# TABLE OF CONTENTS

Dow Corning’s Summer Professional Intern Guidelines .................................................................................. 3
Welcome .................................................................................................................................................. 4
Company Overview .................................................................................................................................. 5
Dow Corning’s Vision, Values, and Code of Conduct .............................................................................. 6

Roles and Responsibilities

Intern Program Coordinator ...................................................................................................................... 7
Intern Responsibilities ............................................................................................................................... 7
Supervisor Responsibilities ....................................................................................................................... 8

Intern Information (listed by alphabetically by category)

Automatic Teller Machines ..................................................................................................................... 9
Business Travel Accident Insurance ......................................................................................................... 9
Cafeteria ................................................................................................................................................... 9
Cameras .................................................................................................................................................. 9
Colleges and Universities ........................................................................................................................ 10
Computer Usage .................................................................................................................................... 12
Credit Union .......................................................................................................................................... 12
Direct Deposit ......................................................................................................................................... 12
Dress Code ............................................................................................................................................ 12
Employee Assistance Program (EAP) ....................................................................................................... 12
Employee Health Services ...................................................................................................................... 13
Employee Records .................................................................................................................................. 13
Final Presentation ..................................................................................................................................... 13
Funeral Leave .......................................................................................................................................... 13
Health Promotion Services ...................................................................................................................... 13
Holiday Pay ............................................................................................................................................ 14
Housing .................................................................................................................................................. 14
Identification Badges .............................................................................................................................. 14
Information Security ............................................................................................................................... 14
Internal Mail ........................................................................................................................................... 15
Knowledge Management Service ........................................................................................................... 15
Learning and Development Opportunities ............................................................................................... 15
Medical Emergencies .............................................................................................................................. 16
Outlook .................................................................................................................................................. 16
Paychecks ............................................................................................................................................... 16
Performance Evaluations ........................................................................................................................ 16
Personnel Policies .................................................................................................................................. 16
Recycling ................................................................................................................................................ 16
Relocation Expenses .............................................................................................................................. 16
Rules/Regulations ................................................................................................................................... 17
Safety .................................................................................................................................................... 18
Safety and Security Check List ............................................................................................................... 18
Salaries ................................................................................................................................................... 19
Separation Process .................................................................................................................................. 20
Service Time Accumulation .................................................................................................................... 20
Sick Leave ............................................................................................................................................... 20
Smoking Policy ...................................................................................................................................... 20
Telephone ............................................................................................................................................. 20
Time Entry ............................................................................................................................................. 20
Vacation .................................................................................................................................................. 21
Visitors ................................................................................................................................................... 21
DOW CORNING’S SUMMER PROFESSIONAL INTERN GUIDELINES

This handbook is designed as a reference tool to be used by students and supervisors. Information outlining the purpose of the Summer Professional Intern Program and description of the company’s business will be especially helpful to the new intern.

The policies contained in this manual may be changed when, in the opinion of management, circumstances require it. While it is our intention to provide you with advance notice of any changes, it may not always be possible. Therefore, students are encouraged to stay in close communication with their supervisor to ensure they are up to date. Changes in policy are often necessary to keep pace with the rate of change in the business environment. Deviations from the handbook’s provisions by management personnel may be authorized, or subsequently ratified, by the Company as it deems appropriate.

The handbook, policies, and other statements contained in the handbook are not intended to, nor does it, constitute a contract of employment or promise or guarantee of benefits or policies stated in it. Despite any provisions of this handbook, employment with Dow Corning remains “at-will” at all times.

Employment with the Company is “at will” and will last so long as both the employee and the Company choose to continue the relationship without limitation on either party. While we ask for reasonable notice, the intern may terminate the relationship at any time, for any reason, with or without notice, and the Company reserves the corresponding right. Nothing said or written, now or in the future, is to be interpreted to the contrary. No officer, supervisor, employee or representative of the Company has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If you have any questions or need further clarification on any subject contained in this handbook please contact the Dow Corning Summer Professional Intern Program Coordinator, Tracy Larson, HR Staffing at (989) 496-1557 or Outlook ID: TLLARSON.

Please Note: several links within the document will ONLY be accessible internally, once you begin your intern assignment.
WELCOME TO DOW CORNING’S SUMMER PROFESSIONAL INTERNSHIP PROGRAM

The Summer Professional Intern Program provides an opportunity to combine technical education with applied work experience in your career field. This is also an opportunity for Dow Corning to evaluate you as a potential full-time professional employee.

The Summer Professional Intern Program typically provides opportunities for Engineering and Chemistry/Materials Science majors in our Research, Development, Technical Service, Process Engineering and Manufacturing areas. Additional opportunities exist in Finance & Control for Accounting majors and other opportunities in our Business Process & Information Technology department for Computer Information Systems, Management Information Systems, or Computer Science majors. Students typically work at Dow Corning for a 10-12 week internship between their junior and senior year.
DOW CORNING'S SUMMER PROFESSIONAL INTERN PROGRAM

COMPANY OVERVIEW

Open your eyes to the possibilities
Remember your last trip to the beach? You may not have realized it at the time, but you were standing in the middle of Dow Corning’s technology playground.

Sand, the fine residue of quartz rock, is made up of oxygen and silicon. At Dow Corning, we focus on silicon-based technology, creating endless material possibilities that have changed the world for better for the last 65 years.

Dow Corning produces more than 7,000 products and specialty materials used by over 25,000 customers around the world. We work to fully understand customer needs and then to meet them.


In 1930, The Corning Glass Works (now Corning Inc.) foresaw that organic plastics could pose a threat to its inorganic glass products. Consequently, a young organic chemist, Dr. J. Franklin Hyde, was hired to develop a new material that would combine the best features of both glass and plastics.

Over the next decade, Hyde developed the basis of silicone technology with the help of scientists in a Corning’s fellowship program at Pittsburgh’s Mellon Institute of Industrial Research. In 1940, The Dow Chemical Company was asked to supply products for Mellon’s pilot plant and gradually became more involved with the project.

Recognizing the commercial possibilities for silicones, the management teams of Corning and Dow Chemical decided that a separate, jointly owned company was the best solution to tap the new chemistry’s potential. In 1943, Dow Corning Corp. was formed in Midland, Michigan, with 140 employees. Today, the company employs approximately 10,000 employees worldwide and has expanded its mission to encompass the broader field of silicon-based materials.

Explore the opportunities of working for global leader and employer of choice in virtually every location of presence. But don’t just take our word for it, find out for yourself at www.dowcorning.com/content/discover/

Dow Corning is a global leader in Specialty Chemicals, with nearly $5 billion in sales and operations in 30 countries.
Dow Corning's Vision

We are innovative leaders
unleashing the power of silicon
to benefit everyone, everywhere.

Dow Corning’s Values

- **Integrity**  We show our integrity by our ethical behavior and our respect for society's values.

- **Employees**  Our employees are the source of our ideas, actions and performance. Employees can best achieve their full potential in an environment of fairness and respect, self-fulfillment, teamwork and dedication to excellence.

- **Customers**  We work with our customers in the spirit of long-term relationships based on making the customer's interests our interests.

- **Safety**  Our priority of safety is based on our commitment to an injury-free work environment, individual self-worth and consideration for the well being of other people.

- **Quality**  Our constant goal of quality performance is based on understanding and meeting our customers' needs exactly.

- **Sustainability**  We will support the principles of sustainability through our business strategies, processes, products and solutions. We will act responsibly to create economic growth and value, improve the quality of life and our environmental performance.

- **Technology**  We will advance the chemistry and related sciences in our chosen fields to contribute to our customers' success and differentiate Dow Corning from our competitors.

**Dow Corning - Code of Conduct**

The Code of Conduct describes how the behavior that is expected of each of us is shaped by these Values:

http://www.dowcorning.com/content/about/Code-of-Conduct.aspx
INTERN PROGRAM COORDINATOR

- The Intern Program Coordinator is responsible for the overall development and direction of the Dow Corning Summer Professional Intern Program. The coordinator works closely with functional coordinators, supervisors and students to ensure that overall program objectives are met. The Coordinator is Tracy Larson.

INTERN RESPONSIBILITIES

- You are expected to follow the rules and regulations governing the employment of all Dow Corning employees, including safety and security policies, site rules and regulations, the Code of Conduct and the guidelines in this Handbook. Violations of these policies, rules and regulations may result in termination.

- You should be willing to accept a work assignment at any Dow Corning location. Your work assignment and location preferences will be taken into consideration but cannot be guaranteed since assignments are based on critical business need.

- You are required to maintain a minimum cumulative grade point average of 3.0/4.0.

- You are expected to notify the Dow Corning Coordinator in advance if you plan to change academic institutions, change majors, or no longer meet the requirements of the program.

- You are expected to work 40 hours per week. Work hours are determined by each department supervisor. Any change in an established schedule must be discussed in advance with your supervisor. All overtime, vacation days and sick leave must be approved by your supervisor. Overtime and vacation must be approved in advance and in accordance with department rules or practice.

- You are expected to follow the rules, regulations and policies set forth by your academic institution.

- If you are residing in the Dow Corning student apartments, you are expected to follow the rules and policies established by apartment management. Improper conduct or damage to facilities may result in eviction and/or termination from the intern program. Firearms, illegal drugs and pets are prohibited in Dow Corning student housing. For Midland area apartments, please contact the apartment manager concerning issues with the apartment (appliances, toilets, showers, etc.).

- You are expected to contact the Dow Corning Employee Health Services to schedule an appointment for a medical exam/substance testing. The scheduling process is included with your onboarding instructions.

- You are expected to notify HR and your supervisor of your last day of employment. Students should also schedule an exit interview with their supervisor on or before the last day of employment.

- Any Dow Corning information that is to be shared outside of Dow Corning must comply with the Dow Corning Technical Information Clearance Policy. This includes reports written and/or given in order to receive school credit for your internship. You are expected to work
with your supervisor to ensure you are in compliance with the policy. In addition, you need to provide your supervisor with a final copy of the report prior to external distribution.

SUPERVISOR RESPONSIBILITIES

- The supervisor and student should review the overall project, specific objectives, job responsibilities and job assignment as soon as possible after the student starts the assignment. The supervisor is responsible for providing the necessary guidance that will allow the student to successfully complete the project. There should be a clear understanding of who will be responsible for training, assigning daily work activity and who can provide work related information or answer questions.

- The supervisor should acquaint the student with department personnel and give a general tour of the work area including exits, restrooms, coatroom, break area, parking areas, supply cabinets, stock rooms, service areas, cafeteria, ATMs, mail drop/pick up areas, telephone systems and office support.

- The supervisor and student should agree on an appropriate work schedule. The supervisor will be responsible for determining and approving the eligibility of holiday pay, vacation pay, and sick leave based on the policies outlined in the benefit section of this handbook. Intern students are classified as non-exempt employees and entitled to overtime pay for hours exceeding 40 hours per week.

  ✓ It is the supervisor’s responsibilities to ensure that their student’s time is correctly entered in the Employee Self Service (ESS) Time Entry System. Contact the Human Resource Service Center on G1HRSC or (989) 496-4772 for instructions on accessing Time Entry records for your student.

- The supervisor should instruct the student regarding the confidential nature of the department’s business and inform the student of security policies (locked files, etc.).

- The supervisor should arrange for a comprehensive safety orientation, ethics and compliance orientation, and review of security policies.

- The supervisor must be aware of work being done in the immediate area which may be hazardous to the student and take appropriate action to provide a safe work environment.

- Experiments must have been carried out by the student's supervisor and shown to be safe before assigning them to the student. A standard operating procedure (SOP) for the experiment must be available and used in the instructions. If an experiment is new to the student, even though not new to Dow Corning, the first runs should be joint tasks by the student and the supervisor.

- The supervisor and student should discuss internal and external educational opportunities based on development needs, scope of the project and the time frame involved. Review the Educational Opportunities section of this handbook for special courses.

- The supervisor should provide open, honest, constructive and continuous feedback to the student that includes strengths and development areas. Both a mid-term and final evaluation needs to be completed. Both reviews provide a good opportunity for discussion on the development of skills, abilities, career goals and/or job concerns.
Completed evaluations need to be forwarded electronically to Tracy Larson (TLLARSON).

Performance Evaluation Forms
Finance and Information Technology Interns:
http://intranet/pip/Forms

S&T/ME&GO Interns:
http://intranet/staffingdept/Student_Programs/Summer_Professional_Intern_Program.htm

- The supervisor is responsible for the separation process by using the Global HR Actions Application located on the intranet (only chief hat managers have access to this link) as: http://intranet/hr_info_mgrs/HomePage.htm. Supervisors also need to complete an exit interview and the Global Separation Checklist

- The supervisor is responsible for reviewing any reports written by interns to receive school credit and ensuring that they comply with the Dow Corning Information Disclosure policy. An information disclosure form must be completed for any technical reports to be distributed external to Dow Corning and HSC.

- The supervisor must introduce student to the local ombudsperson and the online Ethics and Compliance resources.

AUTOMATIC TELLER MACHINES
ATMs are located at:
* The Midland Plant - 115 Building: in the hallway directly outside of the cafeteria.
* Corporate Center - DC-1 Building: in the cafeteria.
* Hemlock Semiconductor - by the security desk in the main lobby.
* Auburn Site - in the main office area for withdrawals only.
There are no ATMs at the Carrollton site.

BUSINESS TRAVEL ACCIDENT INSURANCE
If your work assignment requires that you travel away from your normal work location, the travel accident insurance plan provides coverage equal to ten times your annual salary (up to a maximum of $100,000), for any type of accident which results in death or total disability.

CAFETERIA
Cafeterias are located at the Corporate Center in DC-1 and at the Midland Plant in the 112 Building. Breakfast is served from 7:00 to 8:00 a.m. and lunch is served from 11:15 a.m. to 1:00 p.m. Weekly menus are available by the cash registers in the cafeteria, and on the Dow Corning intranet.

Carrollton has a small cafeteria in Building 4211 that serves lunch beginning at 11:00 a.m.

CAMERAS
All imaging devices are regulated by the Imaging Device Policy.
COLLEGES and UNIVERSITIES
This is a listing of colleges and universities located near Dow Corning work sites. You may use this as reference if you are interested in registering for summer classes.

CARROLLTON AREA

Jefferson Community College
P O Box 150 (mailing address)
324 Main St
Carrollton, KY 41008
Admissions office: (502) 732-4846
http://www.jcc.kctcs.edu/

Northern Kentucky University (NKU)
Nunn Drive
Highland Heights, KY 41099
Admissions office: (859) 572-5220
www.nku.edu

University of Louisville (U of L)
Louisville, KY 40292
(502) 852-5555 or (800) 334-UofL (8635)
http://www.louisville.edu

University of Kentucky (UK)
100 W.D. Funkhouser Building
Lexington, KY 40506-0054
Admissions office: (859) 257-9000
http://www.uky.edu

ELIZABETHTOWN AREA

University of Louisville
Louisville, KY 40292
(502) 852-5555 or (800) 334-UofL (8635)
http://www.louisville.edu

Elizabethtown Community College (U of KY)
600 College Street Rd
Elizabethtown, KY 42701
(270) 769-2371 or toll free (877) 246-2322
www.elizabethtowncc.com

Western KY University (offers classes at ECC)
1 Big Red Way
Bowling Green KY 42101
(270) 745-2551
http://www.wku.edu

Jefferson Community College (Downtown)
109 E Broadway
Louisville KY 40202
(502) 584-0181
http://www.jcc.kctcs.edu/
COLLEGES and UNIVERSITIES - continued

GREENSBORO AREA

NC A&T State University  
1601 East Market St.  
Greensboro, NC 27411  
Admissions: (336) 334-7946  
ww.ncat.edu

University of NC at Greensboro  
1000 Spring Garden Street  
Greensboro, NC 27412  
Admissions: (336) 334-5243  
www.unc.edu

Guilford Technical Community College  
Jamestown, NC  
Admissions: (336) 334-4822  
Or (336) 454-1126  
http://www.gtcc.edu/

Bennett College  
900 East Washington St  
Greensboro, NC 27401-3239  
Admissions: (336) 370-8624  
http://www.bennett.edu/

Greensboro College  
815 West Market St.  
Greensboro, NC 27401  
Admissions: (336) 272-7102  
http://www.gboroccollege.edu/

Guilford College  
5800 W Friendly Ave  
Greensboro NC 27410  
Admissions: (336) 316-2000 (evening)  
(336) 316-2301 (daytime)  
http://www.guilford.edu/

MIDLAND AREA

Delta College  
University Center, MI 48710  
Admissions office: (989) 686-9093  
from Midland 495-4000, ext 9093  
www.delta.edu

Central Michigan University (CMU)  
Mt. Pleasant, MI 48859-0001  
Admissions office: (989) 774-3076  
www.cmich.edu

Davenport College  
3555 E. Patrick Road  
Midland, MI 48642  
Admissions office: (989) 835-5588  
www.davenport.edu

Northwood University  
3225 Cook Road  
Midland, MI 48640  
Admissions office: (989) 837-4273  
www.northwood.edu

Saginaw Valley State University (SVSU)  
University Center, MI 48710  
Admissions office: (989) 790-4200  
www.svsu.edu
COMPUTER USAGE

It is expected that all Dow Corning hardware, software and systems will be used for business purposes only and that students will abide by the policies outlined in the Network Usage Agreement. Examples of inappropriate use of computer software/hardware include (but are not limited to) harassment of any type, sending or receiving personal e-mail, initiating or forwarding chain-letter type communications and using the Internet for personal use. Inappropriate use of Dow Corning systems may be grounds for termination.

Students should review and follow the Dow Corning e-mail policy, which can be accessed via the intranet: Resource Center/IT Security/Updated Internet/Email Usage Policy, or at the following link: http://intranet/itkm_security/policies/Inet_Usage/Internet_Usage_EN.asp

Internet/Intranet Usage Policy
Networked Computing Policy

CREDIT UNION

Students can join The Dow Chemical Employees’ Credit Union in the checking and savings plans. Because many merchants do not accept out-of-state checks, you should consider opening an account with a local bank or the Credit Union. Paychecks can be deposited electronically into either account. Students located in the Carrollton facility may join the Dow Chemical Credit Union located in Indianapolis.

DIRECT DEPOSIT

Direct deposit paychecks are deposited electronically into your checking or savings account based on banking information in our Employee Self-Service system (ESS). A statement showing the total pay, deductions (insurance premiums, rent, taxes) and the net pay amount deposited can be found by viewing your pay stub in ESS. Please contact the HR Service Center on 496-4772 for any questions.

DRESS CODE

The dress code for Dow Corning is “professional”. All students should dress appropriately for their position and should also consult with their supervisor. Technical students should consult their supervisors on what is appropriate for the lab area. Keeping in mind that you may be in a position where you meet customers as well as interact with both Dow Corning employees and external business people. Examples of inappropriate dress include (but is not limited to): hats inside buildings, clothing with holes/tears in them, T-shirt or sweatshirt with alcohol, tobacco or offensive writing, shorts, army fatigues, bare midriffs, apparel that is either too tight or too loose and suggestive clothing (such as spaghetti straps, halter tops). Please check with your supervisor for site-specific dress policies and personal protective equipment (PPE).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is an independent, off-site counseling service. EAP counselors are professionally trained to help individuals resolve personal and private challenges, including alcohol or drug abuse, family difficulties, emotional and psychological concerns, etc. Help is available 24 hours a day, 7 days a week by calling ComPsych at (888) 270-8897. The professionals at ComPsych can assist you with a personal crisis and can guide you to care with a counselor in your area.
EMPLOYEE HEALTH SERVICES
The Dow Corning Employee Health Service facility in Midland, MI is located on Saginaw Road and is open from 7:30 a.m. to 4:00 p.m., Monday through Friday. The facility is available to:

- An employee injured on the job, regardless of severity.
- An employee who becomes acutely ill at work.
- A job candidate who needs a pre-placement physical examination. Employment at Dow Corning is contingent upon passing a physical examination that will include substance testing. Refusal to allow testing will disqualify you from further employment consideration.
- An employee who feels he/she may have a work-related medical problem or situation.
- An employee who has a medical problem requiring minimal attention.
- The staff will advise you if your problem is not work related and/or requires the services of a private physician.

Approved health services are:
- **Greensboro** – Moses Cone Occupational Health Services, 1123N. Church Street, Greensboro, NC 27401, 336-832-3600
- **Midland** - Dow Corning Employee Health Services, South Saginaw Rd., Midland, MI 48686, 989-496-6456 or 989-496-6410.
- **Carrollton** - Occupational Medical Clinic/Carroll County Hospital, 309 Eleventh Street, Carrollton, KY 41008, 502-732-3221.
- **Elizabethtown** - Elizabethtown Occupational Medicine, 1239 Woodland Drive, Elizabethtown, KY 42701, 270-763-0808.

EMPLOYEE RECORDS
Personal data (home phone, home address or emergency contact data) should be kept up-to-date. You are responsible for updating your own personal information using Dow Corning & Me/Manage My Personal Information, on the Dow Corning intranet. *Please be sure that the mailing address always has the address where you want to receive your mail. SAP looks at that first.* Work-related information updates (work phone, mail number, etc.) should be sent to G1HRSC or call the HR Service center, (989) 496-4772 if you have any questions.

FINAL PRESENTATION
You will be required to present a final summary of your project results. Your supervisor is responsible for working with you on specific details of your final presentation. Final presentations usually last 20 to 30 minutes and include the following information about your project(s):

- Objectives
- Analysis
- Action taken
- Recommendation
- Summary of results

FUNERAL LEAVE
Paid funeral leave is provided for a death in your immediate family (father, mother, brother, sister, spouse, child, mother or father-in-law, grandparents) or legal guardian (in loco parentis).

HEALTH PROMOTION SERVICES
Dow Corning Health Promotion Services promotes healthy living through the provision of tobacco cessation, weight management, stress management and other types of classes and
seminars. Fitness discount options are outlined on the intranet: Resource Center/Health Promotion Services/Fitness Discounts or at the following link: http://intranet/healthpromotion/

HOLIDAY PAY
You are considered a full-time employee and therefore you are eligible for holiday pay when a holiday falls on a regularly scheduled workday. If you work on the day before and the day after a holiday, or if you take a paid vacation day for the day before and/or the day after a holiday, you will be paid for the holiday based on your regular rate of pay. If you take a sick day before or immediately following the holiday, you will not be eligible for holiday pay.

HOUSING
Dow Corning offers student housing at a reasonable cost. Rent is automatically deducted from your paycheck on a bi-weekly basis.

IDENTIFICATION BADGES
Identification badges should be worn at all times. The badge allows you access at card reader entrances. A card reader is located at each site entrance and is linked directly to the site’s security desk. To activate the entrance door, insert the ID badge into the slot in the card reader and draw it upward. Or, if there is no slot on the card reader, simply place your badge directly in front of the card reader (bar code toward the reader) and wait for the green light to appear. If a card reader is not working or if you have forgotten your ID badge, use the intercom system built into the card reader to alert Security. If necessary, Security personnel can help you obtain a temporary badge. Report a lost badge to Security immediately. Be advised that frequently forgetting your card is a security concern and could lead to dismissal from the program.

INFORMATION SECURITY
Corporate Security has developed an Information Security Policy to identify sensitive information and prevent its possible loss. There are three types of classified information that require special control:
- **Restricted Information**: This classification is assigned to any information that would be definitely damaging to Dow Corning if disclosed to unauthorized personnel. It may also apply to any information that should be circulated only to key project or planning personnel. Examples include expansion plans, business activity reports or an extremely sensitive research project.
- **Proprietary information**: This classification is assigned to any information that might be detrimental to Dow Corning’s interests if released through unauthorized disclosure. It also applies to any information that should have a limited distribution based on “need to know”. Examples are project reports, product developments, financial data and patent applications.
- **Private Information**: This classification is assigned to personal information regarding Dow Corning employees, including individual salaries, personnel ratings and medical records.

The following guidelines must be followed when handling the types of classified information described above:
- Classified information must be secured under lock and key in suitable file drawers or cabinets. Access to the secured classified information must be limited to authorized personnel only.
- Classified information routed through inter-plant mail should be sent in "Addressee Only" envelopes.
• Classified information should be destroyed/disposed of by using a paper shredder or proprietary disposal bin. Restricted documents must be returned to the originator for destruction.

• It is NOT PERMISSIBLE to store DCC/HSC information on your personal media devices including computers/laptops, USB drive, etc. Likewise, it is prohibited for you to send DCC/HSC information to your personal e-mail account.

• One additional type of classified information is Internal Information. This classification is assigned to information that is for Dow Corning employees only. While all Dow Corning employees have access, it should not be shared outside of Dow Corning. Examples include policy manuals, internal news/announcements and Dow Corning procedures.

When you accept employment with Dow Corning, you will be asked to read and sign a Confidentiality and Inventions Agreement. When you sign this agreement, you agree to:

• Not disclose any trade secret or confidential business or technical information of Dow Corning’s during or after your employment.

• Not disclose to Dow Corning any similar sensitive information from a previous employer or other third party.

• Allow any discoveries made during your employment that relate to Dow Corning’s business or research activities to be the property of Dow Corning.

• Acknowledge that all recorded, written or printed matter relating to the research, manufacturing or business of Dow Corning is the property of the Company.

• NOTE: All technical reports shared externally MUST BE REVIEWED AND APPROVED through the DCC Technical Information Clearance Policy. This INCLUDES REPORTS WRITTEN TO RECEIVE SCHOOL CREDIT for your summer internship. Interns are required to review any reports written containing DCC/HSC information with their supervisor before they can be shared externally. Your supervisors will ensure that they are in compliance.

Refer to the on-line Information Security manual for computer security guidelines.

INTERNAL MAIL
Use internal mail to send information to other employees at various Dow Corning sites. If information is confidential, use a personal envelope. Use the reusable inter-office mail envelopes for non-confidential items.

KNOWLEDGE MANAGEMENT SERVICES
The Knowledge Management Services is a special function as a reference center to keep Dow Corning personnel informed regarding new ideas, as well as developments in today's business world. They select, accumulate, organize and disseminate information in various fields of interest from world-wide information sources such as books, periodicals, on-line data bases, marketing research reports, company information, etc. Contact the Knowledge Management Services at (989) 496-4952 or by visiting the internal website (http://intranet/km/).

LEARNING and DEVELOPMENT OPPORTUNITIES
Review online learning opportunities with your supervisor. Courses are available at Dow Corning University (DCU) via the intranet located at: Dow Corning & Me/Explore DCU Learning Opportunities.
This icon is also located on your computer desktop. Your supervisor should determine training and development needs based on the scope of your project and the time frame involved. Approval from your supervisor is required in advance for all training courses.

MEDICAL EMERGENCIES
In the event of a medical emergency at work, call (989) 496-4888 if you are located at the Midland Plant. If you are located at Corporate, Auburn, Hemlock, Freeland or Carrollton sites, check with your HR Safety Departments for specific instructions regarding a medical emergency. For after hours medical emergencies (from 4:00 p.m. to 7:30 a.m.), contact Security for transportation to an appropriate medical facility.

OUTLOOK
After signing a Computer usage Agreement, students will be registered for an Outlook ID. A temporary password will be sent to the student's supervisor the following day. This temporary password should be used to access Outlook. Outlook offers a variety of services from on-line telephone directory to a daily calendar and also serves as a way to contact other Dow Corning personnel. Remember that Outlook is to be used as a business tool and should not be abused. Call the Help Desk at (989) 496-5400 if problems are encountered when using Outlook. Security policies and standards are located on the intranet at: Resource Center/IT Security.

PAYCHECKS
As a non-exempt employee, you are paid biweekly. Your paycheck covers work performed from Monday through Sunday during the preceding two-week period. You are paid by check, which is either mailed to your home address or electronically deposited in your checking or savings account.

PERFORMANCE EVALUATIONS
You should receive two performance evaluations from your supervisor during your work term. Your review should cover strengths, as well as your development needs. The review process should be a summarization of day-to-day communications between your supervisor and you. You are expected to take an active role in understanding your performance expectations, which may mean taking the initiative to check in with your supervisor from time to time throughout the summer. The first evaluation should take place approximately halfway through the work term. The last evaluation should take place during the last week of your work term. Review forms should be forwarded electronically to Tracy Larson (TLLARSON) (Summer Professional Intern Coordinator). An unacceptable work performance evaluation may result in termination of your employment with Dow Corning.

PERSONNEL POLICIES
Information regarding our personnel policies is located on our intranet site:


RECYCLING
Your desk should have two different wastebaskets: the larger basket is for recyclable paper, and the smaller one is for trash. Special recycling bins are located in service areas for newspapers and computer paper.

RELOCATION EXPENSES
Students will be reimbursed for travel expenses to and from their school residence and Dow Corning work location if they needed to relocate 50 miles or greater one-way to
participate in this program. This includes personal vehicle, modest meals, and motel en route (if travel is greater than 400 miles). Students are responsible for their own daily transportation during each work term. Additional details will be communicated prior to your work term.

RULES/REGULATIONS
Following is a list of Company rules and regulations. These rules are intended to provide guidelines for conduct of all workers to ensure a safe, enjoyable work atmosphere. This list is not all-inclusive. Violation of any of the following will result in discipline from reprimand to termination. The seriousness of the particular offense and repeated offenses will determine the severity of the discipline.

Cameras, Radios, TV's - Cameras at not allowed on Company property unless used for Company business in accordance with the Company Camera Policy. Personal TV's are strictly forbidden on Company property. Use of Company-owned TV's for viewing non-Company related programs is also forbidden. Use of radios is allowed on a limited basis at the Midland Plant per the Plant Radio Policy.

Company Property - It is a violation to willfully destroy or deface any Company property or the property of others. It also is a violation to use Company property for personal gain.

Fighting, Horseplay - Fighting, scuffling or horseplay will not be tolerated.

Gambling – Gambling, lottery or similar types of activities are not allowed on Company property.

Housekeeping - All workers are expected to maintain acceptable levels of housekeeping at all times.

Records - Falsification of any Company records is forbidden. Records include but are not limited to: payroll time reporting, incident reports, etc.

Reading Material - Reading of non-Company or non-business related material while at work is allowed only on a limited basis. Workers will only be allowed this privilege on break or lunch periods. It should be noted that reading, possession, storage or transporting of such reading material must not interfere with normal business activities in the Company. Any offensive materials such as pornographic or sexually suggestive items are strictly forbidden.

Sleeping - Sleeping or assuming a relaxed recumbent position with the appearance of sleeping while on Company property will not be tolerated.

Smoking - Smoking is prohibited except in designated areas.

Solicitations - Unauthorized solicitations or unauthorized collections for any purpose on Company property is forbidden.

Safety - All Plant and Corporate safety policies, standards and practices for safe operations must be followed at all times, including common sense practices. It is also a violation to fail to report any accident, injury, release, spill, and/or damage to equipment and facilities.
**Substance Abuse** - Possession, selling, distribution or use on Company property, or reporting to work under the influence of any narcotic, intoxicant or any illegal substance will not be tolerated.

**Telephones** - Company telephones are to be used for business purposes. Only NECESSARY personal calls will be allowed. Workers will be responsible for the cost of long distance personal calls via collect, charging to their home phone or using a personal credit card. Personal cell phones should be turned off and not be used during working hours.

**Theft** - Any form of stealing or theft will not be tolerated (Company or personal property). Misappropriation of Company funds and/or property will not be tolerated. It is also a violation to fail to report any loss of Company property.

**Weapons** - Carrying or having possession of guns, ammunition, explosive devices or any other items, which may be considered a weapon on plant property, is strictly forbidden.

**Work Areas** - Workers are not allowed to leave their assigned work location without permission.

**Worker Behavior** - Insubordination, intimidation, threats, coercion, harassment (sexual, racial, ethnic, etc.) of any employee, contractor, visitor or customer will not be tolerated.

**SAFETY**

A floor, building or area safety monitor is responsible to explain the emergency evacuation procedure for each area. In the event of an emergency within a building or surrounding area, an emergency evacuation procedure provides for an orderly exodus to a safe location and an accounting of all employees present or missing. See the Safety Bulletin Board in your area for evacuation routes.

To help maintain a safe work environment, remember the following:

- Learn to perform your job safely.
- Be familiar with company and department safety regulations.
- Wear proper safety attire suited for the tasks they are performing (i.e., safety glasses, safety shoes, etc.).
- Practice good housekeeping – this is the basis for a safe workplace.
- Report all hazardous conditions to your supervisor or the Safety/Security Department.
- Attend quarterly safety meetings.
- Attend fire extinguisher training.
- Meet site safety requirements.
- Use handrails in staircases at all times
- Do not drive on Dow Corning property while using a cell phone
- Use seatbelts whenever traveling for work in vehicles.

**SAFETY AND SECURITY CHECK LIST**

It is the supervisor’s responsibility to conduct a thorough safety/security orientation covering the following items with all new employees. Contact the safety/security office for your specific site with any questions on content.
Organization of Safety Dept.
___ Corporate
___ Site

Safety Support Groups
___ Safety & Loss Prevention
___ Fire
___ Medical
___ Security
___ Emergency response

Evacuation Plans
___ Corporate
___ Site

Emergency Telephone Numbers
___ Fire
___ Ambulance
___ Chemical Spills
___ Other Emergencies

Emergency Signals
___ Fire
___ Evacuation
___ Building

Safety Committees
___ Safety Representative
___ Evacuation Representative

Safety Information
___ Corporate Safety Manual
___ Site Safety Manual
___ Chemical Materials Manual
___ Material Data Sheets

Housekeeping
___ Responsibility
___ Inspections
* Lab
* Safety Committee

Lab & Building Tour
___ Facilities
___ Exits

Lab Safety Equipment
___ Showers
___ Eye Wash Station
___ Fire Extinguishers
___ Safety Blankets
___ Respiratory Equipment
___ Other

Electrical
___ Emergency Switches
___ Ground Fault
___ Other

Special Training
___ Roll Mills
___ Mixers
___ Ovens
___ Other

Lab Evacuation
___ Signals
___ Routes
___ Practice

Smoking Restrictions
___ Food Policy

Monthly Safety Meetings

Personal Protection Equipment
___ Eye Protection
___ Body Protection
___ Hearing
___ Other

Laboratory Chemicals
___ Storage
___ Labeling

Waste Disposal
___ Corporate
___ Site
___ Building/Lab
SALARIES
Salary rates are based on your academic discipline and graduation date. It is your responsibility to update your coursework plan so that your salary properly reflects your remaining credits. If you do not update the coursework plan, your salary is based on your graduation date.

Salaries are proportionate to and competitive with, the industry rates offered to current college graduates.

As a summer professional intern, you are classified as a non-exempt employee and are therefore entitled to overtime pay for hours exceeding 40 hours per week, which must be approved by your supervisor.

SEPARATION PROCESS
The manager will submit the GHRA separation form to the HR Service Center prior to the departure of the student. In addition, they will conduct an exit interview with the student. During the exit interview, students will be asked to sign off on the Employee Confidentiality Agreement form and go through the Global Separation Checklist. The checklist is located at the following link:
http://intranet/hr_info_mgrs/HR_Info_Mgrs/mgr_info/Web%20Links%20to%20Transaction%20Forms/frm_glo_Separation%20Checklist_with_geo_specific_8-16.htm

The supervisor is responsible for collecting desk and office keys, lab notebooks, library materials, books, computer disks, ID badge and Dow Corning equipment assigned to the student prior to the student’s departure. The student is responsible for meeting expectations outlined in their rental agreement and returning Dow Corning apartment keys to the main clock room prior to departure.

SERVICE TIME ACCUMULATION
If you join Dow Corning on a full-time, permanent basis following graduation from college, your service date will include the service time accumulated during your work term(s). This additional service time counts toward vesting and eligibility requirements under the Dow Corning Employees' Retirement Plan (ERP) and vacation entitlement.

SICK LEAVE
Regular attendance at work is an important aspect of your overall job performance. You are expected to use good judgment in determining whether time off for illness is necessary. Paid sick leave is determined at your supervisor's discretion, up to a maximum of 3 paid days (24 hours) per work term.

SMOKING POLICY
Smoking is prohibited inside all Dow Corning buildings, except in designated smoking areas.

TELEPHONE
To contact a Dow Corning employee located at the Midland, Corporate Center or Auburn sites, dial the last 4 digits of their phone number.

TIME ENTRY
Located on the intranet at Dow Corning & Me/Manage My Time.

Non-exempt employees are paid bi-weekly. Checks cover work performed from Monday through Sunday of the two preceding weeks. Method of payment is direct deposit or a check mailed to the employees present address.
As a non-exempt employee, you are paid biweekly. Your paycheck covers work performed from Sunday through Saturday during the preceding two-week period. You are paid by check, which is either mailed to your home address or electronically deposited in your checking or savings account.

Students are required to input their hours into the Record Working Time link. The default hours for students are "0." Therefore you must record your actual hours worked and vacation. You may choose military or world time format. Please refer to the Time Entry instruction handout you were given at Orientation.

EXAMPLE of actual hours worked: If you worked from 8:00 - 12:00, took a one-hour lunch and worked from 1:00 - 5:00, your time entry should reflect:

*One-hour lunch:* 08:00 - 12:00 and 13:00 - 17:00
*½-hour lunch:* 08:00 - 12:00 and 12:30 - 16:30

If you work in Carrollton, there is a ½ hour unpaid lunch so the time entry would be:

08:00 - 12:00 and 12:30 - 16:30

Supervisors may want to audit student's time entry information. If you are not a manager with a chief hat, you will need to have your manager submit and Outlook note to G1HRSC giving you approval to have PMTMR (Time Manager Security) access for your specific student(s). Once you have approval, the instructions are located on the HR Information for Manager website at: http://intranet/hr_info_mgrs. Click on SAP Information/Manager Desktop, scroll down to Time Management and click on Fast Path Instructions for U.S. Only. The SAP steps are outlined for specific reports.

**VACATION**

Vacation is a benefit intended to give employees time away from work for rest and relaxation or to meet personal needs. Two vacation days (16 hours) will be earned based upon an 8-13 week assignment.

**VISITORS**

All visitors and suppliers must register at the reception or security desk at each site. Each visitor is signed in and issued a visitor's badge, which must be worn visibly at all times. A visitor must be escorted by a Dow Corning employee at all times while on Dow Corning property. When leaving the site, the visitor must return the badge to the reception or security desk and sign out.