

Parallel Co-op Program Handbook

Dow Corning Corporation

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DOW CORNING'S PARALLEL CO-OP GUIDELINES

Dow Corning's U.S. Parallel Co-op Program is administered by the Americas Service Center at G1HRSC.

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 co-op 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 call the HR Service Center, 989-496-4772 or 1-800-440-0772. You may also contact the Dow Corning Parallel Co-op Program Coordinator, HR Talent Aquisition at (989) 496-8219.

**PLEASE NOTE: SEVERAL LINKS WITHIN THE DOCUMENT WILL ONLY BE ACCESSABLE INTERNALLY, ONCE YOU BEGIN YOUR CO-OP ASSIGNMENT*

PURPOSE OF THE PARALLEL CO-OP TRAINING PROGRAM

A cooperative educational training program is the joint effort of school and business to provide vocational education for a student in his/her field of interest. Dow Corning's program consists of on-the-job training during the school year and is related to the curriculum taken to obtain either a high school diploma or college degree. The purpose and intent of this program is to enhance the student's overall education. Students should not enter this program with the expectation of full-time employment after graduation from high school or college.

Dow Corning's co-op training program provides the student with an opportunity to:

- Receive on-the job training from knowledgeable people
- Perform useful services for the company
- Help finance present and future education

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.

Our silicon-based technology is used in dozens of industries, including: Automotive, Aviation/Aerospace, Chemical Materials Manufacturing, Coatings, Construction, Electrical, Electronics, Food & Beverage, Healthcare, Household & Cleaning Products, Industrial Assembly & Maintenance, Information Management, Mold making, Paper Manufacturing & Finishing, Personal Care, Plastics, Rubber Fabrication, Textile, Leather & Non-woven.

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 8,500+ 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 CORE VALUES

Dow Corning's Vision



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

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 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>

ROLES AND RESPONSIBILITIES

PROGRAM COORDINATOR

The Co-op Coordinator is responsible for the overall development and direction of the Dow Corning Parallel Co-op Program. The coordinator works closely with supervisors and students to ensure that overall program objectives are met. This individual also functions as a company liaison between Dow Corning and the participating academic institutions.

CO-OP'S 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.
- Be committed to a co-op assignment and show that by
 - Being in attendance during scheduled work hours
 - Exhibiting a positive attitude toward work assignments and co-workers
 - Being a strong performer in the tasks assigned
- Notify their supervisor as soon as possible if they are unable to report to work when scheduled
- Follow rules/regulations/policies set forth by the academic institution that they attend
- Register with the co-op program at his/her school
- Required to meet GPA and credit hour requirements as outlined in this handbook
- Notify the Dow Corning Coordinator and the School Coordinator in the event of any of the following:
 - Withdrawal from any course in mid-semester
 - Transfer to a different academic institution
 - Withdrawal from school
- Encouraged to seek counseling from the Co-op Coordinator (at Dow Corning and/or the school) at any time during the semester if they experience academic or personal difficulties
- Notify their supervisor as soon as their last day of employment is established. Students should also schedule an exit interview with their supervisor on or before the last 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 co-op. 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'S RESPONSIBILITIES

- Responsible for acquainting the new co-op student with the department and his/her responsibilities. Topics to be covered include:
 - **Job Assignment & Training:** Discuss job responsibilities. Be as specific as possible. Be sure the student understands who will be responsible for training/guiding the student, assigning daily work activity, and who can provide work related information or answer questions for the student.
 - **Company & Department Organization:** Explain the job assignment in relationship to the department's function and the Dow Corning organization.
 - **Department Personnel:** Acquaint the student with the work area and introduce him/her to department personnel. Tour the general work area. Visit vending machines, the cafeteria, etc. Point out convenient parking, location of automatic teller machines (ATM's); mail drop-off/pick-up areas, stock rooms, service centers, etc.
 - **Performance Evaluation:-** Periodically (generally April & November for high school students, January for college students) the supervisor should evaluate the student's overall job performance, using the form provided by the high school or a PIP form for college students. A copy of the performance evaluation should be returned to the Dow Corning Co-op Coordinator. It is the responsibility of the supervisor to discuss the performance overall with the student and make recommendations for the development of the student's skills and abilities. This is also a good opportunity for the supervisor to discuss career development goals and/or job concerns with the student. In the case of a consistently poor performer, the supervisor should contact the Dow Corning Co-op Coordinator for guidance.
 - **Scheduling:** Arrange work hours with the student. (Co-op students work approximately twenty hours per week when school is in session; specific work hours will be determined by each department.)
 - **Security Policies:** Instruct the student regarding the confidential nature of the department's business. Inform the student of security policies (locked files, etc.)
 - **Time Entry:** It is the supervisor's responsibility to insure that their co-op student's time is correctly entered in the Employee Self Service (ESS) Time Entry system. Please contact the Human Resource Service Center at 989-496-4772 for instructions on accessing Time Entry records for your student.

SUPERVISOR'S RESPONSIBILITIES (continued)

- **Never leave a co-op student unsupervised.** If the supervisor is planning to be absent, he/she should delegate the responsibility for the guidance of the student to another knowledgeable professional. If a supervisor will be out of the office for an extended period of time, a temporary supervisor for the co-op must be arranged.
- Responsible to work with their manager to initiate the separation process by using the [Global HR Actions Application](#). Supervisors also need to complete an exit interview and the Global Separation Checklist - see [Separation section](#) for complete steps.
- 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 is responsible for reviewing any reports written by co-ops to receive school credit and ensuring that they comply with the Dow Corning Information Disclosure policy.
- The supervisor must introduce student to the local ombudsperson and the online Ethics and Compliance resources

SCHOOL CO-OP COORDINATOR'S RESPONSIBILITIES

- Screen and recommend qualifying students based upon the student's academic preparation, interests, and skills
- Communicate with the Dow Corning Co-op Coordinator regarding verification of grade point and credit hour requirements (semester and overall), changes in status, etc. each term in an electronic report.
- Inform the Dow Corning Co-op Coordinator of any special problems as they arise
- Be available to students for counseling as the need arises
- Assist in maintaining four-way communication: Co-op - Supervisor - Dow Corning Co-op Coordinator - School Coordinator

POLICIES AND PROCEDURES

ABSENCE QUOTAS

- Students may be granted time off without pay for various reasons such as scheduled doctor and dentist appointments, personal or family illness, vacations or jury duty. Excused time, however, should be discussed well in advance with their supervisor.
- Students will be expected to provide necessary department support during traditional vacation periods such as holidays and summers. Supervisors are encouraged to grant a reasonable amount of time off for vacationing purposes. However, the granting of time off for vacation is a supervisory decision, which will be based on the business needs of the department.
- Students who are ill should personally contact their supervisor to inform them that they will be unable to work. Dow Corning does not offer paid sick days to students. It is important to note, supervisors are not required to allow students the opportunity to make up missed work hours. Any request to make up work hours will require supervisor approval.
- Students may be granted pay for days absent from work due to a death in the immediate family. ("Immediate family" is defined as: spouse, parent, brother, sister, grandparent, child, grandchild and comparable in-laws or legal guardian (in loco parentis)). Students who wish to take time off without pay to attend a funeral of a close friend or relative should receive approval from their supervisor.
- Excellent attendance and punctuality are a must. Students with consistently poor attendance and punctuality may be released from the Parallel Co-op Program.

ACADEMIC COUNSELING

- Students are encouraged to seek counseling from their supervisor, Dow Corning Coordinator, School Coordinator, or Academic Advisor if they experience academic difficulties.
- College students must counsel with the School Co-op Coordinator and the Dow Corning Co-op Coordinator before withdrawing from any class.
- Students who withdraw from school are no longer eligible to participate in the cooperative education program.

ACADEMIC LISTING

Dow Corning participates in a college co-operative education program with the following area schools. Students must meet the requirements of the school's co-op program as well as the requirements of the Dow Corning Parallel Co-op Program:

High Schools

Arthur Hill	Christian Academy of Carrollton	LaRue County High
Bay City Western	Elizabethtown High	Merrill High
Carroll County High	Hemlock High	Midland High
Central Hardin High	H.H. Dow High	
Kentucky Area Technical Center		

Colleges

Central Michigan University	Delta College
Northwood University	Saginaw Valley State University
Guilford Technical Community	Elizabethtown Community College
Kentucky Community & Technical College	

COMPENSATION

- The compensation guidelines established for co-op students are competitive with the wages being paid by other employers in the area. The Co-op Coordinator and the Compensation Department are responsible for establishing pay guidelines for the program.
- Student wages are quoted as an hourly rate. It is the student's responsibility to accurately report their time bi-weekly in ESS. Failure to do so can be cause for termination.
- Students are paid only for the actual hours they work. As a result, they are not paid for time missed due to illness, inclement weather, school conflicts, vacation time, etc.
- Wage adjustments for college co-op students will take place once a year and will be effective either in April or October of every year. If a student's hire date into Dow Corning is between January 1 - June 30, they will receive an increase in April. Students who have a hire date between July 1 - December 31 will receive an increase in October. Increases will be based on credited years of service and specific wage guidelines from Compensation.

COMPENSATION (continued)

- Wage adjustments for high school students who will transfer to a college level co-op position will receive their wage adjustment in June following their graduation from high school.
- Students will be notified through their manager if a salary adjustment is to occur. Adjustments will be withheld if there are issues regarding poor work performance.

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

- Co-op students may join the Dow Chemical Employees' Credit Union. Direct deposits into savings accounts or share draft (checking) accounts can be handled by payroll deductions
- There is no charge to join the Credit Union www.dcecu.org.

DIRECT DEPOSIT

- Direct deposit is an easy and convenient way to receive your pay automatically. Your pay is processed electronically through the banking system and deposited into your checking or savings account. Direct deposit is handled through the Employee Self Service (ESS) system via Dow Corning's intranet.

DRESS CODE

- All co-op students should dress appropriately for their position. Technical co-ops should consult their supervisors on what is appropriate for the lab area. Office co-ops and technical computer co-ops should also consult with their supervisors, keeping in mind that you may be in a position where you meet customers as well 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).
- Managers and/or site co-op coordinator will send a student home at their discretion if student is inappropriately dressed for the students work environment.
- Please check with your supervisor for site-specific dress policies and personal protective equipment (PPE).

DRIVING

- Students 18 years of age and older may operate vehicles while on company business providing they possess a valid driver's license and providing that the driving is only incidental and occasional.
- Minor student (individuals under 18 years of age) may only drive while on company property. (this policy may vary by site, please contact your site HR)
- All Students are required to follow the safety rules and regulations governing the employment of any Dow Corning employee including the Wireless Device Usage and Driving Safety Policy.
 - When allowed by local laws and regulations, a driver may receive phone calls via a hands free cell phone device. Upon receiving a call, a driver shall indicate to the caller that he or she is driving and arrange the call at a later time.
 - No calls are to be placed while in the act of driving.
 - A driver shall not text or email via a wireless phone or PDA while in the act of driving.

EMPLOYEE RECORDS

- Students are responsible for updating their own personal information using Employee Self Service (ESS) on the Dow Corning intranet. Work-related information updates (work phone, mail number, etc.) should be sent to G1HRSC or call the HR Service Center, 989-496-4772 with any questions.

EMPLOYMENT (Full- or part-time)

- The Parallel Co-op Program is not intended as a resource from which to draw full-time employees. Co-ops are eligible to apply for full-time employment and will go through the same hiring procedures as other external candidates. Please remember this program is intended to enhance the education of local students and should not be communicated, as a “pre-hiring” screening process or a full-time employment guarantee after graduation.
- Co-op students are not eligible to sign full-time or part-time jobs via use of the internal Career Opportunities website. Applying for a full- or part-time position will be considered misuse of the system and may result in immediate termination.
- Co-op students who are interested in full-time or part-time employment must follow the Dow Corning established hiring process guidelines. Guidelines and process for full- or part-time employment are explained on Dow Corning’s web site www.dowcorning.com/careers or by calling 989-496-4772.

GRADUATION

- The co-op program is intended to provide high school and college students with business experience concurrent with their educational pursuits; therefore the student's tenure on the program will mirror their tenure as a student. Co-op students will graduate from the co-op program on the last day of school.
- Students must notify their supervisor and the Co-op Administrator of their anticipated graduation date.
- Students who are continuing their education at a higher level may continue to work at Dow Corning beyond graduation for the summer if they provide the Co-op Office a copy of their acceptance letter.

HEALTH PROMOTION CENTER – MIDLAND AREA ONLY

- Midland Area Health Promotion Center (MAHPC) promotes healthy living through the provision of tobacco cessation, weight management, stress management and other types of classes and seminars. MAHPC also operates two exercise facilities in Midland.
- The MAHPC is located on the ground floor of the Employee Development Center. Information may be obtained by calling 636-3256. Information for the Michigan Division Health Promotion Center located at the corner of Third and Buttles Streets may be obtained by calling 8-7783. Both facilities are open to all Dow employees, retirees, and their families over the age of 14. Participation fees for classes or membership in the facilities may be paid by payroll deduction or personal check.

HEALTH SERVICES

- Technical co-op students will be required to complete a physical examination that includes substance testing. Security and receiving co-op students will be required to complete a stress test, and a physical examination that includes substance testing. Office and computer co-op students will be required to complete only the substance testing. A medical questionnaire will need to be completed prior to the scheduled appointment.
- 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.
- The Dow Corning Employee Health Services on Saginaw Rd., Midland, Michigan is open from 7:30 a.m. to 4:00 p.m. and will see any employee injured on the job in the Midland area no matter how minor the injury.
- Co-ops who are under 18 years of age must have a Medical Release form on file at Employee Health Services in order for them to perform the required pre-employment substance testing and physical examination requirements, which are an employment contingency.

HOLIDAY PAY

- During the school year (August 16 through May 14), co-ops will receive four hours of holiday pay, regardless of their work schedule. During the summer (May 15 through August 15), students will receive eight hours of holiday pay, regardless of their work schedule.
- To be eligible for holiday pay, students must work a minimum of eight hours during the two-week pay period in which the holiday falls.

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 ID badge is a security concern and could lead to dismissal from the program. Co-op badges only work during normal work hours Monday - Friday. **Unsupervised after-hour or weekend work is prohibited.**

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.

INFORMATION SECURITY (continued)

- 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.

JURY DUTY

- Students serving jury duty are granted the time off without pay.

LEAVE ENTITLEMENT (illness)

- A co-op student who does not attend school due to illness is not eligible to work that day.

LENGTH OF PROGRAM

- The Parallel Co-op Program runs concurrently with the academic year. Summer employment is not guaranteed, nor is full-time employment during school vacations.
- A student's participation in Dow Corning's co-op program is limited to one (1) high school and five (5) college academic years when pursuing a Bachelor degree.
- Condition for employment in the Parallel Co-op Program is based upon enrollment in a high school or college academic program. If a high school student is enrolled in a college academic program in the fall, the student is eligible for, but not guaranteed, summer employment upon graduation. College co-ops may be allowed to continue in their role for a period up to three (3) months post-graduation based upon their performance and the business needs of Dow Corning/Hemlock Semiconductor Group.

PERFORMANCE EVALUATIONS – College

- College co-op work performance should be documented using the [Dow Corning Performance Improvement Process](#) (PIP form.) A completed copy of the performance evaluation should be sent to the Dow Corning Co-op Coordinator in January.
- The performance evaluation process provides an excellent opportunity for the supervisor and student to review job responsibilities together and discuss overall job performance. Feedback and coaching by the supervisor should be provided to the student throughout the course of the year. However, a formal performance review measures progress relative to job responsibilities and key factors that impact job performance. The evaluation can be most useful to the student when the supervisor acknowledges the student's strengths and establish a plan with the student to develop skills needing improvement.

PERFORMANCE EVALUATIONS – High School

- High school co-op work performance is generally evaluated twice during the academic year (Nov./Apr. time frame). High school evaluation programs are determined by each school individually, and supervisors and students will be notified when an evaluation is required. Evaluation forms are provided by the

high school and should be completed and returned by the specified date as they are often used for grading purposes. A completed copy should be sent to the Dow Corning Co-op Coordinator.

PROGRAM REQUIREMENTS

- A student must have an overall grade point average (GPA) of 2.7 or higher on a 4.00 scale to enter the program and must maintain a cumulative GPA of 2.5 to remain eligible to participate in the Parallel Co-op Program.
- College students must continue to maintain a 2.5 cumulative GPA every semester throughout his/her Co-Op, while being enrolled in a *minimum* of twelve (12) credit hours each fall and winter *semesters* or twelve (12) quarter hours each fall, winter and spring *quarters*.
- Each of the participating schools will provide the Co-op Coordinator with a list of students not in compliance with the above academic requirements at the end of each school term.
- Due to the priority placed on academic education students must meet both the cumulative GPA and the 12 credit hour requirement per semester/quarter to remain a part of the Parallel Co-op Program. Students who do not meet both of these requirements will be immediately released from the program.
- College students in their final semester may go below the twelve (12) credit hour minimum to complete their remaining courses before obtaining their degree.

PROBATIONARY PERIOD

- All students participating in the Parallel Co-op Program are on a 60-day probationary period at the beginning of their assignment into the company. This will give the student and supervisor time needed to decide if the co-op student and the position are well matched. An employing department may release a student at the end of the 60-day period if it is felt that the student is not a good fit by contacting the Co-op Coordinator.
- Students wishing to resign should notify their immediate supervisor at least two weeks prior to ending their employment.

RECOGNITION AWARDS (AWARD1)

- Co-op students are eligible for personal or team recognition awards for accomplishments and behaviors which have been formally recognized by supervisors, i.e., extra effort on projects, cost savings, customer-focused performance, etc.

REPLACEMENT PROCESS / NEW CO-OPS

- Hiring manager needs to submit a requisition entitled EMPREQ on EASE EZWeb. Internal and external approval should be requested which would include approval from the IBU General Manager and the HR Business Partner. Once the requisition has been approved the position will be posted internally on Career Opportunities and externally with the appropriate schools. Students' credentials will be forwarded directly to the hiring manager for interviews and final selection.

REST PERIOD

- No minor shall be permitted to work for more than five hours continuously without an interval of at least 30 (uninterrupted) minutes for a meal and rest period.

RULES/REGULATIONS - Dow Corning Corporation

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 are 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. All imaging devices are regulated by the Imaging Device Policy

Company Property - It is 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.

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 company 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

Complying and maintaining safety requirements is the responsibility of the student. All employees should:

- Learn to perform their 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 their supervisor or the Safety/Security Dept.
- 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

STUDENTS

- Are required to work under direction of a supervisor at all times.
- A student must not work alone. If the supervisor is planning to be absent, he/she must delegate responsibility for the guidance of the co-op student.

SEPARATION

- The co-op student should notify their supervisor and Co-op Coordinator as soon as their last day of employment is established. Two weeks of notice to the Co-op Coordinator is preferred due to all the operational and security issues, which need to be addressed prior to the student's last day.
- The supervisor should make sure that the student's separation date is appropriate. The last day needs to be their last day worked. If the supervisor believes there may be issues about the effective date they should contact the Co-op Coordinator.

NOTE: This action is a critical step involving the separation process. The supervisor will need to work with their manager to initiate the separation process (only managers with chief hats have access to this link) by using the Global HR Actions application located on the intranet under People/Global HR Actions for Managers (GHRA). The manager will complete the separation form and submit it to G1HRSC. This action can be initiated as soon as the effective separation date has been established. **Failure to initiate this form prior to their separation date will result in the student remaining on your organization headcount and potentially payment of future holiday pay.** Any questions relating to the GHRA can be addressed to G1HRSC.

SEPARATION (continued)

- The HR Service Center (HRSC), upon receipt of the Global HR Actions Intranet form, will complete the transaction in SAP; close the transaction, which generates a confirming note back to the manager that the action has taken place. Included in the note will be the global Separation Checklist and Confidentiality and Inventions Agreement. HRSC will also notify the operational people as soon as the final date of separation is set and communicated. Prompt communication to the operational people is critical in the process as it allows time to address and resolve any outstanding issues.
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- The supervisor/manager reviews and completes the [Global Separation Checklist](#) and Confidentiality and Inventions Agreement during an exit interview with the student. Instructions are included in the checklist on the process. Upon completion of the interview and form, the supervisor returns the forms to the HR Service Center, #HRSC. The supervisor is responsible for the collection of the badge, keys, lab notebooks, library materials, books, computer programs, and Dow Corning equipment assigned to the student prior to the student's departure.

NOTE: Feedback for HR - if during the exit discussion, the supervisor receives information from the employee that would serve as important feedback that HR should be aware of, please contact the Co-op Coordinator.

SUMMER EMPLOYMENT

- Based upon the performance of the co-op and the business needs of Dow Corning/Hemlock Semiconductor Group, a co-op may continue in his/her role for a period up to three (3) months post-graduation.
- There is no guarantee of summer employment (full-time or part-time). This is based upon the needs and budget of the departments.
- If a co-op student is employed during the summer, the supervisor based on the department's need and budget will determine the summer work schedule.
- Students who are retained on either a part-time or a full-time basis through the summer will continue to be classified as co-op students.

TIME ENTRY via Employee Self Service (ESS)

- Students are required to input their hours into the Employee Self Service (ESS) Time Entry system. The default hours for a co-op are "0". Therefore co-ops must record their **actual** hours worked and vacation. Students may choose military or world time format. 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 08:00 - 12:00 and 13:00 - 17:00.
- The path to Time Entry is Intranet/People/Employee Self Service (ESS).
- 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.

NOTE: Falsification or misuse of payroll time reports is grounds for immediate termination, and all updating and viewing of activities are monitored.

TRANSFER POLICY

- Supervisor approval required for all transfers.
- High school students wishing to transfer into a college assignment must plan to attend a local college or university.
- College students who wish to transfer to a new co-op assignment must have been on their current co-op assignment for a minimum of two (2) years. College students wishing to transfer job assignments *prior* to their two-year commitment in a department must first receive supervisor approval.
- A college student must have at least one (1) year left in school to be eligible to transfer to a new department.
- If a student meets the above eligibility criteria, they may apply for co-op positions through the Career Opportunities site located on the intranet. Go to the Horizons portal, choose Dow Corning & Me, then View Career Opportunities. **NOTE: Application for non-co-op positions by current co-ops and applying for co-op positions without your manager's approval are considered misuse of the system and may result in dismissal.**

TRAINING (company sponsored)

- Dow Corning sponsors a wide range of job/career-related in-house programs. Students attending company sponsored training sessions with approval by their supervisor may be granted pay for time spent in such training.

TRAINING (required)

- All students are required to complete a Sexual Harassment Awareness class via the intranet at <http://dcu.dowcorning.net>. Click on the Virtual Campus tab and log in. In the Quick Search box type harass, select the Go button. The title of the on-line class is GLODC_-PREVENTING SEXUAL HARASSMENT
- The Code of Conduct brochure will be given to all students when they join the company. Students should review the contents of the brochure to become familiar with Dow Corning's Code of Conduct.
- There may also be site specific training required.

TRAVEL

- Co-ops are prohibited from traveling 50 miles or greater on Dow Corning business. Supervisors should discuss specific exceptions in advance with the DCC Parallel Co-op Coordinator.

WORK HOURS

- High school co-op students work approximately 15-20 hours per week when school is in session. Both the Co-op Coordinator and the School Coordinator must approve any deviation from these hours.
- Each supervisor determines specific work hours.
- Once a work schedule has been established and approved by the supervisor, any variance in the schedule must be discussed, in advance, with the supervisor and must be compatible with the needs of the department and the guidelines for the program.
- Any additional hours worked during Christmas vacation, spring break, or other school holidays will be determined by the supervisor based on the department's need and budget.
- A co-op student who does not attend school due to illness is not eligible to work that day.
- A co-op student cannot work more than a combined school and work week of 48 hours.
- Students are not eligible for a "work-at-home" arrangement and should not take Dow Corning work home, or work on Dow Corning business after hours at home.