



GENERAL FLOOR

Your Wholesale Flooring Source

To: All General Floor and MP Associates

From: Safety Committee

Date: November 20, 2007

Re: Weather Closure Procedures

As we approach the winter season, please be sure to familiarize yourself with the following company policy regarding weather related closures, early dismissals or late arrivals.

- 1). In the event of an overnight or early morning storm event, a decision to close or delay opening of headquarters will be made by Don Maryak as soon as possible and posted on voicemail extension #191. The decision will be made based upon all available information including any weather related “state of emergency” declaration.
- 2). Headquarters’ employees should call our main number (856.931.0012), input extension number 191 and listen to the recorded message. Employees are encouraged to check the recording until 6:00 AM by which time any decision to be announced will be posted.
- 3). John C and the Regional Managers will make Branch closings or late arrival decisions on a location-by-location basis. The Branch Managers should contact their Regional Manager as soon as possible with information on conditions in their area. Branch Managers will contact their store associates of any decision to delay opening or close altogether.
- 4). It may be possible that Headquarters will be open, but that delivery trucks will not go out. In the event of a severe weather warning in our area, drivers should not report before 6 AM to allow time to adjust routes in the event deliveries will be made.
- 5). It may be possible that individual Branches will be open but Headquarters closed. In that event, Branches should recognize that specific support functions such as deliveries, credit, etc would be impacted.
- 6). If conditions worsen during the course of the business day a decision may be made to close early. The individuals who would have made the call for an overnight event will make any such decision.

One Company - Two Brands

7). Headquarters second shift associates should call the main number to check if we are open or for any plans to close early. In the event that conditions worsen during the second shift, a decision will be made by Bill Evans and Bob Horner to leave early.

8). Employees will be paid their regularly scheduled time (not on vacation or leave) for the first full day closure called by the company. Non-exempt employees will be charged their bank of hours, if available, for any additional full day closures. If no time exists, the time will be unpaid leave and not negatively influence attendance.

9). Employees may be paid for a full 8-hour day in the event of a late arrival or early dismissal. In order to be paid for the entire day an employee must be clocked in by the delayed opening time or until the early departure time in such circumstances.

10). Saturday hours may be required in order to become current. In the event an employee's weekly hours worked for that pay period exceed 40 hours, they shall be compensated at time and one half for those specific Saturday hours.

It is important to recognize that safety during severe weather is an individual assessment. If you decide it is not safe to come to work, the time will be deducted from your bank of hours or taken as unpaid leave if no bank time exists. The company wants its employees to be safe, but also needs to be open in order to succeed. Each person should consider work factors and safety factors when making these decisions. It is the employee's responsibility to notify their manager if they choose not to come in, leave early or arrive late.