PREFACE

The purpose of this handbook is to explain the work rules, policies, and benefit plans covering Boart Longyear Company, exempt and non-exempt salaried employees, and hourly, part-time office employees. If there are any questions concerning this handbook and whether it applies to you or one of your employees, please contact your supervisor or Human Resources manager. This handbook is informational only, and its contents are not a contract between the Company and any of its employees.

This handbook does not include all safety procedures. It is the responsibility of every Boart Longyear Company employee to work safely and to be aware of the Company Safety, Health, and Environmental Programs. This information is available on the Company’s intranet site.

This handbook is a brief summary of the Boart Longyear Company’s policies and procedures. This handbook does not constitute a contract of employment or a guaranty of continued employment. Boart Longyear Company is an “at-will” employer. This means that either you or Boart Longyear Company can terminate your employment at any time, with or without cause, and with or without prior notice. At will employment status can be changed only by an express written contract for a specified term that is signed by you and a Vice President of Boart Longyear Company. Except for the employment “at-will” status of your employment, Boart Longyear reserves the right to change any of its policies, procedures and rules at any time. Such changes may be with or without notice.

Please read this handbook carefully and keep it handy for future reference. One of your first responsibilities is to be familiar with its contents. Since this handbook is only a summary of our policies, please review it with your supervisor or Human Resources if you have any questions.
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EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Boart Longyear Company will be based on merit, qualifications, and abilities. Boart Longyear Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Boart Longyear Company will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of your manager or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE RESPONSIBILITIES

Each employee is expected to meet the requirements of his/her job. Evaluations of the employee’s work may be done periodically by the employee’s supervisor. If the employee’s performance is below the accepted standard for the job, the employee may be advised of this, and direction and counseling may be offered. Additional progress evaluation may be scheduled to measure progress.

If an employee lacks the ability to meet requirements of the position or if the employee is unable or unwilling to make the effort to perform the work satisfactorily, the employee’s employment may be terminated.

OUTSIDE EMPLOYMENT

Secondary employment may have an adverse effect on job performance. Employees who are considering taking a second job are encouraged to consult their supervisor beforehand.

In addition, you may not accept outside employment or engage in outside business activities that may tend to result in a conflict of interest.

Should you have any questions regarding the appropriateness of participating in any outside business activity, ask your supervisor or contact Human Resources.

REHIRE OF FORMER EMPLOYEES

No former employee of the Company is to be re-employed by the Company directly or through a third party without the specific approval of the manager. Such approvals are limited depending on the circumstances of their prior separation, their abilities, and other factors to be considered by management.

VOLUNTARY TERMINATION OF EMPLOYMENT

Employees who intend to terminate their employment with the Company are requested to provide the Company with a written notice of their intended termination date so a replacement may be found. As a courtesy, employees who resign are requested to give their supervisors at least two weeks advance notice and to confirm their resignations in writing.

Failure to return to work upon the expiration of a leave of absence will be recorded as a voluntary termination of employment.

Failure to notify your supervisor of an absence may be considered a voluntary resignation of employment.
Payment for unused earned vacation time as the date of termination will be calculated and added to your final paycheck in the case of both voluntary and involuntary terminations.

**REDUCTION IN FORCE**

From time to time, departments or facilities within the Company may find it necessary to reduce staffing levels or otherwise reorganize job assignment and responsibilities. Ultimately, such changes will be based on the needs of the Company. However, factors such as individual qualifications, length of service, length of time in the department involved and past job performance may also be considered by management in making staffing determinations.

**OTHER INVOLUNTARY TERMINATION OF EMPLOYMENT**

The Company maintains standards of performance and rules of conduct as circumstances require, and retains the right to terminate any employee for cause or without cause at any time, with or without prior notice. Although there is no way to identify every possible violation of rules of conduct, the following is a partial list of infractions that may result in disciplinary action up to and including termination for a first offense:

- Theft or unauthorized use of company equipment, property, etc.
- Deliberate falsification of company records or making a false statement to a supervisor.
- Violation of the Company’s drug or alcohol abuse policy.
- Insubordination (either refusal to follow work directions or abusive conduct).
- Bringing a weapon on company property or worksite.
- Assault on another individual.
- Sleeping on the job.
- Extreme negligence causing, or having the potential to cause a significant accident or injury.
- Willful destruction of company property or other violations.
- Disclosure of company private or proprietary material to unauthorized persons (such as manuals, proposals, contracts, employee records and any other non-public business records).
- Involvement in a criminal act or negative behavior which presents a detrimental image of the company or presents a concern for the well being of other employees.
- Sexual harassment or any other illegal harassment directed toward employees or other persons.
- Participating in or condoning horseplay.
- Absence without proper notification to the employee’s supervisor.
- Inadequate performance of duties.
- Failure to observe safety regulations and instructions.
- Failure to report to immediate supervisor an on-the-job injury or accident involving equipment, property, or an employee.
- Persistent tardiness, unauthorized extension of breaks and lunch periods and leaving work before quitting time.
- Excessive absenteeism as determined by the supervisor.
- Violation of safety rules or failure to comply with directions of safety personnel.
- Outside telephone calls or other time not attending to work.

This list of rules and regulations is not to be considered all-inclusive, and nothing herein prevents the Company from disciplining and/or terminating an employee for any other reason.

**CODE OF ETHICS**

The continued success of Boart Longyear Company is dependent upon our customers’ trust and we are dedicated to preserving that trust. Employees owe a duty to Boart Longyear Company and its customers to act in a way that will merit the continued trust and confidence of the public.
In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your supervisor and, if necessary, with the Human Resources Department for advice and consultation.

Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

In order to ensure that we operate to common ethical standards and values, all employees should be familiar with Anglo American’s ‘Good Citizenship’ program.

The core values that determine the way we do business are:

- We set out to attract, develop and retain the best people.
- All employees and contractors must perform their duties to the highest standards of integrity and ethics.
- We will not tolerate unfair discrimination and will promote workplace equality.
- We have no tolerance for injuries to our employees and contractors and it is to this standard that we strive to operate.
- We regard providing superior returns to shareholders and honoring our social and environmental responsibilities as complementary and mutually reinforcing.
- We seek to contribute to the well-being of the communities in which we operate and are committed to the principle of sustainable development.
- We will comply with all applicable laws and will not engage in any form of corrupt or anti-competitive practices.
- We seek mutual benefit in our relationships with customers, partners, contractors, and suppliers. We aim to be the supplier and partner of choice.

The values and standards are set out more fully in ‘Good Citizenship: Our Business Principles’ which can be found on the website at [www.angloamerican.co.uk](http://www.angloamerican.co.uk)
WORK SCHEDULES AND PAY

WORK HOURS

Work hours are scheduled and regulated in accordance with applicable Federal and State labor laws and regulations, and company requirements. The scheduled work day for most employees begins promptly at 8:00 a.m. and ends at 5:00 p.m. An unpaid lunch period of one hour is provided at mid-day. The normal work schedule provides for 40 hours of work each week with most assignments scheduled for five 8-hour days. Special hours and schedules may be established to meet the needs of certain departments.

Alternate work schedules may be put into effect from time to time, or established on a regular basis to meet specific operating requirements.

For the purpose of determining overtime, vacation, leaves of absence, and all other payroll matters, work is accounted for by calendar days within their work week.

Work hours and schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

REGULAR ATTENDANCE AND ABSENCE REPORTING

The efficient operation of the Company depends on the commitment of all employees. You are expected to work as scheduled and to report to work on time. While absence or tardiness may occasionally be unavoidable remember that regular attendance and promptness are important factors in judging your performance and your value to the Company.

If you are unable to report to work as scheduled due to illness or other valid reason, it is your responsibility to notify your immediate supervisor or a manager as soon as possible but no later than the beginning of your scheduled work day. If you are unable to reach your supervisor personally, you must speak with your supervisor’s superior. Notifying a fellow employee not in a supervisory role will not be accepted.

Request for time off for personal reasons should be made to your immediate supervisor several days in advance of the absence whenever possible. There is no guarantee that the requested time off will be granted. You are expected to try to arrange your personal affairs outside working hours. Routine medical and dental appointments should be scheduled as near to the end or beginning of the day as possible in order to minimize disruption of your work. Wherever possible, personal appointments should be handled on days off or outside work hours.

In the event of a non-work related personal injury or medical absence, you also must advise your supervisor regarding the status of your recovery and your expected return to work date. For sick related absences of three days or more you must provide a release to return to work from your doctor. Your supervisor may require that a company medical provider review your medical condition.

OVERTIME

The typical operating requirement for a non-exempt, salaried employee includes the need to work overtime hours. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

TIME REPORTING AND PAYDAYS

Accurately recording time worked is the responsibility of every non-exempt, salaried employee. Federal and state laws require Boart Longyear Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt, salaried employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.
Alterings, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.

It is the supervisor’s responsibility to sign employee time records to certify the accuracy of all time recorded. The supervisor will review and approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, the supervisor must verify the accuracy of the changes by initialing the time record.

Salaried, exempt and non-exempt employees are paid semi-monthly. If an employee decides not to participate in the direct deposit program, pay checks will be mailed to an authorized address. Pay checks are mailed each Thursday for the previous week’s work. Pay checks are dated to be paid each Friday. It is not uncommon during the Holiday season for a paycheck to take 5-7 days to be delivered by the U.S. Postal Service. Each paycheck will include earnings for all work performed through the previous week.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

**DIRECT DEPOSIT**

Boart Longyear Company offers and encourages employees to participate in the direct deposit program for their paychecks. Direct deposit ensures that your paycheck is deposited in a bank account of your choice each payday. Employees using direct deposit will receive a voided check stub showing amount of pay, deductions, and taxes withheld.

**WAGE GARNISHMENTS**

The Company will comply with local, state or federal government requirements with respect to garnishments, attachments, writs of execution or notices of levies against an employee’s wages, and will inform the employee of a legally served claim.

**PAYROLL DEDUCTIONS**

The law requires that Boart Longyear Company make certain deductions from every employee’s compensation. Among these are applicable federal, state, and local income taxes. Boart Longyear Company also must deduct Social Security taxes on each employee’s earnings up to a specified limit that is called the Social Security “wage base”. Boart Longyear Company also must deduct Medicare taxes on each employee’s earnings. Boart Longyear Company matches the amount of Social Security and Medicare (known as FICA) taxes paid by each employee.

According to state tax laws, Boart Longyear Company is required to withhold the tax of the state you are currently working in. If you have any questions regarding state tax laws consult your tax advisor as appropriate.

Boart Longyear Company offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.
TIME-OFF BENEFITS

There may be times when circumstances make it necessary for employees to be absent from work. You should obtain approval from your supervisor as far in advance as possible so that relief arrangements can be made. The following paragraphs describe in general terms the Company policy for some of the typical leaves of absence applicable to regular, full-time employees.

PERSONAL LEAVE

Your immediate supervisor should be contacted in advance for permission and to arrange for a personal leave of absence without pay. Leaves of absence can be disruptive to the business and requests may be refused.

BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to 3 days of paid bereavement leave may be provided to regular, full-time employees.

Employees may, with their supervisor’s approval, use any available paid leave for additional time off as necessary. Requests for extended leave may be granted unless there are unusual business needs or staffing requirements.

Boart Longyear Company defines “immediate family” as the employee’s spouse, parent, child, sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; employee’s grandparents or grandchildren.

SICK LEAVE BENEFITS

Boart Longyear Company provides paid sick leave benefits to all eligible employees for periods of temporary absence from regularly scheduled work due to illness or injuries.

After a 90-day waiting period, eligible full-time employees will be entitled to a pro-rated amount of sick days based on the remaining months of the year (.50 of a day per month). At the beginning of the next calendar year, eligible full-time employees will begin the year with 6 days of sick leave.

In the event that you are sick and will require time off work to recover, you must notify your supervisor as soon as you realize that you are too sick to work. Additionally, you must notify your supervisor prior to using any prescription medication at work. With your supervisor’s approval, employees may use earned vacation time to substitute for unpaid sick leave.

Part-time employees will receive a prorated entitlement to paid sick leave according to the hours worked. Those working 1500 or more straight-time hours will receive 80% of the full-time employees’ entitlement. Those having worked 1000 to 1500 hours will receive 60% of the entitlement. Those having worked 500 to 1000 hours will receive 40% of the full time entitlement. Those having worked less than 500 straight time hours during the qualifying year do not receive any paid sick-leave entitlement.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee’s household. Approval of paid sick time is at the discretion of the employee’s supervisor.

Employees who are unable to report to work due to illness or injury must notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. Before returning to work from a sick leave absence of 3 calendar days or more, an employee must provide a physician’s verification that he or she may safely return to work. Boart Longyear Company reserves the right to conduct a functional job analysis prior to the employee returning to work. If conducted, the result of this analysis will be shared with a doctor of Boart Longyear’s choosing in order to verify the employee is able to safely return to work.

Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence and will not include any special forms of compensations, such as incentives, commissions, bonuses, or overtime. Sick leave payments will not be used for calculating overtime pay.

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For more detailed information, consult with your supervisor or refer to the respective Summary Plan Description booklets (Boart Longyear Company Short Term Disability Plan, and Boart Longyear Company Long Term Disability Plan) for complete detailed information.

VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy: Boart Longyear Company, salaried exempt and non-exempt employees.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 10 vacation days each year.
- After 4 years of eligible service the employee is entitled to 15 vacation days each year.
- After 10 years of eligible service the employee is entitled to 20 vacation days each year.
- After 20 years of eligible service the employee is entitled to 25 vacation days each year.
- After 30 years of eligible service the employee is entitled to 30 vacation days each year.

Part-time employees will receive a prorated entitlement to vacation time and pay according to the hours worked during the qualifying year. Those working 1500 or more straight time hours will receive 80% of the full-time employee’s entitlement. Those having worked 1000 to 1500 hours will receive 60% of the entitlement. Those having worked 500 to 1000 hours will receive 40% of the full time employee’s entitlement. Those having worked less than 500 straight time hours during the qualifying year do not receive any vacation time or pay entitlement.

When an employee is hired, if they are in an eligible employment classification, they begin to accrue paid vacation time according to the schedule. Before vacation time can be used, a waiting period of 365 calendar days must be completed. On their one year anniversary date, employees will be credited with this earned vacation time. Following the first year anniversary date, vacation time will reset on January 1, and continue to renew at the beginning of each year.

Vacation earned cannot be carried over into succeeding years. Earned vacation should be used before the end of the year. For non-exempt employees, a regular weekly time sheet or daily log must be turned in with vacation hours and days to be paid. In the case of short notice or emergency situations, let your manager know as soon as possible so they may accommodate you.

Upon termination of employment, the employee will be paid for any earned, unused vacation at his or her most recent rate of pay. If an employee is later rehired by Boart Longyear Company, the re-hire date will be considered the employee’s anniversary date with respect to vacation eligibility. In the case of a company layoff of six months or less, the original date of hire may be used to determine vacation time accrued, upon manager approval. The 365 day waiting period may be extended for any significant leave of absence except military leave of absence, which has no effect on this calculation.

It is the responsibility of the employee to request earned vacation time well in advance (30 days) of the dates they would like to take off. Vacation time shall be scheduled at the mutual convenience of both the employee and the Company. Any vacation time that you request or schedule must be approved by the person you report to.

The vacation policy is one of common sense and communication. You can check with your manager for a current update on vacation time you have earned.

CIVIC DUTY

If you are called for jury duty or subpoenaed as a witness (except on your own behalf) or if you are selected to serve on an election board, notify your supervisor immediately. Employees who are called for civic duty may be granted paid leaves of absence up to 20 days which is the difference between actual pay for service and straight line rate for days employee would
have worked. At the conclusion of the leave, employees generally have the right to return to the same position he/she held prior to the leave or to a position with equivalent seniority, pay and benefits.

If you are excused from service during working hours, you are expected to report to work for the remainder of the day unless otherwise instructed by your supervisor.

**MILITARY LEAVE**

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces, including National Guard, will be granted unpaid leaves of absence for military service, training, or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position he/she held prior to the leave or to a position with equivalent seniority, pay and benefits.

Employees are requested to notify their supervisors as soon as they are aware of the military obligation. Questions regarding the Company’s military leave policy, applicable state and federal laws, and continuation of benefits should be directed to the Human Resources Department.

**HOLIDAYS**

Boart Longyear Company normally recognizes 10 paid holidays a year for its employees. A schedule of paid holidays is published and distributed at the beginning of each calendar year by the Human Resources Department. As business needs dictate, certain departments may need to modify this schedule. Employees will be notified in advance of any schedule changes.

An employee is eligible for holiday pay if they are full-time employees currently on the payroll. Non-exempt employees must have been available the work day before the holiday and the work day after the holiday unless it has been previously scheduled as vacation time.

Holiday pay is computed as 8 hours of the employee’s regularly established straight time hourly base rate. It does not include any calculation of incentives, bonus plans, or overtime. Part-time, hourly non-exempt office employees will be paid a pro-rated amount of holiday pay based on the average of their regular scheduled hours worked in the last calendar year.

Should the holiday occur during an employee’s vacation time, an additional day of vacation will be allowed to the employee. Holidays occurring on Sunday will be recognized on the following Monday. Holidays falling on a Saturday will usually be observed on a Friday. In both cases, all of the provisions of this policy will apply.

If a non-exempt employee is required to work on an observed holiday, the employee will receive their scheduled number or hours of holiday pay in addition to their normal established straight time or overtime rate for hours worked that day. Holiday hours are not included in the accumulation of hours for overtime calculations. Because of the nature of our business, it is often necessary to schedule employees to work on an observed holiday.

Always be sure to check your pay checks for proper compensation of holiday pay. Report any discrepancies to the Payroll Department.

**FEDERAL FAMILY AND MEDICAL LEAVE**

Some states have leave that supplements or changes the terms of the federal Family and Medical Leave Act (“FMLA”). If your state is one that does, you will receive a separate addendum informing you of your state’s laws. The Company will comply with applicable federal and state laws regarding time off for the birth or adoption of a child; placement of a foster child; or when absence is necessary due to an employee’s serious health condition or to enable an employee to care for a spouse, son, daughter, or parent with a serious health condition.

Please note that an employee may be entitled to more than one leave for the same absence. For information on these leave of absence policies, contact the Human Resources Department.

7/13/2005
Employees may be eligible for up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons. The leave is limited to a total of twelve workweeks of leave during any 12-month period. In order to determine the “12-month period” in which the 12 weeks of leave entitlement occurs, the Company will use a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave. Employees are eligible if they have worked for at least one year, and for 1,250 hours over the previous 12 months.

Eligible employees are required to use accumulated vacation to substitute for any part of the 12 weeks to which the employee is entitled under the Act. Employees will continue to accrue vacation while utilizing their vacation and during the unpaid portion of their leave.

During a period of unpaid leave, the employee’s health insurance, life insurance (and other applicable benefit, if any) will continue on the same basis as if the employee had not taken leave. The employee should contact Human Resources to determine how other benefits may be affected. Arrangements should be made before the employee takes the leave concerning the payment of life insurance premiums and the employee portion of health insurance premiums.

Employees are entitled to FMLA leave:

- to care for a child following a birth or placement of a child with the employee for adoption or foster care;
- to care for the employee’s spouse, child, or parent, who has a “serious health condition,” or
- if the employee is unable to perform his or her own job because of the employee’s own serious health condition.

Employees with questions about what serious health conditions are covered under this policy are encouraged to consult with the Human Resources Department.

Total leave for employee spouses is limited to 12 weeks combined if the leave is taken for the birth, adoption, or foster care of a child or to care for a sick parent.

Employees are required to give 30 days advance notice or as much notice as practical when the need for leave is foreseeable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the Company’s operations.

While on leave, employees are requested to report periodically to the Company regarding the status of the medical condition, and their intent to return to work.

The Company reserves the right to request medical certification supporting the leave, and also reserves the right to require second or third opinions (at the Company’s expense) and a fitness for duty report to return to work at its discretion depending upon the particular circumstances. Leave may be denied if these requirements are not met.

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. When leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the manager’s and HR manager’s approval. When FMLA leave is taken for an employee’s own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Most employees returning from Family Medical Leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, although the Company may choose to exempt certain “key employees” from this requirement and not return them to the same or similar position.
EMLOYEE DEVELOPMENT

TRAINING

Employee development is an important objective of the Company. In order to remain current with the industry and assist in employee development, the Company is committed to an ongoing and progressive training and development program utilizing office staff, training staff and outside resources as needed. You are required to participate in training as scheduled.

Training sessions and schools may be provided by the Company to enable personnel to perform more efficiently. They are intended to benefit you and the Company. Employees attending such training sessions or schools will be compensated at their normal rate of pay for the actual hours of attendance.

TUITION REIMBURSEMENT

You may be interested in advanced specialized training in the future. The Company supports and encourages training related to your job. This training may be held at a local university, technical college, training or community center. The training must be beneficial to the Company and must be pre-approved by your zone manager.

Tuition Costs may be reimbursable if approved by your manager. Materials such as books and guides may also be reimbursable under this program. Your time to attend training would not be reimbursable with the exception of certain required or mandated training programs. There are some basic rules and application procedures for this program. Such as:

- Prior to enrollment, interested employees may obtain an “application for Tuition Reimbursement” from the Human Resources Department.
- At Least one year of steady employment with the Company
- The training course(s) must be work related and complimentary to your job future
- The program must be recommended in advance by your zone or division manager, and approved by the HR manager
- The program or course must be successfully completed with a passing grade as identified in the course materials.
- Reimbursement will be made after successful completion and documentation.
- At the completion of a company approved course, the employee must submit to the HR Department (1) a fee statement which indicates total tuition amount, (2) certification of satisfactory course completion before payment will be made, and (3) receipt showing payment has been made in full. All documents will be returned to the employee.

SCHOLARSHIP OPPORTUNITIES

Each year, Boart Longyear awards a number of scholarships for continuing education to children of employees. Program information, guidelines and applications are available from your Manger or can be found on Boart Longyear Company’s intranet and internet sites.
GENERAL POLICIES

NEWS AND COMMUNICATION

Bulletin boards are located at your work facility. They serve as a valuable and highly visible source of information for employees, including employment law and occupational health and safety regulations. If you are aware of a special event, award, story or other information that will be of value or interest to other employees, please relay it to those responsible for bulletin boards and company newsletters.

Anyone wishing to place a notice or poster of any type on a facility-sponsored bulletin board must receive the approval of Management.

KEEPING YOUR RECORDS UP TO DATE

It is your responsibility to notify the Company of any changes in your personnel status such as your address, home phone number, marital status and emergency contact information. If you have a break in employment and are rehired, please ensure that you review your personal information with Human Resources so that the most current information is used.

If you wish to make changes regarding your employment benefits or payroll deductions, you must contact your Human Resources Department. You should review your beneficiary designations periodically to ensure that they accurately reflect your current intentions.

EMPLOYEE ASSISTANCE PROGRAM

It is the goal of the Boart Longyear Company Employee Assistance Program (EAP) to be an internal confidential resource for all employees and their family members who may be experiencing life problems which impact their emotional and physical well-being. The primary purpose is to provide services which will enable the Company to retain a healthy and productive work force. The Boart Longyear Company Employee Assistance Program is available to current and retired employees and their family members. Any employee may get help or information by calling: (800) 926-9619.

DRUG / ALCOHOL ABUSE

The Company recognizes a responsibility to provide a safe work environment for all employees. Likewise, all employees are expected to be fit for duty when at work and capable of performing their assigned responsibilities in a safe and productive manner.

The Company has a particular concern about drug and alcohol abuse and believes a drug and alcohol free environment must exist in its operations. Substance abuse can affect an employee’s judgment, productivity, and efficiency; jeopardize the safety of employees, and violates state and federal statues. For these reasons, the Company has developed a policy to deal with those whose drug or alcohol use may affect the rest of us. There are several different tests the Company may use to prevent drug and alcohol abuse:

1. For Cause Testing
2. Fitness for Duty Testing
3. Random Testing
4. Follow-up Testing
5. Referral Testing
6. Pre-employment Testing

Further information regarding these policies can be found in the Substance Abuse Program Manual.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
PROBLEM SOLVING

The Company is committed to providing satisfactory working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question is answered quickly and accurately by company supervisors or management.

Your management is aware that in any business organization, dissatisfaction may arise because employees might not know, understand, or agree with certain policies or decisions, or may feel that they have not been treated fairly.

Whenever a problem or complaint arises, an earnest effort will be made to resolve it. Often, the employee will discuss the issue with the immediate supervisor. Experience has shown that problems can usually be settled satisfactorily after a thorough discussion and an understanding between an employee and the supervisor. If you are not satisfied with the results at this step, you may take your complaint to the manager. Your Human Resources manager is also available for discussion.

Each employee is encouraged to follow these steps to express and resolve problems, concerns, and disagreements. However, as an alternative, when the problem concerns your immediate supervisor, you may go directly to the manager or Human Resources.

The Company will try to resolve the situation promptly. The decision will be based on the facts, company policy, and a discussion with the Human Resources manager. The Company will investigate the employee’s problem, gather facts, review company policy and render an opinion. If the supervisor cannot resolve the problem to the employee’s satisfaction, the supervisor will refer the employee to the manager.

You may also take the problem to the Human Resources manager. The Human Resources manager will look at the issue in light of company policy and practice, and discuss the employee’s concern with the appropriate manager, who will determine an appropriate and final response to the employee’s problem or complaint.

Employees are always welcome to discuss with Human Resources all matters of employment.

WORKPLACE HARASSMENT, INCLUDING SEXUAL HARASSMENT

Boart Longyear Company strives to provide all employees with a workplace free from harassment of all types. Harassment is any unwelcome or unwanted verbal or non-verbal conduct, based on gender, race, color, religion, national origin, ancestry, age, pregnancy, marital status, mental or physical disability, veteran status, or any other protected classification under State or local law. Retaliation against any person who has (i) opposed or complained about any prohibited discriminatory conduct, or (ii) who has participated in or cooperated with an investigation or other proceeding concerning a discriminatory practice, is prohibited. Each employee of the Company is responsible for knowing, understanding and following the provisions and procedures of this policy.

A. Types of Conduct Prohibited

Sexual harassment is defined as any unwelcome or unwanted verbal, non-verbal, or physical advance, request for sexual favors, or other conduct of a sexual nature that affects an individual’s work environment. Examples include:

- Unwanted sexual attention of a persistent or abusive nature, made by a person who knows or ought reasonably to know that such attention is unwanted.
- The making of an implied or express promise of reward for complying with a sexually oriented request.
- The making of an implied or express threat or reprisal, in the form of actual reprisal or in the denial of opportunity, for refusal to comply with a sexually oriented request.
- Sexually oriented remarks and behavior which may reasonably be perceived to create an intimidating, hostile, or offensive work environment.

In addition, other unwelcome conduct directed at an employee, or applicant because of his or her gender, even if it is not of a sexual nature, may be deemed to be sexual harassment.

Besides harassment based on gender, the Company strictly prohibits discriminatory conduct, including harassment, based on an employee’s or applicant’s race, color, religion, national origin, ancestry, citizenship status, disability, age, pregnancy or pregnancy-related conditions, childbirth, veteran status, or other protected classification under federal, state or local laws. As
with sexual harassment, harassment based on any of the foregoing categories may include both verbal and nonverbal conduct. It may not always be clear that the conduct is unwelcome and acceptance or silence does not translate to welcome.

Retaliation against any employee or applicant who has opposed and/or reported any prohibited discriminatory practice or who has provided information during an investigation or other proceeding about a discriminatory practice is also prohibited.

B. Reporting Requirements

Any employee, applicant, or other person who experiences any conduct that he or she believes may be harassment or retaliation has an obligation to report that conduct immediately to his or her supervisor or manager, or to Human Resources. Any employee, or any other person who becomes aware of any conduct that he or she believes may be harassment or retaliation has a similar obligation to report that conduct regardless of whether he or she is personally involved in the conduct, and regardless of whether the conduct involves other employees, clients, customers, vendors, independent contractors, or others in the work environment.

C. Investigation Procedures and Penalties for Harassment

Whenever the Company receives a report of conduct that may constitute harassment or retaliation, it will take immediate measures to ensure that further harassment or retaliation does not occur, and will promptly conduct an investigation to gather available facts and to determine whether or not prohibited conduct has occurred. The Company will protect the confidentiality of harassment allegations to the extent possible, and will share the information only with those who need it. Upon completion of its investigation, the Company will take immediate and appropriate action, including discipline, if appropriate to stop any harassment or retaliation that it determines has occurred, and to correct the effects of any such harassment or retaliation. The Company will take reasonable steps to prevent any further harassment or retaliation.

Any employee found to be in violation of this policy will be subject to appropriate disciplinary action or other corrective action up to and including termination of employment. Harassment, false accusations of harassment, and retaliation can have serious effects on careers and personal lives of innocent people. For these reasons, the Company urges all employees to act responsibly and establish a working environment that is free of harassment, retaliation, and any other form of discrimination.

WORKPLACE VIOLENCE PREVENTION

Boart Longyear Company is committed to preventing workplace violence and to maintaining a safe work environment. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Boart Longyear Company.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, is prohibited. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor or Management. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening. Report the disturbance immediately to a supervisor or Management.

Boart Longyear Company will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Boart Longyear Company may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or of conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
Boart Longyear Company encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resource Department before the situation escalates into potential violence. Boart Longyear Company is eager to assist in the resolution of problems, and will not discipline employees for raising such concerns.

**SOLICITATION AND DISTRIBUTION OF LITERATURE**

Persons not employed by Boart Longyear Company may not solicit during working time for any purpose, or distribute or post literature during working time and work areas. Boart Longyear Company recognizes that employees may have interests in events and organizations outside the workplace. However, without the prior approval of the appropriate supervisor, employees may not solicit during working time, distribute or post literature during working time or in work areas concerning these activities. (Working time excludes lunch periods, work breaks, or other periods in which employees are not on duty.) However, certain company-wide programs, such as the United Way may be discussed with the employees by company personnel.

**PHONE AND MAIL USE**

Employees are encouraged to make personal calls only on off-duty time. Employees should practice discretion in using designated company telephones when making personal calls and may be required to reimburse Boart Longyear Company for any charges resulting from their personal use of the telephone. The use of Boart Longyear Company stationery, envelopes, or Boart Longyear Company paid postage for personal correspondence is not permitted. To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Employees should confirm information received from the caller, and hang up only after the caller has done so.

The Boart Longyear Company voice mail system is intended to facilitate Boart Longyear Company employees in the efficient and productive performance of their jobs. Boart Longyear Company expects employees to use good judgment in their use of this system. The consent of each employee to Boart Longyear Company’s interception, monitoring, copying, reviewing, and downloading of any communications, whether voice mail or otherwise, is a term and condition of employment. Failure to abide by these rules or to consent to Boart Longyear Company’s examination of communications is grounds for discipline, up to and including termination of employment.

**EQUIPMENT AND VEHICLE USE**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor or manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor or manager can answer any questions about an employee’s responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. For further information, please refer to the Fleet Safety Policy, any Office guidelines on vehicle use, or contact the Safety Department.

**VISITORS IN THE WORKPLACE**

Only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Because of service, safety, and security reasons, family and friends of employees may not visit without prior approval from your supervisor or manager.
Authorized visitors will proceed directly to their destination, and should be escorted. Employees are responsible for the conduct and safety of their visitors. An employee who observes an unauthorized individual on Boart Longyear Company’s premises should immediately notify the supervisor or Management.

**COMPUTER USE, INTERNET ACCESS AND E-MAIL.**

Computers, computer files, the e-mail system, and software furnished to employees are Boart Longyear Company property, intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

Boart Longyear Company strives to maintain a workplace free of harassment. Therefore, Boart Longyear Company prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-colored jokes, or anything that may be construed as harassment or showing disrespect for others.

Boart Longyear Company purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Boart Longyear Company does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Boart Longyear Company prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the IT Department or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

**WORKPLACE MONITORING**

Workplace monitoring may be conducted by Boart Longyear Company to ensure quality control, employee safety, security, and customer satisfaction. Computers furnished to employees are the property of Boart Longyear Company. As such, computer usage and files may be monitored or accessed. Employees must be aware that any materials of any kind stored on any Boart Longyear Company computer, peripheral device or service is readily reviewable by Boart Longyear Company. (This policy is not for the benefit of any third party, and does not require Boart Longyear Company to review all files and/or expunge objectionable material.)

Boart Longyear Company may conduct video or other surveillance of company facilities. Such monitoring is used to identify safety concerns, enhance security, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

**CONFIDENTIAL INFORMATION**

The protection of confidential business information and trade secrets is vital to the interests and the success of Boart Longyear Company. Such confidential information includes, but is not limited to, compensation data, customer lists, agreements with other companies, leases and permits, pricing and price lists, sales and revenue data, financial information, labor relations strategies, marketing strategies, pending projects and proposals, engineering documents, research and development strategies, and information concerning employees, including personnel, medical, and pay rate files.

Employees who improperly use or disclose trade secrets, or confidential business information, will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.
EMERGENCIES

Fire, spills, release of toxic fumes or chemicals, explosions, serious illnesses or injuries must be reported to your supervisor or safety staff immediately.

Each facility has posted evacuation plans and conducts periodic drills to be prepared for emergencies. Be sure to pay attention and familiarize yourself with these procedures.

If you should become ill or injured while at work, contact your supervisor. All injuries that occur while at work must be reported, regardless of the severity. Your supervisor will arrange for necessary emergency or first aid treatment.

If illness prevents you from coming to work, report your illness to your supervisor as early as possible, but at a minimum on your first lost working day. You should continue to report your progress daily or at intervals satisfactory to your supervisor so that necessary plans to handle the additional workload may be made.

LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Boart Longyear Company supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Boart Longyear Company will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Boart Longyear Company will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department or Boart Longyear Company’s Employee Assistance Program for information and referral to appropriate services and resources.

KEYS AND ACCESS CODES

Employees may be granted possession of Boart Longyear Company keys and/or access codes in order to allow employees to perform their designated activities. Keys and codes to Boart Longyear Company facilities remain the property of Boart Longyear Company at all times, and may be used only in connection with Boart Longyear Company business. Employees must sign in and out for all keys or access cards which they receive. Only designated supervisors have authority to duplicate keys for their respective department employees. Employees must immediately report all lost, misplaced or damaged keys to their supervisor. Employees are required to return all Company keys upon termination of employment.

PROPERTY CARE AND RETURN

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Boart Longyear Company property must be returned by employees when use of the property for work purposes is completed, and, at the latest, on or before their last day of work. Where permitted by applicable laws, Boart Longyear Company may withhold from the employee’s pay the cost of any items that are not returned when required. Boart Longyear Company may also take all action deemed appropriate to recover or protect its property.

INSPECTIONS

Boart Longyear Company wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Boart Longyear Company prohibits the possession, transfer, sale, or use of such materials on its premises. Boart Longyear Company requires the cooperation of all employees in administering this policy.
Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Boart Longyear Company. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Boart Longyear Company at any time, either with or without prior notice.
ADDENDUM

WASHINGTON FAMILY LEAVE ACT

Under Washington Law the federal Family and Medical Leave Act is followed, with two exceptions.

First, employees are generally entitled upon return from family leave or during any reduced leave schedule to be returned to an equivalent position in a workplace within twenty miles of their workplace when the leave began. This exception applies only to employees who take family leave to care for a newborn or newly adopted child under the age of six or a child under eighteen years old with a terminal health condition.

Second, a family leave taken pursuant to the federal Family Medical Leave Act because of the birth of a child or illness during pregnancy shall be in addition to any leave taken for sickness or temporary disability because of illness during pregnancy or childbirth.
OREGON FAMILY LEAVE ACT

Oregon has its own family leave laws, known as the Oregon Family Leave Act or OFLA. OFLA leave must be taken in conjunction with FMLA leave, where applicable.

Eligibility

If you are an employee who has been employed at least one hundred eighty (180) days immediately preceding the date your family leave would begin and you have worked an average of twenty-five (25) or more hours per week during that time period, you are eligible for family leave of up to twelve (12) weeks in any calendar year in accordance with applicable law.

Purpose of Family Leave

Family leave may be taken for the following purposes:

- To care for a newborn child or a newly adopted or newly placed foster child under age eighteen (18), or for an adopted or foster child older than 18 years of age if the "child" is incapable of self care because of a disability. (Please note that employees are not required to work the 25 hour minimum average in order to qualify to use family leave for this purpose.) This leave applies to both fathers and mothers of the child. Leave must be completed within twelve (12) months after birth or placement.

- To care for a family member with a serious health condition. For the purpose of this leave, "family member" includes an employee's spouse; same sex domestic partner; biological, adoptive, stepchild, foster child (and any person with whom the employee has a loco parentis, i.e., in place of parents, relationship); parent (biological parent or an individual who stands or stood in loco parentis); and parent-in-law.

- To recover from or seek treatment for a serious health condition that renders you unable to perform one or more of the essential functions of your regular position.

- To care for your child if that child is suffering from an illness, injury or condition that is not a serious health condition, but requires that you be caring for the child. The availability of another family member to provide home care for the child will be considered by the Company in determining whether you are eligible for this leave.

An eligible female employee may take an additional twelve (12) weeks off within any year for any other purpose listed above if she took leave because pregnancy or childbirth disabled her from performing any available job offered to her by the Company. Also, any eligible employee, male or female, who takes twelve (12) weeks of family leave as identified above, may take up to an additional twelve (12) weeks of leave within the one year period to provide home care to ill or injured children, even if the condition is not a serious health condition.
ADDENDUM

MINNESOTA PARENTAL LEAVE

Employees who have worked for at least twelve (12) months who work at least twenty (20) hours per week may request parental leave of absence without pay for the birth or adoption of a child. The leave must begin within six (6) weeks of the birth or adoption and will be limited to a maximum of six (6) weeks.

Employees returning from a parental leave of absence must give a two (2) week notice of their return to work.

Parental leave under this section will run concurrently with any FMLA leave of absence for employees who are also eligible under the FMLA. Employees eligible for both parental leave and FMLA leave will be limited to a maximum of twelve (12) weeks of leave during any 12-month period.
ADDENDUM

MASSACHUSETTS MATERNITY LEAVE

Female employees who have fulfilled BLC’s standard probationary period, which may not exceed six months, or, in the absence of a probationary period, employees who have been employed for at least three consecutive months as a full-time employee, are eligible for maternity leave. Maternity leave under this policy may be paid or unpaid, in the Company’s discretion.

Eligible employees may request maternity leave for (1) giving birth to a child; (2) adopting a child under the age of 18; or (3) adopting a person under the age of 23 who is mentally or physically disabled.

Maternity leave will be limited to a maximum of eight (8) weeks in any twelve (12) month period. Employees who have available sick or personal leave are entitled to use that leave to receive pay during the eight-week maternity leave. Any sick or personal leave used would run concurrently with the maternity leave.

Employees requesting maternity leave must give at least two weeks’ notice of the expected departure date and the expected return to work date.

Upon return from maternity leave, an employee is entitled to receive vacation time, sick leave, bonuses, advancement, length of service credit, benefits, plans or programs for which the employee was eligible at the date of the leave. BLC will not include the time period of the employee’s leave in the computation of such benefits. BLC also will not pay for the cost of such benefits during the maternity leave, unless it determines that it will do so for all employees on leave of absence.

Upon return from maternity leave, the employee will be restored to her previous position or similar position with the same status, pay, and length of service credit, unless there is a change in economic conditions resulting in the laying off of employees in similar positions or other changes in operating conditions.

Maternity leave under this section will run concurrently with any leave of absence under the federal Family and Medical Leave Act (FMLA) for employees who are also eligible under the FMLA. Employees eligible for both maternity leave and FMLA leave will be limited to a maximum of twelve (12) weeks of leave during any 12-month period.
ADDENDUM

MASSACHUSETTS “SMALL NECESSITIES” LEAVE

Any employee eligible for leave under the federal Family and Medical Leave Act (“FMLA”) is also eligible for unpaid “small necessities” leave, which shall be in addition to any leave available under the FMLA.

Leave is permitted for the eligible employee to:

(1) participate in school activities directly related to the employee’s son or daughter’s education (such as parent-teacher conferences);
(2) accompany the son or daughter to routine medical and dental appointments; or
(3) accompany an elderly relative to routine medical or dental visits or other professional services directly related to the elderly relative’s care. (An “elderly relative” is defined as an individual of at least 60 years of age who is related by blood or marriage to the employee, including a parent).

The eligible employee is entitled to a maximum of 24 hours of leave per 12-month period, which may be taken intermittently or on a reduced leave schedule.

If the need for the leave is foreseeable, the eligible employee must provide BLC seven days’ notice before beginning the leave. If the need for the leave is not foreseeable, the eligible employee must provide BLC with as much notice as practicable.

BLC may require the eligible employee, or the eligible employee may elect, to substitute any accrued paid vacation, personal leave, or medical or sick leave of the employee for any leave under this policy.
ADDENDUM

MONTANA MATERNITY LEAVE

All female employees will be granted a reasonable leave of absence for pregnancy.

No employee who becomes disabled because of pregnancy will be denied any compensation to which she is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to any BLC plan. BLC may require, however, that the employee verify any pregnancy-related disability by medical certification indicating that the employee is not able to perform her employment duties.

Employees returning to work from a maternity leave of absence will be reinstated to their original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits, unless circumstances at BLC have so changed to make it unreasonable or impossible to do so.

Maternity leave under this section will run concurrently with any leave of absence under the federal Family and Medical Leave Act (FMLA) for employees who are also eligible under the FMLA. Employees eligible for both maternity leave and FMLA leave will be limited to a maximum of twelve (12) weeks of leave during any 12-month period.
ADDENDUM

PENNSYLVANIA PREGNANCY DISABILITY LEAVE

All employees who have a disability caused by pregnancy, miscarriage, abortion, childbirth, or recovery from one of these events, are considered temporarily disabled. Employees with such pregnancy-related disabilities will be granted a reasonable leave of absence in accordance with BLC’s policies for temporarily disabled employees.
ADDENDUM

CALIFORNIA FIRE FIGHTER, PEACE OFFICER AND EMERGENCY RESCUE LEAVE

Employees acting in the capacity as volunteer fire fighters, reserve peace officers or emergency rescue personnel may take unpaid leave to perform their duties.

No employee will be discriminated against in the terms and conditions of employment for taking this leave.

If your employer employs more than 50 employees, then volunteer firefighters will be allowed to take a total of 14 days per calendar year of unpaid leave for the purpose of engaging in firefighter or law enforcement training. These days may be taken sporadically. The employee is required to provide reasonable notice prior to taking such leave.
ADDENDUM

CALIFORNIA CRIME VICTIM LEAVE

Employees who are:

- a victim of crime;
- an immediate family member;
- a registered domestic partner of a victim; or
- the child of a registered domestic partner of a victim,

are allowed unpaid leave to testify as a witness in or to attend any judicial proceeding relating to that crime.

For the purposes of this policy:

- Immediate family member means spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather;
- Victim means a person against whom one of the following crimes has been committed:
  - a violent felony as defined in Penal Code §667.5(C);
  - a serious felony as defined in Penal Code §1192.7(C);
  - a felony provision of the law against theft or embezzlement.

In order to take leave under this section, the employee must provide at least one week in advance, a copy of the notice of the scheduled proceeding. If there is no advance notice possible, the employee must provide documentation from the court, the prosecuting attorney’s office or the victim-witness office within two days of the employee’s return to work.

Any leave taken under this section is unpaid leave. Employees may choose to take any accrued vacation or sick leave in conjunction with this leave.

All records related to leave under this section will remain confidential. Employees taking leave under this section will not be discriminated against in the terms and conditions of employment for taking this leave.
ADDENDUM

CALIFORNIA PARENTAL LEAVE FOR SCHOOL ISSUES (25 OR MORE EMPLOYEES)

Parents may take unpaid leave to appear at the school of a pupil if so requested by the school in order to discuss suspension from school.

Parents may take up to 40 hours per year unpaid leave to participate in activities of the school or licensed day care facility of the employee’s children. Such leave may not exceed eight hours in any calendar month.

Employees must provide at least one week’s notice, unless it is an emergency suspension, in order to take leave under this policy. If it is an emergency suspension, reasonable notice must be provided.

Employees may choose to use vacation for this leave, if available.

No employee will be discriminated against in the terms and conditions of employment for taking leave in accordance with this policy.
ADDENDUM

CALIFORNIA PARENTAL LEAVE FOR SCHOOL ISSUES (LESS THAN 25 EMPLOYEES)

Parents may take unpaid leave to appear at the school of a pupil if so requested by the school in order to discuss suspension from school.

Employees must provide at least one week’s notice, unless it is an emergency suspension, in order to take leave under this policy. If it is an emergency suspension, reasonable notice must be provided.

Employees may choose to use vacation for this leave, if available.

No employee will be discriminated against in the terms and conditions of employment for taking leave in accordance with this policy.
ADDENDUM

CALIFORNIA DOMESTIC VIOLENCE LEAVE (25 OR MORE EMPLOYEES)

Any employee who is the victim of domestic violence or sexual assault are entitled to time off to provide for their own, and their children’s health, safety or welfare. For the purposes of this section, “domestic violence” is defined as abuse that is committed against:

- a spouse or former spouse;
- a child of the abuser;
- a person with whom the abuser is living or has previously lived with;
- a person the abuser has dated or is currently dating;
- a person the abuser has had a child with; or
- a person otherwise related by blood to the abuser under certain circumstances.

Leave may be taken under this law for any of the following reasons:

- to seek medical attention for injuries caused by domestic violence;
- to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence;
- to obtain psychological counseling relating to an experience of domestic violence;
- to participate in safety planning or take other actions to enhance safety from future domestic violence, including temporary or permanent relocation;
- to testify at court hearings regarding domestic violence; or
- to attend such hearings as are necessary to obtain relief from domestic violence through legal means such as restraining orders.

The employer must also provide leave for employees to testify at court hearings regarding domestic violence, as well as to attend such hearings as are necessary to obtain relief from domestic violence through legal means such as restraining orders.

In order to take leave under this section, the employee must provide at least one week advance notice. If advance notice is unable to be provided, the employee must provide certification to the employer of the need for leave within two days of the employee’s return to work.

Acceptable certification of the need for leave is:

- a police report indicating the employee was a victim of domestic violence or sexual assault;
- a court order protecting or separating the employee from the abuser or assailant, or other evidence from the court or prosecuting attorney that the employee has appeared in court;
- documentation from a medical professional, domestic violence advocate, sexual assault victims advocate, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries from an act of domestic violence or sexual assault.

Any leave taken under this section is unpaid leave. Employees may choose to take any accrued vacation or sick leave in conjunction with this leave.

All records related to leave under this section will remain confidential. Employees taking leave under this section will not be discriminated against in the terms and conditions of employment for taking leave.
ADDENDUM

CALIFORNIA DOMESTIC VIOLENCE LEAVE (LESS THAN 25 EMPLOYEES)

Any employee who is the victim of domestic violence or sexual assault are entitled to time off to provide for their own, and their children’s health, safety or welfare. For the purposes of this section, “domestic violence” is defined as abuse that is committed against:

- a spouse or former spouse;
- a child of the abuser;
- a person with whom the abuser is living or has previously lived with;
- a person the abuser has dated or is currently dating;
- a person the abuser has had a child with; or
- a person otherwise related by blood to the abuser under certain circumstances.

Leave may be taken under this law for any of the following reasons:

- to obtain or attempt to obtain relief including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety or welfare of the victim and his or her child/children.

In order to take leave under this section, the employee must provide at least one week advance notice. If advance notice is unable to be provided, the employee must provide certification to the employer of the need for leave within two days of the employee’s return to work.

Acceptable certification of the need for leave is:

- a police report indicating the employee was a victim of domestic violence or sexual assault;
- a court order protecting or separating the employee from the abuser or assailant, or other evidence from the court or prosecuting attorney that the employee has appeared in court;
- documentation from a medical professional, domestic violence advocate, sexual assault victims advocate, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries from an act of domestic violence or sexual assault.

Any leave taken under this section is unpaid leave. Employees may choose to take any accrued vacation or sick leave in conjunction with this leave.

All records related to leave under this section will remain confidential. Employees taking leave under this section will not be discriminated against in the terms and conditions of employment for taking leave.
EMPLOYEE ACKNOWLEDGEMENT FORM

I, ___________________ received the Boart Longyear Company Employee Handbook on ______________, 200_.

By signing below, I acknowledge that I have read and understand the policies and procedures contained in this manual. I agree to comply with the policies and procedures of Boart Longyear Company.

I acknowledge that these policies and procedures may be changed, withdrawn, or added to by Boart Longyear Company at any time with or without prior notice to me. I understand that this handbook replaces and supersedes any previous policies, written or oral. Interpretation and application of these guidelines are left strictly to Boart Longyear Company management.

I agree to keep this book in my possession during my employment and to update it whenever provided with materials to do so.

I understand that each handbook is the property of Boart Longyear Company and I agree to return the book upon terminating my employment with Boart Longyear Company.

I acknowledge that this handbook is for reference purposes and is not a legal document. I further acknowledge that this employee handbook is not an employment contract between Boart Longyear Company and myself, and that I am employed on an at-will basis. My employment may be terminated at any time, either by me or by Boart Longyear Company, with or without cause or with or without notice.

______________________________  
(Employee name)

_____________________________  
(Employee signature)

________________________________  
(Date)