



COMPANY PHILOSOPHY AND BENEFITS

At a glance

3-1-2010



CAPACITY



PHILOSOPHY

Come to work with the professionals at Collins Industries, the most respected name in the specialty vehicle industry. You'll have the satisfaction of knowing that you represent a company which values quality, innovation, and its employees! We are among the leaders in the Ambulance, Type A School Bus, and Terminal Truck industries.

It is our company philosophy to hire and retain employees with diverse professional and cultural backgrounds, who are fully empowered, engaged, and committed to continue improvement which benefits all stakeholders – customers, employees, and company shareholders.

We are committed to promoting an employee friendly and engaging work environment. It is our philosophy to attract and retain employees through maintaining a competitive total compensation package, which includes base pay, shift differential, certification differential, safety committee differential, performance bonuses, insurance benefits, retirement, and various other recognition and awards programs.

This booklet is not meant to be a comprehensive guide on our pay and benefits program, however, it should give you a very good idea of how Collins Industries, Inc., and our Subsidiary companies value the efforts of our employees!

DECLARATION OF POLICY

A Declaration of Policy

WE WILL CONTINUE TO DEVOTE OUR BEST EFFORTS to the building of a growing business that will help to provide steady jobs and advancement opportunities in a working atmosphere of friendship and harmony.

WE WILL PAY WAGES AND PROVIDE BENEFITS that will compare favorably with prevailing area provisions within our industry. WE WILL FAIRLY AND PROMPTLY answer any complaint through steps provided by our "Fair Treatment Policy".

WE WILL DISCUSS WITH ANY EMPLOYEE, with an open mind, any requested improvements in personnel policies, rules, or practices.

WE WILL CONTINUE THE POLICY of the Company to recruit, train, and promote deserving abilities on the basis of ability and performance without unlawful discrimination due to race, genetics, color, religion, creed, sex, age, national origin, disability or veteran status, and maintain an affirmative action plan to ensure that this policy is carried out in a meaningful way.

TABLE OF CONTENTS

Table of Contents

Individual Relationships	1
Holidays	2
Annual Plant Closing	3
Vacation	4
Hourly Incentive Program	5
Lean Certification	6
401(k) Retirement Plan	7
Tuition Reimbursement	8
Annual Perfect Attendance Awards	9
Paid Sick/Personal Days	10
Funeral Leave Pay	11
Jury Duty Pay	12
Insurance Benefits	13
Family and Medical Leave	14
Leave of Absence	15
Handbook	16
Your Responsibilities	17
Your Supervisor	19
Breaks and Break Areas	19

Individual Relationships

Collins Industries prefers to deal with people directly, rather than through a representative or labor union. Our policies and programs are specifically designed to meet the needs of employees by providing a positive environment where each employee enjoys the maximum opportunity for open communication, conflict resolution, and job satisfaction. We believe this is a great place to work, and we strive to keep it that way.

Considerable thought and commitment have gone into the development of Collins Industries' style of management. Employees deal directly with management on all issues here with complete freedom to think and speak for themselves, and are rewarded for their individual merit and achievements. We believe we treat our employees respectfully and fairly, and we do so without the threat of strikes, arguments, or artificially created tensions which often result when outside union representation is involved. Your co-workers seem to agree. Our employees have not voted for union representation at any of Collins Industries' facilities.

Collins Industries accepts the responsibility to provide competitive wage and benefit levels, and we pledge to review our programs on an annual basis. It is our firm belief that no employee should have to become a union member and pay union initiation fees, monthly dues or possible union fines or assessments in order to receive fair treatment and the competitive wage and benefit package we offer. Simply put, our philosophy has always been that we will respect our employees' wishes, whatever they may be, but we do not feel that a union is necessary here.

HOLIDAYS

Holidays

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Assigned Holiday

Annual Plant Closing

The period of time between December 25th and January 1st is a special and busy time for many employees and their families.

As such, we recognize this by allowing employees time off work to be able to fully enjoy the activities associated with this time of year.

At the same time we reward the longevity of our employees with pay for all or part of this time off work.

VACATION HOURS

Vacation Hours - Hourly Employees

Six months but less than one year	.40 Hours
One year but less than 2 years	.40 Hours
Two years but less than 10 years	.80 Hours
Ten years or More	.120 Hours

Vacation Hours - Salaried Employees

Upon hire	.40 Hours
Six months but less than one year	.40 Hours
One year but less than seven years	.80 Hours
Seven years or more	.120 Hours

Hourly Incentive Program

Each Employee will have the potential of earning \$150 per quarter (\$600 per fiscal year) through achieving the following quarterly performance:

- Perfect Attendance for the quarter on an individual basis – 25% of bonus or \$37.50
- No Personal Recordable Injuries or D.A.R.T. injuries for the work group – 25% of bonus or \$37.50
- Maintain a safe, clean working environment through a work group/ departmental score of at least 2.0 out of 5.0 for the average quarterly scores of 5S Lean Audits – 25% or \$37.50
- Subsidiary-wide achievement of the quarterly EBITDA financial target at the 100% level – 25% of bonus or \$37.50

Collins Production System Lean Certification

All employees are encouraged to become Lean Systems Certified and certification will be a consideration in all future promotional opportunities.

Requirements for Lean Systems Bronze Certification are:

- Reading – five books regarding Lean Manufacturing
- Classroom Training (five modules)
- Projects / Tool Usage (various kaizen event activities and participation)
- Final Certification Approval – reviewed by local Lean Team panel
- Certification must be maintained.
- Silver Certification provides a higher level of Lean knowledge and is encouraged.

Financial Recognition:

- Hourly Employees will receive a \$.50 per hour “Lean Pay” differential upon obtaining Bronze certification.
- Hourly Employees will receive a \$2.50 per hour “Lean Pay” differential upon obtaining Silver certification.
- Salaried Employees will receive a one-time \$1,200 increase to base pay upon obtaining Bronze certification.
- Salaried Employees will receive a one-time \$5,000 increase to base pay upon obtaining Silver certification.

401(k) Retirement Plan

- After you've been employed for 90 Days, you are eligible to participate in the Company's 401(k) Retirement Plan. Enrollment periods are January 1, April 1, July 1 and October 1.
- You may make pre-tax payroll deducted Elective Contributions from 1% to 75%.
- You have several investment options.
- After you have participated for one year, the Company will provide a 100% match on your contributions for the first 3% and 50% match on your contributions for the next 2%. (4% total).
- Automated System (Internet and Toll-Free Phone Access).
- Current Administrator is Prudential Retirement.

Tuition Reimbursement

All employees are encouraged to further their education and continue to gain new skills and knowledge. The Company will provide educational assistance, not to exceed \$1500 per employee per calendar year, provided the following conditions are met:

1. Employee must receive written approval prior to the beginning of the course.
2. Only courses related to the employee's current job or skills or knowledge that could be used in other jobs within the Company will be approved (with exception of GED and Citizenship costs).
3. Only costs related to tuition, books and special class fees will be considered for reimbursement.
4. Reimbursements will only be made if the employee submits both a receipt and a transcript or other acceptable school record showing that the course was completed

A = 100%, B = 80%, C = 50% reimbursement accordingly.

1. In order to receive reimbursement the employee must be actively employed at the beginning and end of the course in question.
2. Only courses offered through state or nationally accredited institutions, colleges, universities, vocational/technical, trade or other schools will be approved.

Annual Perfect Attendance Awards

- Maintaining an orderly and efficient operation requires that the work force demonstrate dependability by reporting for work regularly as scheduled. Perfect attendance over an extended period of time is an achievement in dependability worthy of recognition.
- Attendance awards to be presented at the Annual Awards Banquet as follows (must be employed at the time of the Awards Banquet to be eligible):
 1. One year to receive \$37.50 check (minus taxes)
 2. Two consecutive years to receive \$75 check (minus taxes)
 3. Three consecutive years to receive \$150 check (minus taxes)
 4. Four consecutive years to receive \$225 check (minus taxes)
 5. Five or more consecutive years to receive \$300 check (minus taxes)

PAID SICK/PERSONAL DAYS

Paid Sick/Personal Days

- Time missed for scheduled or unscheduled absences may be paid under the following provisions:
 - (1) Supervisors are notified as far in advance as possible when able.
 - (2) Employee is awarded two (2) sick/personal days per fiscal year (Nov. -Oct.)
 - (3) If hired November through April, employee is awarded two days after 90 days service.
 - (4) If hired after May 1, employee is awarded one day after 90 days of service.
 - (5) Can be used in 1/2 day or whole day increments.
 - (6) Will not count towards attendance (will result in 0 points with Attendance Policy).
 - (7) Paid at normal rate to include Lead Pay, Safety Pay, Lean Pay and Shift Differential.
 - (8) Based on employee's work schedule (8 or 10 hour shift) at the time that employee takes the sick/personal day.
 - (9) Can be carried over from year to year for a maximum of 10 days in total.
 - (10) Any accumulated but unused sick/personal days will be paid out to the employee upon termination of employment (not to exceed 10 days in total).

FUNERAL LEAVE PAY

Funeral Leave Pay

If you are a regular employee you are eligible for three days of funeral leave in the event of a death within your immediate family. Immediately family shall be defined as: spouse, children, brothers, sisters, parents, parents-in-law, grandparents, grandparents-in-law, and grandchildren. This also applies to all forms of "step" family members as outlined above.

Distance or travel may necessitate an extension of the leave, and such extension may be granted but without pay and only when specifically authorized in advance. Proof of death, kinship, and date of funeral via obituary or other written documentation may be required at the discretion of management.

JURY DUTY PAY

Jury Duty Pay

You will be allowed time off from work when you are officially summoned to serve jury duty and provide your supervisor with such notice.

All regular employees will be paid your regular straight time wages for the period involved and you may keep the Jury Duty Pay in addition. Limited to 30 days per calendar year.

If you are released from jury duty with sufficient time to report for four hours of work or more, you must report promptly to work.

Company Insurance Benefits

Effective after 90 days for Hourly Employees and 30 days for Salaried Employees

- Free Onsite Medical Clinics (no cost to employees or family)
- Medical Insurance
- Prescription Drug
- Dental Insurance
- Annual Eye Exams
- Company Provided Life Insurance
- Additional Voluntary Life Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Employee Assistance Program

You will be given further details regarding the Health Plan when you complete your probationary period of employment.

Family & Medical Leave

The Family Medical Leave Act (FMLA) of 1993 provides eligible employees with up to 12 weeks of job-protected leave in a year.

Eligible employees are those with one year of service and have worked at least 1250 hours in the last 12 consecutive months.

When possible, employees must provide 30 days advance notice when requesting FMLA leave.

FMLA may be taken for the following reasons:

- For birth of a child and to care for the newborn child.
- For placement with the employee of a child for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parents with a serious health condition.
- A serious health condition that makes the employee unable to perform the functions of their job.
- Due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces.
- Care Giver Leave for an Injured Service Member This benefit provides 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member.

LEAVE OF ABSENCE

Leave of Absence

Regular employees may be approved for a LOA due to:

- Occupational or Non-Occupational Injury
- Illness
- Temporary Disability
- Pregnancy
- Military Service
- Or other justifiable reasons deemed acceptable by the Company

The duration of a LOA is not to exceed 30 days without the need for you to initiate an extension through your Supervisor or Human Resources.

Handbook

Objectives

- Regular Attendance
- Job Workmanship
- Skill Development
- Productive Teamwork
- Working Safely
- Good Housekeeping
- Quality Products
- Satisfied Customers

YOUR RESPONSIBILITIES

Your Responsibilities

- To exhibit a positive attitude that fosters a productive teamwork atmosphere.
- To be punctual and regular in attendance.
- To apply ability or develop skill in assigned work.
- To perform work at acceptable levels or above.
- To make personal adjustments to maintain smooth working relationships.
- To observe and comply with Company policies, practices, or rules.

YOUR SUPERVISOR

Your Supervisor

Your supervisor is the person to whom you report. You will find that no other person has as much to do with your employment and progress as your Supervisor. Part of their job is to help you learn your job and to see that your questions receive answers. Give them your fullest cooperation. They have a direct interest in you, your work, and your job success. You should feel free to consult with them at any time.

BREAKS & BREAK AREAS

Breaks & Break Areas

You shall receive a 30 minute unpaid lunch, and a paid break period during the first half and second half of your shift.

- 1st Break: (time may vary depending on location)
- 2nd Break: (time may vary depending on location)
- Lunch : (time may vary depending on location)

There are two break rooms available for lunch. If you leave the premises during lunch you are required to clock out. If you stay on the premises you are not required to clock out.

You are not to visit the parking lot or to leave the premises during breaks, unless directly authorized.

WHAT ARE YOU WAITING FOR?

So what are you waiting for? Come to work with the professionals at Collins Industries, the most respected name in the specialty vehicle industry.

You'll have the satisfaction of knowing that you represent a company which values quality, innovation, and its employees!

To apply for a position with our company, click "**Employment Opportunities**" on the home page of our website, which will take you to each individual location's current employment opportunities, where you will be able to download an employment application.

Come to work for an industry leader!