

Welcome to Stanley Black & Decker!

For those who
make **the world.**

2024 Contract Employee
Onboarding Presentation

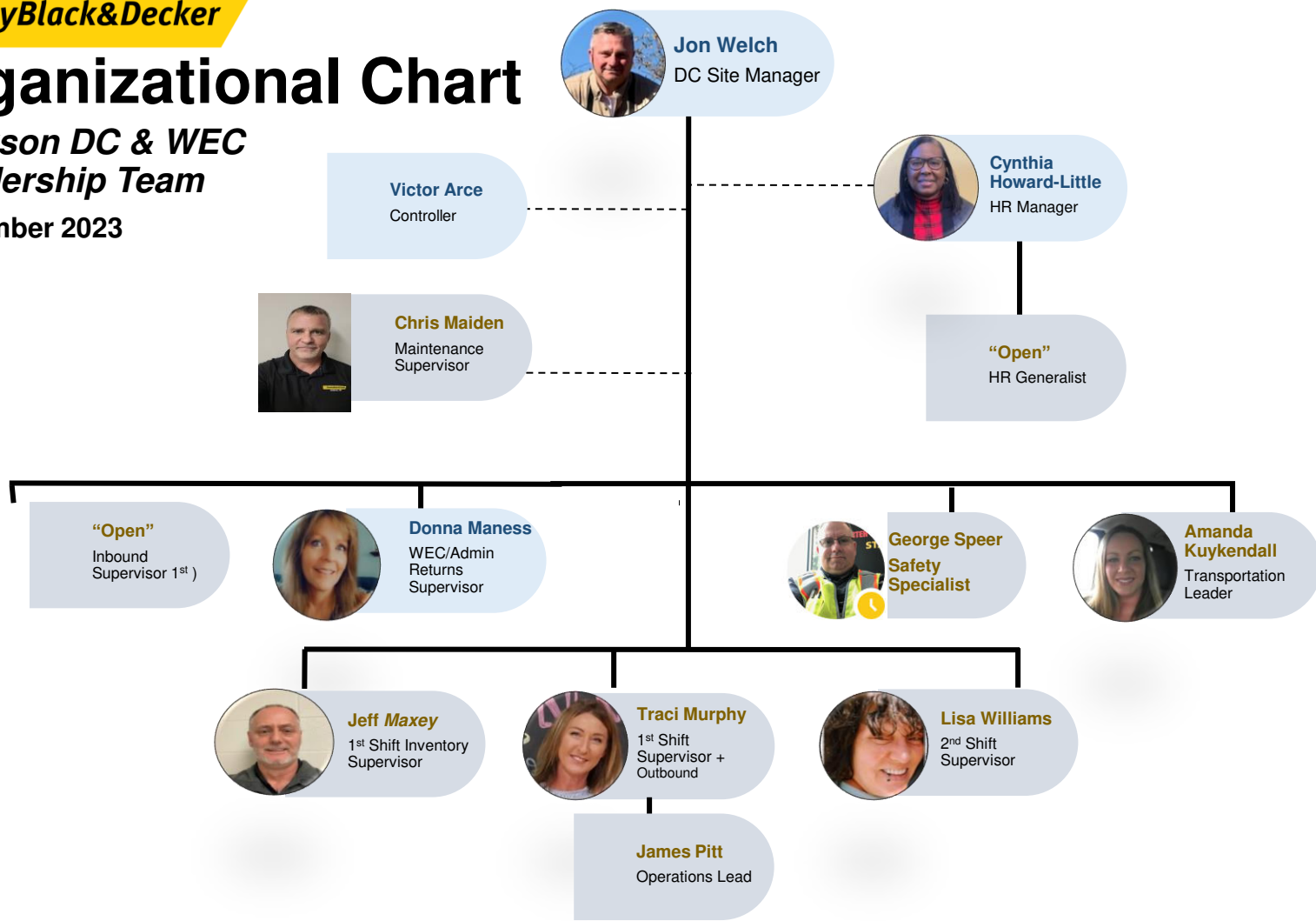
StanleyBlack&Decker



Organizational Chart

Jackson DC & WEC Leadership Team

December 2023



T E L L M E

A B O U T

Y O U R S E L F

Code Of Business Ethics



We make ethical decisions, even when they are difficult.

The people of Stanley Black & Decker are committed to fostering a culture that supports people speaking up, sharing ideas and voicing concerns safely and constructively. If you find something that doesn't align to that commitment, we want to hear from you. You will never be penalized for making a good faith report of an ethical concern or conflict with our Code.



SPEAK UP



SHARE IDEAS



VOICE CONCERNS

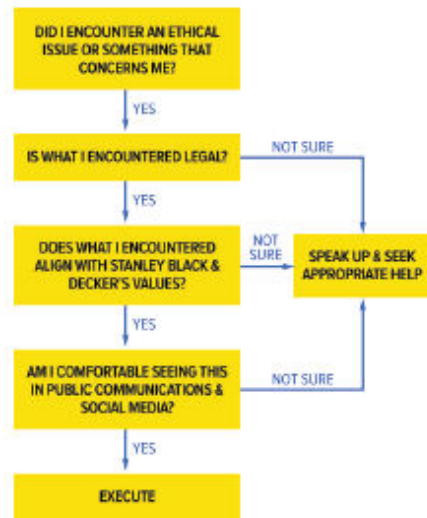
Not every dilemma is clear, and asking questions or speaking up can take courage. If you are uncertain about whether to raise an issue, think about it in terms of the criteria below.

Commit to raising issues that:

- Violate the law
- Are not in alignment with our Values
- Conflict with our social media policy and standards
- Could damage the reputation of an individual or the company

An ethical dilemma arises when doing the right thing may seem like it is not in our short-term best interest, such as delaying a decision or costing more than expected. These decisions test our character and integrity, neither of which we will compromise.

This Ethical Decision Making model can help you think through a dilemma.



Some decisions are tough, but we are here to help. If you are still not sure, use the following resources to resolve your concern:

- Our written policies and procedures
- Your manager or a leader in your business unit
- Your local Human Resources representative
- Your local legal department
- Integrity@SBD (see end of this Code)

All employees should feel empowered to raise concerns, suspected violations or unethical behavior. If it doesn't feel right, talk to someone. We will protect you from retaliation for expressing good-faith concerns professionally, honestly and fairly.

Equal Employment Opportunity Policy

We stand for Human Rights.

Doing right by our people is a part of our character, and we actively demonstrate the courage to care, respect and support the fundamental Human Rights of all individuals. As a global business, we are committed to respecting, protecting and supporting the principles included in the Universal Declaration of Human Rights, the ILO Declaration on Fundamental Principles and the Rights at Work.

These include:



Human Rights are the basis of an equal, fair and sustainable society, and protecting these rights is the responsibility of all of us. We embrace our responsibilities as a global industrial leader to ensure the protection of Human Rights and promote best practices such as proactive global monitoring and providing our skills, services and products to aid in emergency situations.



"Protecting Human Rights is a fundamental and crucial responsibility of everyone at Stanley Black & Decker, and we embrace our commitment to consider the expectations of our diverse employees, customers and stakeholders."

— Joe Voelker, Chief Human Resources Officer Stanley Black & Decker

It is SBD's policy to employ the best qualified personnel. SBD is an equal opportunity employer dedicated to a policy of nondiscrimination in all aspects of employment.

SBD recruits, hires, assigns, promotes, terminates and administers all other personnel actions, such as compensation, benefits, transfers, layoffs, recalls from layoff, and access to training, without regard to race, religion, color, national origin, sex (including pregnancy), sexual orientation, veteran's status, age, genetic information, disability, gender identity or any other characteristic protected by federal, state or local law.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) complained of or filed a complaint; (2) assisted or participated in an investigation, compliance review hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

Anti Harassment Policy (Including Sexual Harassment)

It is the policy of Stanley Black & Decker (SBD) to provide an employment and business environment free of discrimination and harassment, including sexual harassment, as defined and prohibited by company policy, state and federal law.

It is SBD's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin or ancestry, citizenship, disability, religion, gender (including gender identity and gender expression), pregnancy, marital or veteran status, sexual orientation, age, genetic information or any other classification protected by federal, state and local laws. Employees must respect the rights of their coworkers. In addition, that same respect must be held for our customers, vendors and other third parties with whom we do business. The purpose of this policy is not to regulate our employees personal morality, but to ensure that in the workplace, no one harasses another individual. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, nicknames, derogatory comments that show an aversion or hostility based on a protected group and other unwelcome behaviors, whether those behaviors are verbal, physical or written (including electronic communications) and/or teasing or other conduct directed toward a person because of his or her race, color, national origin or ancestry, citizenship, disability, religion, gender (including gender identity and gender expression), pregnancy, marital or veteran status, sexual orientation, age, genetic information or other protected group under federal, state or local law which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Definition Harassment (Including Sexual Harassment)

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment; (2) submission to or rejection of sexual conduct is use as the basis for an employment decision affecting an individual; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment can occur between employees of the same gender or opposite gender.

Examples of sexual harassment include: unwelcome flirtations, advances, propositions; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; the display in the work place of sexually suggestive objects, cartoons, videos, photos, postings or pictures; sending sexually explicit e-mails, text or instant messages or voice mails and other verbal, written, visual or physical conduct of a sexual nature. or any other sexual conduct that has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel is prohibited. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, benefits, advancement, assigned duties, shifts, or any other condition of employment or career development.

Any conduct as described above, whether by supervisors or non-supervisory personnel, may result in disciplinary action, up to and including discharge.

Substance Abuse Policy

- The Company is committed to maintaining a workplace free of alcohol and drugs. We believe alcohol or drug abuse impairs an employee's ability to perform his/her job in a safe and efficient manner. We also believe that alcohol or drug abuse adversely affects an employee's ability to produce the quality product or service that the Company wants to provide, and its customers have come to expect.
- An employee who reports to work in a condition unfit to work and under the influence of alcohol or drugs; or who becomes unfit to work during working hours after taking alcohol or drugs; or who is engaged in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, drug paraphernalia or alcoholic beverage on Company property, including the parking lots, or on Company time, is subject to immediate discharge. The Company reserves the right to take all actions deemed to be in its best interests in each case.

•**NOTE:** *Any employee who is under the care of a physician and is required to take medication which may affect their ability to work safely must notify Human Resources prior to working while using the medication.*

Rules of Conduct

Corrective Action includes



Coaching

Verbal Warning

Written / Documented Warning

Final Written Warning

Termination

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- We expect all employees to observe rules of honesty, good conduct, and safe practices.
 - Policies are in place to drive business performance and make SBD an employer of choice
 - A place people want to work.
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Example of Rules of Conduct Violations

- Examples

- **SAFETY VIOLATIONS**

- Failure to lock truck before entering
 - Failure to wear seatbelt when operating a forklift
 - Failure to observe safety policies (NOT REPORTING)
 - Failure to adhere to time clock procedures
 - Stopping work or leaving your workstation without authorization during work hours
 - Misuse of working time
 - Failure to produce standards of quantity or quality
 - Unauthorized use of, willful damage, or neglect of machinery/equipment
 - **Use of personal cell phones inside facility other than during designated break periods**
 - Disrupting or interfering with other employees' performance of duties
 - Insubordination
 - Reporting to work in condition unfit to work after taking alcohol or drugs
 - Possession or removal of Company property without specific written authorization
 - Making false statement, falsifying documents or withholding information when applying for employment
 - Operating machine without proper machine guards in place or altering machine guards
 - Possession of any type of weapon or dangerous device anywhere on Company property
 - Fighting, intimidating or coercing another employee

Personal Cell Phones & Smart Devices

Cell phones, Earpieces, Bluetooth and other similar devices: Smart Devices may be used in all office areas but due to the danger of being unable to hear alarms, warnings and having moving equipment, the use of smart devices is prohibited in all shop or production areas of the Company.

Cell Phone use:

- Personal cell phone use should be limited to non-production areas during breaks or lunch periods. Flexibility will be provided in emergency circumstances demanding immediate attention.
- Whenever possible, employees should request callers use the employee's direct number rather than calling the sites' main number.
- The Company will not be liable for the loss or damage of personal cell phones brought into the workplace.
- Cell phones and/or any other electronic devices may be prohibited in specific areas based on your location.

Personal Cell Phones & Smart Devices (cont)

If we see you using your cell phone outside of the authorized time and places, you will receive the following:

- Non-PIV operators – Written warning
- PIV Operators – Final Written warning
- Ear Buds – Final Written warning

You may use your cell phone to take photos if it is required in the scope of your job.

Internet Use Policy

StanleyBlack&Decker

Internet Use Policy

The B&D network, including its connections to the Internet, is provided for business related purposes. Employees acknowledge their understanding of this by signing Employee Access Agreement at time of hire and from time to time thereafter.

The Internet is not to be used for inappropriate purposes including, but not limited to, the following:

- Accessing of web sites relating to adult material, gambling or any other such non-professional content or activities
- Harassment of other employees or outside persons
- Emotional responses to business correspondence or work situations
- Soliciting for commercial ventures, religious or personal causes or other similar, non job related purposes
- Unlawful activities of any kind, including copyright violations and downloading software or products that are not licensed or approved in advance by B&D
- Using any kind of P2P software (e.g. Thunder/EMule/BT) and chat software except the one allowed by IS team.

B&D users will not create, transmit, or knowingly introduce viruses or other malicious code. Users, who suspect or detect messages infected with a virus, will notify their system administrators or IS team immediately.

Remote User Access Policy

Users who require remote access to Stanley Black and Decker's network and systems to perform their assigned duties must apply for access to the responsible system administrator. The system administrator will authorize remote access only if there is a demonstrated business need as validated by the requesting user's supervisor.

Remote access will be limited to only those authorized solutions that have been approved by IS team.

Remote access must be configured and administered so as to protect the confidentiality, integrity and availability of Stanley Black and Decker's information assets and company assets.



Implementation Of Policy



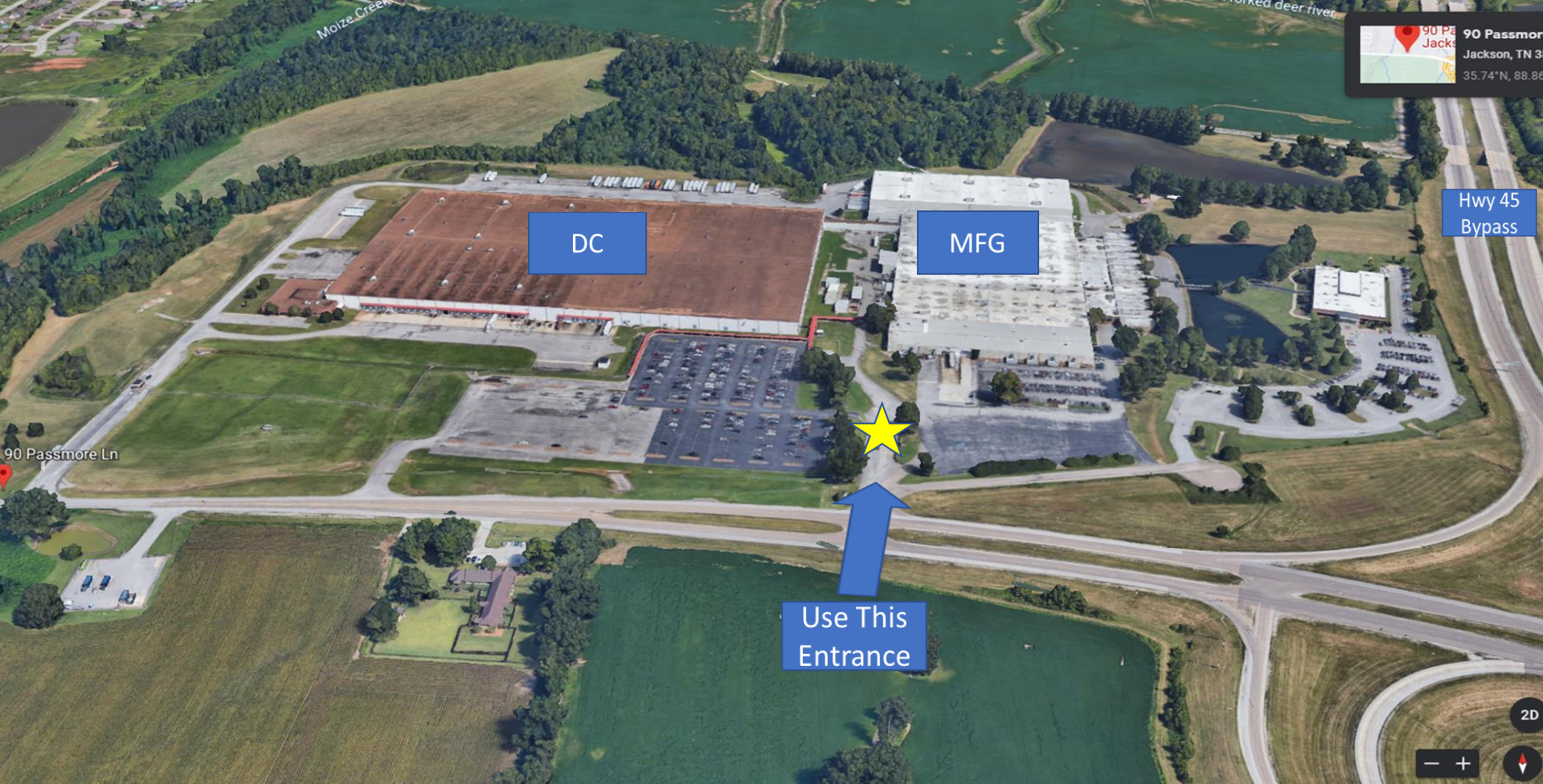
- It's The Responsibility Of Every Member Of Management To Ensure Policy Is Strictly Enforced
- **ALL EMPLOYEES** Are Responsible To Conduct Themselves In Ways That Ensure Others Are Able To Work In An Atmosphere **FREE** From Harassment, Including Sexual Harassment, Consistent With One Of SBD's Basic Values Of Respect For **ALL** Individuals

Dress Code

- The following are examples of inappropriate dress for the work environment:
 - Short” shorts (the length of the shorts must be no shorter than 2 inches above the knee). No cut-off shorts, bike shorts, or spandex type shorts.
 - Spandex/Leggings are not designed to be worn as pants; they may only be worn with long tunic type tops that extend below the hips. (This includes yoga pants).
 - Halter tops, spaghetti straps, and tank tops
 - Exposed midriff
 - Hoods may not be worn on the head in the facility
 - Clothing should not be see-through or have large, uncovered holes including jeans
 - Clothing containing offensive words, slogans, or graphics
 - Clothing with competitors’ brands
 - Clothing with dangling or hanging ties or strings or any other article that could become entangled in moving parts
 - Pajamas, loungewear, or sagging pants. All pants should be worn at waist level
- Long hair, typically shoulder length and longer (long hair must be tied back and kept clear of moving parts)
- Slip and oil resistant, leather, steel toed shoes or boots are required in the manufacturing and distribution areas. Footwear must completely enclose the foot. No heels

Unapproved Face/Head Coverings





90 Passmore Lane Jackson TN, 38305.
Use first entrance available if coming from Hwy 45 bypass.

Badges and Security Procedures

- **ID Badges/Access Cards:**

- An ID Badge/Access Card will be required in order for you to enter and exit the plant. HR will provide the ID Badge/Access Card to all employees.
- You must wear your ID badge while on company property.
- We will replace your badge at no charge if it is broken or worn due to working conditions.
 - There may be a **\$10 fee** if the badge is lost or damaged for any reason other than work related.

- **Metal Detector Security Procedures:**

- The Employee's Face should be clearly visible (i.e. scarves, ski masks and hoods will be removed) prior to approaching the metal detectors.
- Upon entry all clear bags and coolers will be check by the post Security Officers. This will include all pockets of bags, coolers or carried items.
- The Preferred clear bag is the issued clear bag received at New Hire Orientation.
- Once all items have passed inspection, they will be placed on the table next to the metal detectors. Then the person entering will place all metal items in their pockets into the provided containers.
- They will wait until directed by the Security Officer to pass through the detector.

Badges and Security Procedures

- **Metal Detector Security Procedures (cont.):**

- All employees exiting the plant must pass through the metal detector.
- If the alarm sounds, the person will be given the opportunity to remove all metal items from their person before trying again.
- If the alarms sounds on the second attempt, the person will be checked with a hand-held metal detector wand.
 - If nothing is found, the person may leave the premises.
- If they fail a second time, then the Security Officer will use a hand wand to determine the source of the alarm. When the source of the alarm has been identified visually (i.e. large belt buckle, metal clasp on a shirt, something that is not readily removable) the Security Officer will determine if it is a threat. If no threat has been identified, then the employee can proceed into the facility.
- Persons exempt from screening will be made only if directed by the SBD Security Manager or Senior Plant Management. (Entering and exiting the facility)
- Employee with prosthetic limbs or surgical implants will be evaluated on a case-by-case situation.

Time Clocks

- **Clocking in/Out:**

- You are required to clock in at the start of your shift. You are not permitted to punch in until fourteen (14) minutes prior to the start time.
- You are required to clock out/in for your lunch break if leaving campus
- You are required to clock out at the end of your shift.

Attendance Policy

- **Purpose:** To ensure consistency and effectiveness while providing flexibility and simplicity.
- You are expected to be at your workstation and ready to work at the start of your shift.
- You are required to call in any absence to your supervisor prior to or within one hour of the start of your shift.
 - If you are going to be absent more than one day, you have to call no later than one hour of the start of your work hours each succeeding day.
- You must include the following when leaving a message:
 - Your name
 - Date and time called
 - The reason for tardiness/absence
 - A phone number where you may be reached
 - Amount of time you expect to miss from work
 - Whether you'll be taking PTO or Diversity Day (approved at Supervisor's discretion if less than 24-hour notice), unpaid day off or will be tardy

Attendance Policy –Occurrence Accruals

Amount of Time Missed	Amount of Occurrence
Late arrival or early departure < 2 Hours	.50
Late arrival or early departure > 2 hours	1.00
Entire Shift Absence	1.00
No Call / No Show (NCNS)	2.50

- Occurrence are accrued on a rolling calendar day cycle.
- See chart to the right for corrective action that aligns with points

Points	Disciplinary Action
1-3	Coaching
4	Verbal Warning
6	Written Warning
7	Final Written
7.5 + Points	Termination

Attendance Policy

- **Call in Numbers:**
 - **DC Call In** 731-660-9964
 - **WEC Receiver Call In** 731-512-3052
 - **WEC Admin Call In** 731-512-3051

Jackson DC - 2024 Holiday Schedule

1. New Year's Day	Monday, January 1, 2024
2. Martin Luther King Jr. Day	Monday, January 15, 2024
3. Memorial Day	Monday, May 27, 2024
4. Juneteenth	Wednesday June 19, 2024
5. Independence Day	Thursday July 4, 2024
6. Independence Day	Friday, July 5, 2024
7. Labor Day	Monday, September 2, 2024
8. Thanksgiving	Thursday, November 28, 2024
9. Thanksgiving	Friday, November 29, 2024
10. Christmas	Wednesday, December 25, 2024
11. Diversity Day #1	Employee Discretion
12. Diversity Day #2	Employee Discretion

Businesses may deviate from the 2024 holiday calendar if there are business considerations necessitating such a deviation. Additionally, facilities in states that have Statutory holidays will also continue to schedule those holidays differently.



StanleyBlack&Decker

For those who make the world.™

**THANK
YOU!**