

Shutdown Questions & Answers for the Shutdown of OE 3/22/20 thru 4/4/20

Question #1 - Why are we shutting down?

The shutdown is in response to our customers shutting down their facilities and cancelling their orders for the near future. As we cannot produce parts that our customers will not pay for, a shutdown is necessary to reduce costs and keep the plant operational in the future. As SPV and Aftermarket will not be affected by the shutdown of the OEMs, they will continue to produce.

Question #2 - What is a shut down?

A shut down is a temporary stoppage of all operations. During a shutdown, the plant, or a portion of the plant, stops all production and employees do not come to work. Everyone is still employed, but the plant is not open.

Question #3 – When will the shutdown start and how long will it last?

OE will be shut down for **two weeks** beginning with the 3rd shift on Sunday night, March 22nd and ending on Saturday April 4th. OE will start production beginning with the 3rd shift Sunday night April 5th.

Question #4 - Who is affected?

All hourly and salaried OE employees as well as all hourly and salaried employees in the support departments (Quality, Engineering, IT, Accounting & Finance, Logistics, Program Management, HR, Executive Management). Designated support personnel pertinent to the running of SPV and AM will be notified of their need to work and when.

Question #5 - Will I be paid these two weeks?

All employees, other than those employees designated by their managers as critical to the business and are to work, will be required to take 80 hours of PTO to cover the two-week shutdown. If you do not have 80 hours of PTO, you may go negative in your PTO bank up to a total of 40 hours. You will not be permitted to go negative for more than 40 hours. If you are already in the negative, you will only receive the difference. As an example, if you have an accrued balance of 32 hours PTO, you would receive 40 hours of pay for the first week of the shutdown and 32 hours of pay for the second week of shutdown. If you do not have enough PTO to cover all 80 hours, including the 40 hour PTO loan, any time not covered will be unpaid.

Please do not request PTO through the eTime system for the next two weeks as your supervisor/manager will enter all PTO for affected employees up to what you have accrued. Only HR, as system administrators, can add negative PTO to an employee's time card and will do so to ensure that employees who want to go negative get a full 40 hours.

Question #6 – If I do not want to go into the negative on my PTO can I just take the time unpaid?

Yes. Please inform your manager/supervisor if you do not want to go negative on your PTO.

Question #7 - If I have PTO scheduled for later in the year, do I need to cancel it and take my PTO now?

Yes, if you do not have the required 80 hours of accrued PTO.

Question #8 - What if I do not want to use PTO and, instead, draw unemployment?

You cannot draw unemployment if you have PTO to cover the 80 hours as you will not be eligible per the State's unemployment eligibility rules.

Question #9 – Can I apply for unemployment if I do not have enough PTO to cover the two weeks?

Yes. State of Ohio has extended benefits to workers whose employers have temporarily shut down. You can file an application online at unemployment.ohio.gov or by phone at 877-OHIO-JOB (1-877-644-6562). To speed up the process, use the following mass layoff & shutdown number when applying – 2000180.

Question #10 - If I go negative on my PTO what will happen if I get sick later in the year?

We will address this question with each individual case when and if it happens.

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Question #11 - How will we know when we should return?

If there should be any change to the return date mentioned above in Question #3, we will post new information on www.bilsteinrocks.com and record an announcement on the Call Off Line – 513.881.7881.

Question #11 - Do I have benefit coverage during the shutdown?

Yes. There will be no disruption to your benefits.