a means of rest and diversion for themselves and their families.
- Vacation must be approved in advance by Jason Rubin, President of RMC.
- Unused vacation time may not be carried over into the next calendar year.
- Vacation days must be taken no later than the last day of the employees annual year.
- Vacation time must be taken in minimum increments of 8 hours representing 1 day.
- An employee must work the regularly scheduled workdays before and after the paid vacation period in order to be eligible to receive vacation pay.
- Job requirements will always have precedence over vacation schedules.
- Length of service will be considered in the event a conflict of vacation schedules arises.

**VACATION PAY**

The following provisions apply with regard to vacation pay:
- Pay for vacation time will be at the employee's regular rate of pay.
- Paid vacation time will not be considered as time worked for the purpose of computing overtime.
- Pay in lieu of unused vacation at any time will be provided only at the convenience of the company when approved in advance by Jason Rubin, and, upon separation from employment under certain conditions.

**OBSERVED HOLIDAYS**

The company normally recognizes the following paid holidays; however, the company may decide to work on a holiday depending upon job requirements.

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Eve  
Christmas Day  
New Year's Eve

Religious Holidays (to be taken at management's discretion)
The following provisions apply with regard to holidays observed by the company:

- If a holiday falls on a Saturday or Sunday, its observance will be at management's discretion.
- To be eligible for holiday pay, an employee must first complete one week of continuous employment.
- An employee must also work the regularly scheduled workdays before and after a holiday to be eligible for holiday pay.
- Paid holiday time will not be considered as time worked for the purpose of computing overtime.

**GROUP HEALTH INSURANCE**

Group health insurance is available to all full-time employees. Coverage will become effective on the 1st day of the month following 60 days of continuous employment.

At the present time, the company pays 50% towards the cost of premiums for coverage on employees. Employees who want to include coverage on their eligible dependents may do so by indicating this choice on the group health insurance enrollment form.

As health care costs continue to rise, the company will attempt to provide suitable health coverage to its employees. However, when necessary, the company reserves the right to change the portion paid by employees for health insurance premiums.

If an employee previously covered by the company's group health insurance plan is laid off because of temporary lack of work or illness and is rehired within three (3) months of the layoff, the employee will become eligible to participate in the company's group health insurance plan on the first day of the month after rehire and acceptance by the insurance carrier.

The insurance carrier will provide eligible employees with a detailed summary of the insurance coverage provided.

**CONTINUATION OF GROUP HEALTH INSURANCE (COBRA)**

Republic Metals Corporation will comply with federal regulations relating to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), which is designed to provide employees with the opportunity to continue health insurance coverage at group rates in certain instances in which coverage would otherwise cease. The premium for this coverage is the sole responsibility of the employee. Further information may be obtained from Human Resources.
EDUCATIONAL ASSISTANCE

The company encourages all full-time employees to be more effective on the job and to increase their career potential within the company by voluntary participation in job-related classes, continuing education programs and/or professional seminars outside regular working hours. The company feels employee development is advantageous to both the company and the employee.

With prior approval from management, the company will reimburse 50% of the cost upon successful completion. The employee must have a final grade no less than C.

If an employee attends a job-related class/seminar that requires an overnight stay, reimbursement for lodging and/or meal expenses will be made according to previously established guidelines. Receipts along with a properly completed Expense Report are required at the time the reimbursement is requested.

Any cost to attend a seminar will be paid directly by the company before the employee attends. If the employee fails to attend a seminar, the cost to attend the seminar or any cancellation fee incurred will be at the expense of the employee.

Employees requesting educational assistance must comply with the following conditions:
- Employee must submit a written request for educational assistance to the Jason Rubin listing the name of the school, a description of the course, tuition cost, scheduled time, and whether or not the employee is working toward a degree.
- Employee must be employed full time by the company at the time the reimbursement is paid.
- Upon successful completion of the course, the employee must submit all receipts for books, tuition, student fees, etc., along with a copy of the final grade received to the CEO, Jason Rubin for review before reimbursement.
- Reimbursement for educational assistance will not be made if the course is dropped, failed, or in any way not completed, or if the employee ceases to be employed by the company for any reason.
- Reimbursement will not be made by the company if the employee is receiving payment for course(s) by grant or scholarship from other sources, for example, the G.I. bill.
• Final approval for all educational assistance will be given by Jason Rubin.
• Any special cases or situations not listed above will be at the discretion of the CEO, Jason Rubin.

CIVIC LEAVE
When an employee is required to serve as a juror or is subpoenaed to serve as a witness on company business, time off up to 10 days with pay will be granted as follows:
• The employee must notify the Human Resources Department upon receipt of a summons.
• A document from the court, which shows the time, spent by the employee and the amount paid to the employee must be submitted to the Human Resources Department.
• The company will pay the difference between what the court pays the employee and the employee's regular rate of pay.
• Verification of an employee being seated on a jury, being detained in a jury pool, or subpoenaed as a witness is required.
• If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular work day comprised of civic time and time on the job.
• Should the employee's work duties with the company be vital to its operation, the company may ask the court to excuse the employee from jury duty.

TESTIMONY AS WITNESS OR VICTIM
Any employee who is a witness to or victim of a crime, and who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, is entitled to leave to appear as a witness or to consult with the district attorney, provided that the employee provides his or her supervisor or the human resources department reasonable advance notice of the dates of absence. Employees will be paid for time taken under this policy.

VOTING
The company encourages its employees to vote in every election; however, time off is not provided for voting with or without pay. Employees should plan to vote prior to or following normal work hours.
FUNERAL LEAVE

In the event of a death in an employee's immediate family, the employee will be allowed up to two (2) days off with pay in order to assist with arrangements or to attend the funeral. If additional time is necessary, vacation time may be used provided the employee is eligible for vacation time. Immediate family is considered: spouse, parent, stepparent, child, stepchild, brother/sister, stepbrother/sister, grandparent, grandchild, and in-laws.

Prior approval for any funeral leave must be obtained from Facility and Operations Manager. If prior approval is not obtained, the employee will not be paid for the funeral leave.

Payment will not be made under this policy when a death occurs during an employee's vacation, leave of absence, and layoff or at a time when an employee receives holiday pay.

The company reserves the right to request substantiation of any death in an employee's immediate family and/or confirmation of an employee's attendance at a funeral.

SICK LEAVE

The company allows employees two (2), 8 hours days paid sick leave per year. The following provisions apply:

- Sick leave is accrued after completion of ninety (90) days of continuous employment.
- Sick leave days may not be carried over to the next annual employment period.
- Employee must contact his/her supervisor when he/she cannot report to work. Until medical certification is received, this should be done every day prior to the employee's normal start time so that necessary arrangements may be made to redistribute work.
- The company reserves the rights to request an explanatory note from the employee’s physician should an absence extend beyond three (3) consecutive working days due to a non-job-related illness or injury.
MEDICAL ABSENCES

The company reserves the right to request an explanatory note from the employee's physician should an absence extend beyond five (5) consecutive working days due to a non-job-related illness or injury.

When an employee is absent from work for more than five (5) consecutive working days, management will review the situation to determine if there is a need to fill the position in the individual's absence.

Absence due to pregnancy, childbirth, and related medical conditions will be treated the same as any other non-pregnancy-related illness or disability.

Medical absences for periods in excess of two (2) weeks are at the discretion of management and may be denied, approved on conditions, which are necessary to the company's interests or approved outright. The status of an employee's position and benefits during and at the conclusion of any such extended medical absence will be determined by management and communicated to the employee before or at the time the absence is granted.

MATERNITY LEAVE

It is the policy of Republic Metals Corporation to allow maternity leave-without-pay up to twelve (12) weeks with the following provisions:

• The determination of the beginning and closing dates of the employee's absence will be a joint decision between the employee, the employee's attending physician and the employee's supervisor.

• Before commencing maternity leave-without-pay, the employee must use all allowable sick leave and all earned annual leave.

• The employee may return to work within a specified period of time up to five (5) days after commencement of maternity leave-without-pay providing that the employee has medical approval. This period of time can be extended upon medical recommendation if approved by the company and at its discretion.

• If the employee returns to work within the specified time period or as soon as medically approved thereafter, the employee will be reinstated to the position held prior to the leave or a position of equivalent status and pay.

• A medical release from the employee's attending physician is required upon return to work.

• If the employee does not return to work within the specified number of days or as soon as medically approved thereafter, the policies governing leave of absence without pay will apply.
FAMILY/MEDICAL LEAVE

In general, an employee who has completed at least twelve (12) months of continuous service with Republic Metals Corporation and performed at least 1,250 hours of service in the prior 12-month period is eligible to receive an unpaid family/medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The following provisions apply with regard to the family/medical leave policy for employees of Republic Metals Corporation:

- Family/medical leave may be taken only if it is made necessary due to one of the following reasons:
  1) within twelve (12) months of the birth of a child of the employee in order to care for the child;
  2) within twelve (12) months of the placement of a child with the employee in connection with adoption or foster care in order to care for the child;
  3) a serious health condition of the employee's child, parent, or spouse;
  4) a serious health condition of the employee, which prevents him/her from performing the essential functions of his/her job.

- In no instance does the federal law require the company to grant more than a total of twelve (12) weeks of unpaid leave in any consecutive twelve (12) month period.

- If an employee and his/her spouse both work for Republic Metals Corporation, they would be eligible for a single twelve (12) week period which they can split between them; however, if the need for leave is for their own serious health condition or that of their spouse or child, each would be eligible for a total of twelve (12) weeks.

- Any leave granted to an eligible employee under this law because of a serious health condition of a family member may be taken consecutively or intermittently depending on the legitimate needs of the employee. The employee must make a reasonable effort to schedule such leave so as not to disrupt the company's business operations.

- Any leave granted due to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the company and must be completed within one (1) year of the adoption or birth.

- During the leave, the employer will maintain the employee's health care coverage under the same conditions as coverage would be provided if the employee were continuously employed during the entire leave period.
Both the employer and the employee will be responsible for payment of their share of the premium during the leave period.

- Eligible employees must provide reasonable prior notice to the company when requesting a leave of absence under the law. The company may require an employee to provide certification issued by a licensed health care provider in order to ensure that the employee meets the eligibility requirements.
- The company is not required to comply with the FMLA to the extent an employee is among the highest paid 10% of employees of the company within a 75 mile radius of any worksite if the company can show that granting the leave would cause substantial and grievous economic injury to its operations.

For more information about family/medical leave, contact the Human Resources Department.

MILITARY LEAVE
Republic Metals provides a military unpaid leave of absence to employees who are absent from work due to service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Employees should contact Human Resources for specific guidelines regarding Military Leave. Time off for military leave is automatically granted to employees who enter the Armed Forces of the United States or any of its reserve components, including the National Guard and Public Health Service Commission Corps for military service or training. When discharged from service, the employee is reinstated as a Republic Metals employee into the previous position that was held at the time the leave was taken or into a position equal in salary, salary grade and job responsibility, without loss of seniority.

Military Family Leave
Eligible employees with a spouse, child, or parent who is on armed forces active duty, or has been notified of an impending call or order to active duty, may take up to twelve (12) weeks in a rolling twelve (12) month period of job protected unpaid leave due to a "qualifying exigency." Examples of qualifying exigencies are:

- making arrangements for childcare required due to the service member's absence
- making financial and legal arrangements to address the service member's absence
• attending counseling related to the service member’s active duty
• attending official ceremonies or programs where the military requests participation of the family member (as defined by USERRA)
• attending to farewell or arrival arrangements for the service member
• attending to affairs caused by the missing status or death of the service member

Eligible employees who are the spouse, son, daughter, parent or next of kin of a service member or eligible veteran who is recovering from a serious illness or injury sustained in the line of duty while on active duty are entitled to twenty-six (26) weeks of job protected unpaid leave in a single twelve (12) month period to care for the service member. Human Resources should be contacted for more information regarding procedures for requesting a military leave.

SOCIAL SECURITY
The cost of Social Security is shared between employees and the company. For every dollar an employee puts into Social Security, Republic Metals Corporation puts in a dollar.
Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death at any time. Contact the local Social Security Office for details.

WORKERS' COMPENSATION
Employees of Republic Metals Corporation are covered by Workers' Compensation insurance, which is purchased by the company in the state in which it operates. This insurance provides compensation to an employee for lost wages caused by illness, accidental injury, or death suffered in the course of or as a result of his/her employment with the company in accordance with the laws of the state of Florida.

Eligibility
Eligibility for benefits under Workers' Compensation insurance is automatic and is effective on date of hire.

Reporting
A report must be filed immediately of the onset of illness or injury.
Benefits
Workers' Compensation benefits provide weekly payments based upon a statutorily specified amount of the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury.

Wage Continuation
- In addition to the weekly benefit payments made under Workers' Compensation insurance, the employee will receive from the company the difference between the insurance benefit and basic weekly earnings (for a specified number of days or weeks) according to the individual's length of service and eligibility for supplementary payments under the company wage continuation plan that applies to that individual.

Effect on Continuous Service Date
Any time lost by an employee due to an occupational illness or injury covered by Workers' Compensation insurance will be credited as active service for all company benefits.

The company will comply with all state and federal laws pertaining to Workers' Occupational Diseases and Workers' Compensation.

UNEMPLOYMENT COMPENSATION
Unemployment compensation is another form of insurance, which is paid for entirely by Republic Metals Corporation. Unemployment compensation helps employees meet a loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group insurance, Social Security, and Workers' Compensation.

Domestic and Sexual Violence Leave
An employee who has been employed by Republic Metals for at least ninety (90) days may be eligible for up to three (3) days of unpaid leave in a rolling twelve (12) month period to attend to personal business resulting from acts of domestic or sexual violence when the employee or a family or a household member is the victim (1). For purposes of Domestic and Sexual Violence leave, family or household members include:
• spouses or former spouses;
• persons related by blood or marriage;
• persons who are presently residing together as if a family or who have resided together in the past as if a family;
• persons who are parents of a child in common regardless of whether they have been married.

With exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

The employee can use the leave to:
• seek an injunction for protection against domestic violence, including repeat violence, dating violence, or sexual violence;
• to obtain or receive medical and/or dental assistance for a medical and/or dental problem resulting from domestic or repeat violence, including obtaining such services for the employee’s family or household member;
• to obtain and receive legal assistance relating to domestic or repeated violence, including but not limited to criminal prosecution, protective order, divorce, custody of children, and child support;
• to attend court appearances relating to domestic or repeat violence, including but not limited to criminal prosecution, protective order, divorce, custody of children, and child support;
• to attend counseling or support services, including counseling or support service for dependent children;
• to make the employee’s home secure from the perpetrator of the domestic violence or to seek new housing to escape a perpetrator; or
• any other arrangements necessary to provide for the safety and well-being of an employee subject to domestic or repeat violence.

All information relating to an employee’s request for Domestic or Sexual Violence Leave will remain confidential to the extent permitted by law. Republic Metals prohibits discrimination or retaliation against any employee for exercising his or her rights under a Domestic and Sexual Violence Leave. If an employee believes that he or she is being retaliated against, the employee is strongly encouraged to report the retaliation to Human Resources.
(1) In accordance with a Miami-Dade County ordinance, employees who work in Miami-Dade County are entitled to thirty (30) work days of unpaid leave in a rolling twelve (12) month period; and Part-time employees must have worked at least three hundred eight (308) hours of service during the previous ninety (90) days to be eligible.
SECTION 4

TRANSFER of EMPLOYEES, SEPARATION FROM EMPLOYMENT and LEAVE OF ABSENCE

TRANSFER OF EMPLOYEES

Transfer of employees from one department to another or from one location to another for the company's convenience may be made to meet company requirements. A request for transfer should be made in writing and submitted to the Facility and Operations Manager for consideration. A transfer may be made if management determines it is in the best interest of the company and the employee.

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment voluntarily or involuntarily by retirement, voluntary resignation, lack of work, or termination. Usually, before an employee is terminated, he/she will be told the reason(s) and will be counseled by Facility and Operations Manager. However, if any misconduct warranting discipline is severe enough, the Facility and Operations Manager has the authority to discharge the employee immediately.

The Facility and Operations Manager will advise the Human Resource Department immediately of the date and reason for terminating an employee. All company property in the employee's possession must be returned to the Facility and Operations Manager upon separation from employment before the final pay check is released.

VOLUNTARY RESIGNATION

Any employee voluntarily resigning his/her position with Republic Metals Corporation must submit and complete a two (2) week written notice of resignation.

EXIT INTERVIEW

An employee planning to leave the company may be asked to participate in an exit interview. In addition to discussing his/her decision to leave the company with his/her immediate supervisor, a member of the Human Resource Department staff will meet with the employee prior to the termination. Discussions concerning the reasons for leaving will assist the
company in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview matters relating to final pay and any other personal considerations will be arranged.

PAY AT TIME OF SEPARATION FROM EMPLOYMENT
The company will determine if the terminating employee has any outstanding debt owed to the company and whether the individual has in his/her possession any company credit cards, uniforms, tools, keys, safety equipment, manuals vehicles, ID cards/badges or other company property.

After a full accounting of the employee's and the company's accounts (as determined by the company) is completed, a final paycheck will be issued to the employee in accordance with state law.

The company will issue a check designated as the final payment for all services rendered. The final check will not reflect any time not actually worked except for an employee separated from employment with the company for any reason before he/she has taken part or all of his/her earned vacation. The employee will receive pay for his/her earned (unused) vacation time at the time of separation from employment.

Upon resignation or termination, the employee should consult the Office for possible conversion of group insurance and to address any financial issues.

Any employee terminating employment is expected to return any company property in his/her possession.

LEAVE OF ABSENCE
An employee with at least one (1) years of service may ask for a leave of absence without pay from the company; however, no employee is guaranteed a leave of absence.

Any request for a leave of absence must be made in writing stating a definitive period of time and must be approved (in advance) by Facility and Operations Manager. If the time period requested is longer than the position can be held open, then the employee will be advised at that time that the job may not be available upon the employee's return to work.

Management may recommend either approval or denial of a leave of absence request based upon business considerations and/or circumstances of the request, (e.g., staffing needs, employee disability, military obligations, family crisis, unusual circumstances, etc.).

Due to lack of work, the company may require an employee to take an unpaid leave of absence. The length of the company-initiated leave of absence may vary.
During any approved leave of absence the following provisions apply:

- The employee is responsible for the payment of all insurance premiums for his/her individual coverage and dependent health insurance coverage (if applicable). This money should be paid to Republic Metals Corporation by the first day of each month that the employee is on an approved leave of absence.
- The employee will retain his/her original employment date showing no interruption in service.
- Credit for paid vacation leave cannot be accrued during an approved leave of absence.
- If an employee accepts other employment, all of his/her benefits with the company will be terminated.
- Any leave of absence is without pay.

**REDUCTION OF WORKFORCE**

In the event that a reduction in the company's workforce becomes necessary, employees over and above the number determined by the company as needed to perform the available work will be terminated. In determining those employees to be retained, consideration will be given to the quality of each employee's past performance, the need for the position held by the employee and, with all other factors being equal, the length of service of each employee.

If feasible, but not as a vested right, employees subject to termination will be given a notice prior to the anticipated termination. Upon such termination, all accrued but unused vacation leave will be paid in full and any insurance benefits required to be offered will be brought to the employee's attention.
SECTION 5
WORK POLICIES and REGULATIONS

CARE OF EQUIPMENT AND FACILITIES
All employees should be concerned with the care and safe use of company-owned equipment and facilities. Good housekeeping is expected of every employee.

PARKING
An adequate parking area is provided for employees. Employees shall park in that space designated for the employee. Please cooperate by not blocking any gate, door, driveway, or the dock of the shipping and receiving area. The company assumes no responsibility for an employee's vehicle or the contents of the vehicle while on company property.

PERSONAL APPEARANCE/CLOTHING
Every employee of Republic Metals Corporation contributes to the company's overall public image during working hours. Appropriate attire enhances an employee's effectiveness in providing superior service. Each employee personally represents the company and is required to dress in a manner appropriate with prevailing business style.

The company does not object to employees having reasonably long hair if it is groomed. Nor does it object to mustaches and/or beards if they are kept trimmed and do not hinder the employee's job performance or safety on the job. Due to the nature of the business, the company request that all employees refrain from wearing Jewelry (with the exception of a wedding ring and watch) in the workplace.

SMOKING POLICY
Republic Metals Corporation is dedicated to providing a healthy, comfortable, productive work environment for our employees. This goal can only be achieved through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking. Therefore, smoking is prohibited throughout company facilities. Outside facilities but on company, smoking is only permitted at designated smoking areas.

UNIFORMS
Republic Metals Corporation hourly personnel are provided with a minimum of three (3) sets of uniforms, which will be worn at work. Republic Metals Corp is responsible for the cleaning of their uniforms. The cost of the uniforms is paid by the company; however, the employee is responsible for returning the uniforms to the company if they are separated from employment. If the uniforms are not returned, the cost will be deducted from the employee's final paycheck.

Republic Metals Corp personnel and all management personnel are required to wear proper attire.

PERSONAL BELONGINGS

Republic Metals Corporation recognizes an employee's desire to display mementos pertaining to his/her family or other personal items. While Republic Metals Corporation can take no responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- **Safety Comes First** - No object can interfere with job safety as viewed by company management.
- Nothing can be displayed that *(in the opinion of management)* is derogatory to any person or system of beliefs.
- Objects that *(in the opinion of management)* are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

SAFETY EQUIPMENT

Employees will be provided with safety equipment if it is a requirement for a particular job. This equipment will be signed for by the employee and replaced at the employee's expense if the equipment is lost, damaged, or stolen. Replacement will be provided if the equipment is shown to be defective.

COMPANY TOOLS AND EQUIPMENT

The company will furnish all necessary tools and equipment to complete job assignments. Each employee is reminded that all items purchased by the company are the property of Republic Metals Corporation and represent a very valuable asset of the company. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were his/her personal property.

An inventory of tools and equipment will be made periodically. If it is determined that an employee is negligent in the proper storage of tools,
materials, or supplies or they are misplaced or stolen, the employee will be asked to replace same at fair market value or the cost of the item will be deducted from the employee's pay check.

When leaving a work area, it is required that all tools be placed back in designated storage areas or removed from the work area and secured in locked storage where available.

More can be found out about this topic in Section 8 below of the Employee Handbook.

BREAK AREA and LUNCH ROOM
The company provides a break area / lunch room equipped with vending machines, a microwave, kitchen facilities, and refrigeration for the convenience of our employees. Employees are encouraged to use the break area / lunch room for their scheduled break and/or lunch period. Employees owe it to fellow employees to keep the break area/lunch room neat and clean. Consumption of food is only permitted in the break area/lunch room.

ENERGY PRESERVATION AND WASTE PREVENTION
Waste of energy and materials is costly to the company and ultimately results in losses, which must be paid for by other cost reduction actions. Employees are expected to:

- conserve energy at every opportunity by keeping thermostats in moderate ranges; i.e., 72 degrees
- change filters regularly
- drive within posted speed limits
- participate in the company's recycling program.

SOLICITATION AND/OR DISTRIBUTION
To prevent disruption of business activities, to minimize distractions for all employees, and to preserve company security, solicitation and/or distribution of literature, materials, goods, contest promotions, requests for donations, or any other solicitation and/or distribution is prohibited during working time or in work areas.

PERSONAL SECURITY
Customary to the Industry, Republic Metals Corporation require all personnel as well as any of their personal belongings including, but not limited to wallets, cell phones, coolers, brief cases, pocketbooks, luggage, camera, and automobiles parked at our facility to be searched upon entering and exiting the premises or as deemed necessary.
All doors, files, desks, gates, and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times when not in use. Lost keys must be reported to the Office immediately. Any concerns about security should be directed to the Security Officer. Personal vehicles can be searched if employer deems necessary, and if vehicle is parked on company premises. Also see Section

**BULLETIN BOARD**

The company maintains a bulletin board to keep employees informed of current items of general interest. Employees should check the bulletin board regularly. Posting and/or removal of notices must have the approval of Human Resources Manager.

**OUTSIDE EMPLOYMENT**

Republic Metals Corporation makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100% of his/her effort is required. If an employee chooses to work outside of his/her job and the outside employment competes with what is expected of him/her as an employee of Republic Metals Corporation, opportunities for promotion and advancement with Republic Metals Corporation may be limited by his/her decision.

If management feels that outside employment prevents an employee from fulfilling his/her obligations to the company, the employee will be asked to resign from Republic Metals Corporation or to leave his/her outside employment.

All management and supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

**COMMUNICATION SYSTEMS**

The following office procedures apply concerning Republic Metals Corporation communications:

Company communications equipment is the sole property of Republic Metals Corporation. Communications equipment and services include mail, electronic mail (e-mail), courier services, facsimiles, telephone systems, computers, computer networks, on-line services, internet connections, computer files, video equipment and tapes, tape recorders and recordings, pagers and cell phones.
On-line services may be accessed only by employees specifically authorized by Republic Metals Corporation. Employees’ on-line use should be limited to work related activities.

Employees should not use Republic Metals Corporation’s communication services and equipment for personal use except in emergencies or when circumstances warrant it. When personal use is unavoidable, employees must properly log any user charges and reimburse Republic Metals Corporation for them. Republic Metals Corporation communications property or equipment may not be removed from the premises without written authorization from the employee’s supervisor.

Improper use of Republic Metals Corporation’s communications services and equipment includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

ALCOHOL
Consumption of, possession of, or being under the influence of alcoholic beverages on company property or during company working hours, in the Office or in any vehicle used for company business is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action including immediate termination of employment. Any employee who reports for work or who is at work is subject to blood/alcohol testing to determine the presence of alcohol in the body.

DRUGS
The company has in place a substance abuse policy that incorporates the provisions of the Drug-Free Workplace Act of 1988. All employees must abide by all of the terms and conditions of this policy while employed by Republic Metals Corporation. In this regard, employees are required to read the policy and sign a statement acknowledging their understanding of the policy and intent to follow the policy. Any employee who reports for work or who is at work is subject to chemical screening and/or blood/alcohol testing to determine the presence of unauthorized drugs in the body. The Drug-Free Workplace Policy is fully described in Section 6.

POLICY ON HARASSMENT
Consistent with our policy of equal employment opportunity, harassment in the workplace based on a person’s race, sex, religion, national origin, age, height, weight, marital status or disability will not be tolerated
concerning employees or applicants for employment. One aspect of our policy requiring some clarification is the prohibition of any form of sexual harassment in the workplace. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures in the workplace, sexually explicit or offensive jokes, or physical assault.

Any employee who feels that he/she is a victim of sexual harassment, including but not limited to, any of the conduct listed previously, by any supervisor, management official, other employee, customer, client or any other person in connection with employment at Republic Metals Corporation should bring the matter to the immediate attention of the Director of Human Resources.

If that would prove to be uncomfortable, an employee may directly contact any other member of management. Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and appropriate corrective action taken if warranted.

After an investigation, any employee determined to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination of employment.

**Discriminatory Harassment Definition**

Discriminatory harassment is defined as verbal or physical conduct that denigrates or shows hostility on the basis of any protected status when such conduct has the purpose or effect of unreasonably interfering with an
employee’s work performance or creating an intimidating, hostile, humiliating or offensive work environment.

**Responsibilities**
If an employee believes that he or she has been subject to sexual harassment or discriminatory harassment, the employee is strongly encouraged to:

- make their unease and/or disapproval directly and immediately known to the offender; and
- make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
- promptly report the complaint verbally or in writing to any appropriate member of management with whom the employee feels comfortable, such as the employee’s manager, any manager in the direct reporting relationship, or Human Resources. An impartial investigation will be conducted and appropriate action will be taken. The investigation and results thereof will remain confidential.

Fraudulent complaints of harassment are a serious offense and will not be tolerated.

**Retaliation**
Employees who allege harassment violations or who cooperate in an investigation shall not be subjected to reprisal, recrimination, retaliation, or the threat of such action.

**Internal Complaint / Grievance Process**
Republic Metals has implemented internal complaint resolution procedures designed to provide employees with an opportunity to raise job related complaints and to seek review of certain internal disputes. This mechanism provides a straightforward course of action and offers employees the freedom to bring a complaint to any level of management or Human Resources.

Republic Metals encourages each employee to promptly report all job related complaints or job related problems as soon as possible to his or her manager, or any manager in the employee’s reporting relationship or Human Resources. If, at any time, the employee feels it would be unreasonable to report the incident to his or her manager because of unusual circumstances, the employee is strongly encouraged to report it to Human Resources.
**Internal Complaint Process**
Republic Metals will promptly investigate all complaints of job-related problems and will take appropriate corrective action when warranted. An employee (i) found in violation of Republic Metals’ policies or (ii) who retaliates against another employee for filing a complaint or for participating in an investigation or (iii) who breaches instructions regarding confidentiality or interferes in an investigation under this process will be subject to corrective action, up to and including termination of employment. Any employee who is subject to corrective action under this process may appeal the decision to the Human Resources Director.

**Documentation**
In order to insure confidentiality for any employee who utilizes the Company’s internal complaint procedure, the documentation of an employee issue, concern or complaint and the underlying investigation will be kept separate from the employee’s personnel file and Human Resources will retain this information in a separate confidential file.

**Ethics Hotline**

| RMC is committed to the highest possible standards of ethical, moral and legal business conduct. In conjunction with this commitment and RMC’s commitment to open communication, this hotline aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistle blowing in good faith. However, if an employee feels that their anonymity is not required then they should follow our existing grievance procedure. |

The Ethics Hotline and whistle blowing policy is intended to cover serious and sensitive concerns that could have a large impact on RMC, such as actions that:
- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with company policy, including the Code of Business Conduct (Gold Supply Chain Policy, AML Policy, Safety and Environmental policy);
- Otherwise amount to serious improper conduct, security breaches, theft.

| Regular business matters that that do not require anonymity should be
Directed to the employee’s supervisor or Human Resources.

Reporting Procedures
* English speaking USA: (800) 855-400-6000 (not available from Mexico)
* Spanish speaking North America: (800) 216-1288 (from Mexico user must dial 001-800-216-1288)
* Website: www.lighthouse-services.com/republicmetalscorp
* E-mail: reports@lighthouse-services.com (must include company name with report)
* Fax alternative for written documents: 215-689-3885 (must include company name with report)

Harassment or Victimization
Harassment or victimization of individuals submitting hotline reports will not be tolerated.

Confidentiality
Every effort will be made to protect the reporter’s identity by our hotline vendor. Please note that the information provided in a hotline report may be the basis of an internal and/or external investigation by our company into the issue being reported. It is possible that as a result of the information provided in a report the reporter’s identity may become known to us during the course of our investigation.

Anonymous Allegations
The Ethics Hotline allows employees to remain anonymous at their option. Concerns expressed anonymously will be investigated, but consideration will be given to:
* The seriousness of the issue raised;
* The credibility of the concern; and
* The likelihood of confirming the allegation from attributable sources.

Reporters to the hotline will have the ability to remain anonymous if they choose. Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law. However, your identity may become known during the course of the investigation because of the information you have provided.
Malicious Allegations
Malicious allegations may result in disciplinary action.

Initial Inquiries
Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved by agreed upon action without the need for an investigation.

Timing
The earlier a concern is expressed; the easier it is for us to take action.

Evidence
Although you are not expected to prove the truth of an allegation, the employee submitting a report needs to demonstrate in their hotline report that there are sufficient grounds for concern.

Feedback to Reporter
Whether reported directly to RMC personnel or through the hotline, the individual submitting a report will be given the opportunity to receive follow-up on their concern:

* Acknowledging that the concern was received;
* Indicating how the matter will be dealt with;
* Giving an estimate of the time that it will take for a final response;
* Telling them whether initial inquiries have been made;
* Telling them whether further investigations will follow, and if not, why not.

Further Information
The amount of contact between the individual submitting a report and the body investigating the concern will depend on the nature of the issue, the clarity of information provided, and whether the employee remains accessible for follow-up. Further information may be sought from the reporter.

Outcome of an Investigation
At the discretion of the company and subject to legal and other constraints the reporter may be entitled to receive information about the outcome of an investigation.

Reports are submitted by the company Lighthouse to RMC, and may or may not be investigated at the sole discretion of our company.
The action taken will depend on the nature of the concern. The CEO of RMC receives a copy of each report and follow-up reports on actions taken by the company.

*RMC reserves the right to modify or amend this policy at any time as it may deem necessary.*

**HUMAN RIGHTS**

Employees shall at all times respect the fundamental human rights and the dignity of the individual, according to the *United Nations Universal Declaration of Human Rights.*

Any incidents regarding a violation of human rights must be immediately reported to Human Resources and will be subject to disciplinary action.

The Universal Declaration of Human Rights “UDHR” is generally agreed to be the foundation of international human rights law. Adopted in 1948, the UDHR has inspired a rich body of legally binding international human rights treaties. It continues to be an inspiration to us all whether in addressing injustices, in times of conflicts, in societies suffering repression, and in our efforts towards achieving universal enjoyment of human rights.

It represents the universal recognition that basic rights and fundamental freedoms are inherent to all human beings, inalienable and equally applicable to everyone, and that every one of us is born free and equal in dignity and rights. Whatever our nationality, place of residence, gender, national or ethnic origin, color, religion, language, or any other status, the international community on December 10 1948 made a commitment to upholding dignity and justice for all of us.

**UNITED NATIONS UNIVERSAL DECLARATION OF HUMAN RIGHTS**

**PREAMBLE**

Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world,

Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and
freedom from fear and want has been proclaimed as the highest aspiration of the common people,

Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law,

Whereas it is essential to promote the development of friendly relations between nations,

Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom,

Whereas Member States have pledged themselves to achieve, in cooperation with the United Nations, the promotion of universal respect for and observance of human rights and fundamental freedoms,

Whereas a common understanding of these rights and freedoms is of the greatest importance for the full realization of this pledge,

Now, Therefore THE GENERAL ASSEMBLY proclaims THIS UNIVERSAL DECLARATION OF HUMAN RIGHTS as a common standard of achievement for all peoples and all nations, to the end that every individual and every organ of society, keeping this Declaration constantly in mind, shall strive by teaching and education to promote respect for these rights and freedoms and by progressive measures, national and international, to secure their universal and effective recognition and observance, both among the peoples of Member States themselves and among the peoples of territories under their jurisdiction.

Article 1.

- All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

Article 2.
Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

Article 3.

Everyone has the right to life, liberty and security of person.

Article 4.

No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.

Article 5.

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Article 6.

Everyone has the right to recognition everywhere as a person before the law.

Article 7.

All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.

Article 8.

Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.
Article 9.

- No one shall be subjected to arbitrary arrest, detention or exile.

Article 10.

- Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.

Article 11.

- (1) Everyone charged with a penal offence has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defense.
- (2) No one shall be held guilty of any penal offence on account of any act or omission which did not constitute a penal offence, under national or international law, at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the penal offence was committed.

Article 12.

- No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honor and reputation. Everyone has the right to the protection of the law against such interference or attacks.

Article 13.

- (1) Everyone has the right to freedom of movement and residence within the borders of each state.
- (2) Everyone has the right to leave any country, including his own, and to return to his country.

Article 14.

- (1) Everyone has the right to seek and to enjoy in other countries asylum from persecution.
(2) This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

Article 15.

(1) Everyone has the right to a nationality.
(2) No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

Article 16.

(1) Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution.
(2) Marriage shall be entered into only with the free and full consent of the intending spouses.
(3) The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

Article 17.

(1) Everyone has the right to own property alone as well as in association with others.
(2) No one shall be arbitrarily deprived of his property.

Article 18.

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

Article 19.

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.
Article 20.

- (1) Everyone has the right to freedom of peaceful assembly and association.
- (2) No one may be compelled to belong to an association.

Article 21.

- (1) Everyone has the right to take part in the government of his country, directly or through freely chosen representatives.
- (2) Everyone has the right of equal access to public service in his country.
- (3) The will of the people shall be the basis of the authority of government; this will shall be expressed in periodic and genuine elections which shall be by universal and equal suffrage and shall be held by secret vote or by equivalent free voting procedures.

Article 22.

- Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.

Article 23.

- (1) Everyone has the right to work, to free choice of employment, to just and favorable conditions of work and to protection against unemployment.
- (2) Everyone, without any discrimination, has the right to equal pay for equal work.
- (3) Everyone who works has the right to just and favorable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.
- (4) Everyone has the right to form and to join trade unions for the protection of his interests.

Article 24.
• Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

Article 25.

• (1) Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control.
• (2) Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection.

Article 26.

• (1) Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.
• (2) Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace.
• (3) Parents have a prior right to choose the kind of education that shall be given to their children.

Article 27.

• (1) Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.
• (2) Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

Article 28.
• Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

Article 29.

• (1) Everyone has duties to the community in which alone the free and full development of his personality is possible.
• (2) In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society.
• (3) These rights and freedoms may in no case be exercised contrary to the purposes and principles of the United Nations.

Article 30.

• Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.

ACCOUNT INFORMATION / CUSTOMER ACCOUNTS

Company accounts, and customer information is the sole property of Republic Metals Corporation. Every employee should understand that confidential and or proprietary information is an asset of Republic Metals Corporations. Accordingly, you may not disclose or use confidential information other than in the performance of your duties as an employee of Republic Metals Corporation.

In addition, this obligation is understood to extend beyond the period of employment with the Company. Reasonable measures will be taken to prevent the unauthorized use of confidential and/or proprietary information by those either within or outside the Company.

POLYGRAPH
Due to the high value of the material at Republic Metals Corporation, the company may request from time to time that all employees take a polygraph test.
VISITORS
Non-business related visitors are not permitted on the premises at any time.
SECTION 6
CONFLICT OF INTEREST

Employees shall avoid outside employment, activities, investments, and other interests that involve obligations, which may compete with or be in conflict with the interests of the company. A conflict of interest can arise in dealings with anyone that Republic Metals Corporation transacts business; i.e., customers, clients, owners, buyers, suppliers, banks, insurance companies, and people in other organizations with whom we contact and make agreements.

Conflicts of interest should be avoided and may include the following examples:
- Working for any group mentioned above for personal gain.
- Engaging in a part-time activity for profit or gain in any field in which the company is engaged.
- Borrowing from, or lending money to, individuals representing organizations with whom business dealings are conducted.
- Trading accounts with other brokers, trading the same commodities as the company

PERSONAL CONDUCT

The company expects that all of its employees will conduct themselves with the pride and respect associated with their positions, fellow employees, customers, clients’ suppliers, and the company. Employees should always use good judgment and discretion in carrying out the company's business. The highest standards of ethical conduct should always be used by employees of Republic Metals Corporation.

Improper conduct by and between employees and/or by and between employees and business associates on the company's premises or adversely affecting company work will not be tolerated. Any employee demonstrating improper conduct will be subject to disciplinary action including termination of employment.

CONFIDENTIALITY

Republic Metals Corporation is engaged in a business, which, requires that a strict code of confidentiality of information be maintained. No employee will store information outside of the company (either in written or electronic form) about any matter pertaining to the conduct of the company's business. No information regarding the purchase prices of Republic Metals
Corporation shall be given to any customer, competitor, or vendor. No information regarding selling prices to one customer, client, or vendor shall be given to another customer, or vendor.

Do not discuss selling prices of products with vendors. This is delegated to top management personnel. Likewise, conversations regarding prices, service, problems, gossip, etc. about one vendor to another is only for the discretion of top management personnel. Lack of discretion in these matters is looked upon as a very serious matter. Any employee failing to abide by this policy will be subject to disciplinary action including immediate termination of employment.

In addition, idle gossip or dissemination of confidential information within the company, such as personal information, financial information, etc. will subject the responsible employee to disciplinary action or possible termination of employment.

Bribes, Kick-backs and Other Illegal Payments

Bribes, kick-backs, and other illegal payments to or from any individual with whom we conduct business (in any form and for any purpose) are prohibited.

Certain types of rebates to the company from suppliers (but not to or from an individual employee) are legitimate to correct commercial inequity if done within government trade regulations.

Patents and Copyrights

Any patent or copyright developed by an employee in conjunction with and/or as a result of his/her employment with Republic Metals Corporation is the property of the company. Any information pertaining to such patent or copyright must remain on company premises.

Accepting Gifts

Normally a gift to an individual from an outside source is considered the property of the company unless management makes an exception. It is the policy of Republic Metals Corporation that no employee shall receive any gift, excessive or unusual entertainment, loan, or other favor valued in excess of $100.00 from any outside source including customers and suppliers without approval from management. Any employee who fails to abide by this policy will be subject to disciplinary action including immediate termination of employment.
DRUG-FREE WORKPLACE POLICY

Republic Metals Corporation has instituted a zero tolerance level program. Republic Metals Corporation is committed to maintaining a safe workplace free from the influence of drugs. All employees are hereby notified that Republic Metals Corporation will comply with the requirements of the Drug-Free Workplace Act of 1988, and all applicable regulations issued there under, as well as, when applicable, any more stringent rules created by other federal agencies.

PROHIBITIONS

Republic Metals Corporation Drug-Free Workplace Policy prohibits employees from engaging in any of the following activities:

1. Use, possession. Manufacture, distribution, dispensation or sale of illegal drugs on company premises or company business, in company-supplied vehicles, or during working hours.
2. Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on company premises or while on company business, or while in company supplied vehicles.
3. Storing in a locker, desk, automobile or other repository on company premises any controlled substance whose use is unauthorized.
4. Being under the influence of a controlled substance on company premises or while on company business, or while in company supplied vehicles.
5. Any possession, use, manufacture, distribution, dispensation or sale of illegal drugs off company premises that adversely affects the individual’s work regard or reputation in the community.
6. Failure to notify Republic Metals Corporation of any convictions under criminal drug statutes for a workplace offense with in five (5) days of the conviction.

AUTHORIZED USE OF PRESCRIPTION MEDICINE

An employee undergoing prescribed medical treatment with any drug, which may alter their physical or mental ability, must report this treatment to the Facility and Operations Manager who will determine whether a temporary change in the employee’s job assignment is warranted during the period of treatment.

DISCIPLINARY ACTION

Republic Metals Corporation will promptly terminate any employee who tests positive for drugs that are not prescribed by a physician.
SECTION 7
RULES TO HELP US ALL

It is the policy of Republic Metals Corporation to expect all employees to abide by certain work rules of general conduct and performance at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of the company, its employees, and its customers.

Accordingly, a violation of these regulations constitutes misconduct on the part of the employee and appropriate disciplinary action will be initiated. These rules are guidelines only and are not all-inclusive. Disciplinary action may include, but is not limited to, verbal reprimand, written notice, suspension from work without pay, and immediate termination of employment. Management reserves the right to terminate or discipline any employee as the company, in its discretion, considers necessary in individual circumstances.

In the event an employee is suspended from work for disciplinary reasons, benefits will not accrue nor will benefits be recoverable during the suspension period.

EXAMPLES OF MISCONDUCT
The following are only examples of misconduct for which an employee may be subject to discipline and these examples do not constitute a complete list of the circumstances for which discipline will be warranted.

• Falsification of any records or reports pertaining to absence from work, claims pertaining to injuries occurring on company premises, claims for any benefits provided by the company, communications or records including personnel and production records.
• Giving false fire alarms, or causing false fire alarms to be given, or tampering with protection equipment.
• Restricting output, or persuading others to do so, or promoting, encouraging, agitating, engaging in or supporting suspension of work, slowdowns, or any other interruptions of production.
• Sabotage or subversive activity of any kind.
• Misuse or removal from the premises, without authorization, of any company property, or possession of any property removed from company premises without proper authorization.
- Bringing, using or having in possession weapons on company premises at any time.
- Bringing, using, having in possession, transporting, selling or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on company premises at any time.
- Striking or manhandling another person or fighting while on company premises at any time.
- Striking a member of management at any time in connection with any matter relating to employment.
- **Theft of any property on company premises, or theft of customer property at any time.**
- Willful abuse, or deliberate destruction of company property, tools or equipment, or of any property on company premises at any time.
- Gross insubordination - a willful and deliberate refusal to follow reasonable orders given by a member of management.
- Violation of the company's Equal Employment Opportunity Policy or Policy on Harassment.
- Committing an immoral or indecent act while on company property regardless of whether the act was committed during the employee's [shift] [work day].
- Altering any employee time card regardless of whether it is the employee's own time card or that of another employee.
- Intentionally punching the time card of another employee or having another employee punch his/her time card.
- Conviction of any offense by a court of law which in management's judgment would make that employee undesirable for association with the company and its other employees.
- Reporting for work under the influence of or when suffering from a hangover from alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug.
- Threatening, intimidating, coercing or interfering with any person on company premises at any time.
- Sleeping on company time.
- Altering, defacing or removing governmental or company notices and bulletins that are posted on the company bulletin board.
- Gaining unauthorized access to company records and files whether they are locked or otherwise.
• Handling or operating machines, tools or equipment, which do not come within the employee's authority.
• Careless or negligent use or operation of company tools or equipment.
• **Failure to immediately report to management any injury or accident resulting from an on-the-job situation.**
• Performing substandard work both in quality and quantity after having been instructed in proper procedure and technique.
• Unauthorized leave from the work area during work schedule exceeding the time allowed for scheduled break or lunch period.
• Unauthorized manufacture of products for personal use (including sale or gifts).
• Unauthorized distribution of literature in the work area or posting on company property.
• Distraction of other employees, or causing confusion by unnecessary shouting, catcalls, whistling or demonstration while on company property.
• Punching in more than 15 minutes prior to the start of the employee's workday or punching out more than 15 minutes following the conclusion of his/her workday without authorized permission.
• Engaging in horseplay, practical jokes, gambling, selling merchandise, solicitation or general loitering while on company property.
• Having non-employees on company property at any time without authorized permission.
• Using profane language on company property, which in management's opinion is offensive to visitors and to other employees.
SECTION 8
ENVIRONMENTAL, HEALTH, SAFETY and PROCESS SECURITY

Republic Metals Corporation (RMC) is committed to comply with all applicable regulations at the Federal, State and Local levels in the Environmental, Health, Safety, Process Security (EHSS) and Transportation areas. This commitment results in the protection of the environment on account of the operations, while keeping the employees safe at all times from the operational risks and assuring that the processes are carried out in the safest manner possible. The company uses an advanced compliance assurance tool known as Dakota Software that keeps track of all applicable regulations and alerts the company to make the necessary changes to the processes as needed.

RMC invests considerable amount of resources to staff the Corporate EHSS Department. The EHSS staff tracks the innovations in the pollution prevention technology, and employee safety systems and upgrade them continuously, thereby making them state of the art in the precious metals refining industry. The staff routinely interacts with the regulatory agencies and other stake holders and maintains an impressive relationship that benefits everyone.

Environmental:

RMC decided to put the environmental management at the heart of the operations to achieve sustainable success. Therefore the company achieved the ISO 14001 Environmental Management Certification.

An ISO 14001 Certification is designed to help improve the environmental performance, cut waste, and reduce costs without compromising on performance or service. Additionally, implementing an ISO 14001 environmental management system helps RMC to meet legal obligations as well as increase new business opportunities. Demonstrating a commitment to managing environmental impact wins greater stakeholder and customer trust, giving the confidence to plan ahead rather than react to whatever the future brings.

Health:

RMC uses numerous chemicals for refining precious metals. During various phases of the processes, off-gases are generated that may be harmful,
if they are not managed. The concentration of the off-gases are routinely monitored and appropriate corrective actions are implemented to assure that the employees are safe at all times. Corrective actions include implementing engineering and administration controls.

**Safety:**

RMC places highest priority on the safety of the employees. Time tested methods such as job hazards analysis, process risk analysis and other risk measurements are employed to analyze risks associated with each and every job performed at RMC. Corrective measures commensurate with the identified risks are designed and implemented.

Employees are provided with personal protective equipment (PPE) based on the risks identified in their individual work spaces. Use of PPE is mandated and established as a company policy. Anyone found violating the PPE use policy is subject to disciplinary actions, including up to termination of employment.

Safety procedures in such areas as electrical safety, lock-out / tag-out, confined spaces entry, working at heights, contractor safety, core drilling, hot work / surface drilling, blood borne pathogens, hazardous chemical management and communication, powered industrial truck safety, are implemented across the refinery to assure employee safety.

Besides complying with all applicable Occupational Safety and Health Administration (OSHA) regulations, RMC establishes and works diligently towards achieving the best-in-class safety programs in the precious metals industry.

**Process Security:**

RMC uses a risk analysis procedure based on Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), a European Union Regulation for enhancing the process security.

This risk analysis consists of analyzing each and every process in the refinery and assessing the process risk following a sound engineering method. The risks are then classified as high, medium and low based on certain criteria. Corrective measures are designed and implemented to
reduce the highest risks processes followed by medium risks. This systematic approach assures that all process related risks are addressed thereby assuring the safety of the employees of RMC.

**Employee Awareness, Education and Training:**

Each employee will be made aware of those EHSS rules and procedures that are applicable to his or her position in the company and all employees are expected to follow them diligently. If an employee does not understand a rule or requirement they should contact the EHSS department to seek guidance and clarification. Failure of an employee to comply with this provision can result in disciplinary action and if warranted termination of employment.
SECTION 9
OTHER SAFETY RELATED MATTERS

Here are some additional safety considerations to be followed by RMC’s employees:

- Should a safety regulation be modified so that an employee's safety is something less than it should be, the employee should inform a Facility and Operations Manager or a member of the EHSS department.
- All questions concerning the reason for doing something in a certain manner may be asked of any member of management or EHSS at any time.
- Employees' decisions should always be guided by the company's commitment to safety.
- Should a hazardous situation or condition exist and a decision has to be made on safety or production, safety concerns should always take precedence over production.

It is management's responsibility to see that every employee at Republic Metals Corporation is provided with safe working conditions, all safety regulations are observed and employees use good common sense to protect themselves as well as others. Management will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is YOU. It is your responsibility to abide by the safety rules - these rules are made for your protection. Report any personal injury IMMEDIATELY, however minor. Report all dangerous conditions and practices to Management or a member of the EHSS department.

SAFETY RULES

The following is not a complete list of safety rules and these rules are not intended as a substitute for common sense and good judgment

First aid supply kits are provided in the work area.
- Know where the fire extinguishers are located and know how to use them.
- All defective materials or tools must be brought to the attention of the Supervisor and not remain on the job.
• When necessary, safety goggles or glasses will be provided by the company. Protective devices must be used at all times while working in the production areas of the plant, when handling hazardous materials and/or operating loud power tools and machinery.
• Hearing protection devices are supplied by the company for jobs that require such devices. Employees must wear them if they are so instructed.
• Wear clothes suited for the job. Do not wear open toed shoes.
• Employees should remove all jewelry except for watch and wedding band before reporting for work.
• Practice good housekeeping. Keep work area clean and free from stumbling hazards, grease, etc.
• Do not allow raw material, finished goods or trash to be in aisles or stairways.
• Do not throw anything from a height before checking to make sure that no one is below.
• Learn to lift the correct way: bend knees, keep back erect, and get help for heavy loads.
• No scuffling or horseplay on the job.
• Do not run within the work area.
• Employees must be sure that their actions do not endanger other employees or damage company or personal property.
• Keep guards and protective devices in place at all times. When guards are removed for repairs, replace in proper order before starting up equipment.
• Use tools only for their intended purposes. Do not use broken or dangerously dull tools.
• Do not attempt to operate special machinery or equipment without permission and instructions.
• Do not repair or adjust machinery while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.
• Extension cords used with portable electric tools and appliances must be of the three-wire type. Defective cords must be replaced when they become defective.
• Defective materials or tools must be labeled with accident prevention tags. Labeling must be done on the same day on which the defective piece of equipment is discovered.
• Read all Material Safety Data Sheets (MSDS) supplied with hazardous materials and abide by the instructions. Direct any questions to Refinery Manager.
• If any employee suspects that a material might be harmful to his/her health, he/she should consult with Refinery Manager.

**Workplace Aggression**
Republic Metals believes that the safety and security of its employees are paramount and that includes Workplace Aggression. It may involve any threats or acts of violence occurring on Company premises, regardless of the relationship between the Company and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of the Company or that may lead to an incident of violence on Company premises. Threats or acts of aggression occurring off Company premises that involve employees, agents, or individuals acting as a representative of the Company, whether as victims of or active participants in the conduct, may also constitute workplace violence. Examples of workplace violence include:

• Pushing, shoving, kicking, poking, tripping, physical assault or threat of assault, or fighting,
• Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks or using obscene or abusive language or gestures;
• Making any threat with or by reference to a weapon;
• Vandalism or arson;
• Racial, gender-based, homophobic, or similar epithets or other derogatory remarks associated with hate crimes;
• Threatening behavior of any kind, including acts of terror, such as bomb threats, bioterrorism, or threats of violence;
• Stalking;
• Comments condoning or inciting violent events or behaviors; or
• Comments that may be intended as a joke but may be deemed to be threatening or violent

Furthermore, unless you’re an authorized security officer, you may not use or possess a weapon in the workplace, regardless of whether you have a license. “Workplace,” as used in this policy, means any Company-owned or leased property including Company vehicles or parking areas, sites of Company-sponsored events, any client or vendor location while on
Company business, and any other locations where Republic Metals employees are gathered (except where state law provides otherwise).

**Action Guidelines**
Any person who engages in a threat or aggressive action in the Workplace may be removed from the premises as quickly as safety permits and may be required, at Republic Metals’ discretion, to remain off Company premises pending the outcome of an investigation of the incident.

**Reporting Procedures**
If you’re subject to or observe any threat or act of workplace violence, you must immediately report it to your manager, Human Resources, or a security officer.

Individuals who apply for or obtain a protective or restraining order that lists the Company locations as being protected areas, shall provide a copy of all pertinent documents to their manager, Human Resources, or Corporate Security.

All reports of threats, suspicious individuals or suspicious activities must be reported as soon as possible to a manager, Corporate Security and Human Resources. Employees should not place themselves in danger. If an employee sees or hears a commotion or disturbance near their workstation, he or she must not try to intercede or see what is happening. If an employee feels they or a coworker are in danger, they should immediately call 911 and then follow up with a call to Corporate Security.

Republic Metals will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Republic Metals will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Republic Metals may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
Medical Emergencies
A medical emergency is a situation in which an employee’s physical well-being is in jeopardy as a result of an accident or medical condition. In the case of a medical emergency, Republic Metals employees are to immediately call 911.

Managers of the distressed employee are to inform the distressed employee’s family or the designated emergency contact person of the situation and notify Human Resources to review the employee’s status and to discuss whether to inform co-workers of the situation.

Reporting Injuries and Accidents
Employees must advise Facility and Operations Manager and/or members of the ESHSP department of all accidents, injuries or illnesses that occur while at work. All accidents, injuries or illnesses that occur while at work must be reported immediately no matter how slight they may appear.

The company will provide the proper forms for reporting job-related accidents, injuries and illnesses. Any employee failing to report such occurrences will be subject to disciplinary action.

In the event of a vehicular accident involving a company-owned/leased vehicle or while on company business, the employee must report all information immediately to Facility and Operations Manager and/or the Office. In no instance should responsibility for an accident be expressed to anyone until the proper person in the company has been notified and permission has been obtained to make statements.

Internal Security Personnel, Check Points and Other Security Measures
Republic Metals Corporation has both armed and unarmed security personnel on the premises. These people have been hired from an outside company that provides security guards to third parties for various purposes. In addition, there are various check points at the entry of the building as well as the outside gates to the parking lots. All of these measures are necessary because of the nature of our business and presence of valuable precious metals at the company’s property at any one time. We try to make these security measures as unobtrusive as possible while at the same time maintaining and accomplishing the purpose for which they are in place. All employees are required and requested to comply with all of our security measures and procedures. The presence of security guards are on the property not only to protect RMC’s property but also to protect our
employees from outside forces. If an employee has an issue regarding any of these matters it should be brought to the attention of Management for review and investigation.

There is a screening procedure for entry into our buildings. The nature of the procedure varies depending on the job duties of the employee and which building or facility an employee is entering or leaving. Again, all employees are required to comply with the procedure. Republic Metals Corporation does not randomly search its employees but it reserves the right to do so if it believes that that is reasonably necessary. And scans and screening are used at entry point not unlike that used at airports. Once again, your cooperation in requested and required.

In addition, all employees are given identification badges. They must be carried with you at all time. These identification badges not only provide proof that you belong on our premises but also serve other purposes such as permitting entry into various parts of our physical plant by card scanning. Each employee will have their card programmed as appropriate to their job at Republic. If lose or forget your card you must contact our Security Director to gain entry to Republic and/or replace the card,
SECTION 10
TRANSPORTATION and TRAVEL EXPENSES

COMPANY-OWNED/LEASED VEHICLES

All travel in company vehicles on other than company business must be authorized in advance by President. This includes vehicles that may be leased by the company as well as those vehicles that are owned by the company.

The following are specific policies related to company-owned/leased vehicles:

- Records must be kept for all mileage driven.
- Company-owned/leased vehicles will be driven only as needed for jobs during working hours.
- Company-owned/leased vehicles will be driven only for transportation to and from destinations as specified.
- Company-owned/leased vehicles will not be driven for private use unless specific arrangements have been made in advance.
- Only the driver assigned to the vehicle is authorized to sign for gasoline, oil, etc.
- All charge receipts must include the name and address of the vendor, the date of purchase, the number of gallons purchased, the amount paid, the license plate number.
- Alcoholic beverages or illegal drugs or chemicals will not be allowed in a company vehicle at any time.
- No driver who has been drinking alcoholic beverages or is under the influence of drugs or chemicals will be allowed to drive a company-owned/leased vehicle.
- No one, other than an authorized company employee, is permitted to operate or ride in a company-owned/leased vehicle.
- Vehicles must be kept clean (interior and exterior) at all times and thoroughly washed on a regular basis.
- Vehicles must be properly maintained according to the manufacturer's schedule.
- Any employee who misuses a company-owned/leased vehicle will be subject to dismissal.
- Any damage to a company-owned/leased vehicle caused by employee carelessness or misjudgment is the responsibility of the employee. This includes insurance deductibles.
PERSONAL VEHICLES

Employees may use their personal vehicles on official company business provided prior approval has been obtained from President. A mileage rate based on acceptable and current Internal Revenue Service regulations will be paid to an employee who uses his/her personal vehicle on official company business. Minimum insurance requirements as specified by the company's insurance carrier must be in effect at the time the employee's personal vehicle is used and the employee may be required to provide the appropriate proof of insurance.

LIVING EXPENSE ALLOWANCE

The company will reimburse employees for reasonable expenses incurred when they are traveling on company business. The company will pay the cost of reasonable lodging for the employee. In addition, a living expense allowance for meals is provided to salaried and supervisory personnel routinely away from their home requiring overnight accommodations.

Approval of living expenses must be obtained from the President before submitting to Annabel Melendez for reimbursement.

OTHER TRAVEL EXPENSES

Any travel and/or business expenses [not covered by the living expense allowance described previously must be submitted for reimbursement by providing receipts showing name(s), date(s), business discussed, amount(s) and the account to be charged.

EXPENSE RECORDS

All expense records (including gasoline credit card receipts) must be turned in weekly. Proper documentation for all expenses is required.

TRAVEL ADVANCES

An advance for out-of-state travel may be provided upon request to President.
SECTION 11
EMPLOYEE CONCERNS

Republic Metals Corporation believes in open communication. If an employee has a suggestion or concern, management wants to know about it. In most cases, an employee will get satisfaction by discussing the matter with his/her Supervisor. However, the company recognizes that not all complaints will be satisfactorily resolved between an employee and his/her Supervisor.

For complaints, which cannot be resolved informally, the following procedure has been established to ensure a fair and impartial review. All complaints will be given prompt and objective consideration in an atmosphere of mutual assistance.

Time periods specified may be extended at the discretion of the management person reviewing a particular complaint if extenuating circumstances justify a longer period.

This complaint reporting procedure does not apply directly to complaints of harassment, which are more specifically discussed in Section 5 - Work Policies and Regulations.

Step 1 The employee must present his/her complaint to Facility and Operations Manager who will make a thorough inquiry into the facts and circumstances of the complaint and will make every effort to resolve the matter promptly and fairly within 5 working days of receiving the complaint.

Step 2 If an employee is dissatisfied with the decision of the Facility and Operations Manager; the employee may submit a written report to the next management level within 5 working days of receiving the decision of the Facility and Operations Manager.

If further review is required, the higher management level will conduct the appropriate investigations and hearings and advise the employee in writing of the findings and of any change in the earlier decision.

Regardless of the time limits established, the filing of a complaint will not be accepted after an employee has been terminated from employment.

Step 3 At any time within 5 working days following receipt of the decision reached in Step 2 or within 3 working days after the
employee's termination date, the employee may submit a written request for further review of his/her complaint to the President of Republic Metals Corporation. The personnel actions taken previously will be reviewed and a final decision will be made.
Republic Metals Corporation

ACKNOWLEDGMENT of RECEIPT AND UNDERSTANDING
Read and Sign Immediately Below

I understand and/or agree that:

• The statements contained in the Information Handbook for Employees of Republic Metals Corporation are intended to serve as general information concerning Republic Metals Corporation and its existing policies, procedures, practices of employment and employee benefits.

• Nothing contained in the Information Handbook for Employees of Republic Metals Corporation is intended to create (nor shall be construed as creating) a contract of employment (express or implied) or guarantee employment for a definite or indefinite term.

• From time to time Republic Metals Corporation may need to clarify, amend and/or supplement the information contained in the Information Handbook for Employees of Republic Metals Corporation and that the company will inform me when changes occur.

• I have received a copy of the Information Handbook for Employees of Republic Metals Corporation, have read and understand the information outlined in the handbook, have asked any questions I may have concerning its contents and will comply with all policies and procedures to the best of my ability.

Employee's
Signature

Date

Location

Authorized
Witness

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