



GENERAL FLOOR

Your Wholesale Flooring Source

To: All General Floor and MP Associates

From: Safety Committee

Date: February 4, 2011

Re: Weather Closure Procedures

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. Any decision may not be finalized until late in the night, early in the morning so you are encouraged to check the voice mail up to 6 AM by when any decision will have been made and update posted.
- 3). Don Maryak and the District Managers will make Branch closings or late arrival decisions on a location-by-location basis. The Branch Managers should contact their District 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 be delayed or not go out at all. 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 some if not all deliveries can 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. (See #3 above)

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 may use their bank of hours, if available, for any lost hours due to weather closures, delayed openings or early closings called by the company on any scheduled work day. If no time exists, the time will be unpaid leave and not negatively influence attendance.

9). 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.