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To all GLC Employees – Hiram, Ohio:

Recently, questions have been raised about our pay practices in Hiram for time spent changing shoes, and putting on smocks, hair/beard nets and hearing protection. Although our practices are like those of other companies in our industry, we have decided to make some common sense changes and to standardize procedures and simplify timekeeping:

As a result, effective February 24, 2008:

1. Employees who wear company-issued clothing such as shirt/pants, coveralls, coats (other than smocks/lab coats), may dress at their convenience. Dressing at the plant is not required.
2. The locker room may continue to be used for employee convenience for their outerwear before clocking in each day.
3. Employees required to wear a smock/lab coat should not put on the smock/lab coat until immediately AFTER they have clocked in and immediately BEFORE they enter the production area. The smock/lab coat should be removed immediately AFTER exiting the production area and immediately BEFORE clocking out.
4. Hair/beard nets and hearing protection should be put on AFTER clocking in and should be removed BEFORE clocking out.
5. Captive footwear will no longer be required. All employees, even if opting to use footwear kept at the plant, are required to walk through foot baths/foot foamers provided at the entrance to the production area AFTER they have clocked in.
6. Employees will not be permitted to clock-in to work more than 5-minutes prior to their scheduled shift start time. The clocks WILL NOT accept punches any earlier. **It is the employee's responsibility to note that the clock accepts the in-punch each day.**

We regret any inconveniences these new practices may present and thank you in advance for your cooperation.