



**BARNES™**

Build Your Future.  
Manufacture Your Dreams.



# Apprenticeship Program Handbook

## Congratulations on Taking Charge of Your Career!

Welcome to the Barnes Apprenticeship Program! This program helps you take charge of your career while working for a respected world leader in manufacturing, aerospace and industrial applications.

Skilled manufacturing employees are in high demand. As our businesses continue to evolve and change, the need for experienced, talented workers such as machinists, maintenance repair technicians and toolmakers increases. The opportunity to learn and grow with a global organization like Barnes can help you carve out a promising future in the United States and Globally.

Our Apprenticeship Program offers multiple career paths across the world, and our highly experienced mentors, coaches and leaders ensure that you'll be learning from the best and working with skilled, dedicated teammates. And you'll be building your skills supporting Barnes' innovative portfolio and industry-leading customers.

## How it Works

The Barnes Apprenticeship Program combines supervision, structure, on-the-job training, related technical instruction and personal and professional development. As a Barnes Apprentice, you have certain rights under applicable Apprenticeship Regulations. With those rights come responsibilities and great opportunities to take ownership of your training and development.

At Barnes, we wholeheartedly support all our employees, and are committed to personal and professional development and training. Our Apprenticeship Program is based on and aligned with industry standards and developed based upon our European Apprenticeship Model.

The purpose of this handbook is to outline program expectations and policies, and to inform you of your responsibilities as an Apprentice. It is not intended to be a legal document and does not create a contract of employment. Please read it and use it for future reference.

Congratulations on taking this important step toward a successful, fulfilling career. We're here to help you, every step of the way, and we're proud to have you become part of the Barnes family!

# Barnes Global Apprenticeship Program

## Apprenticeship Overview

Barnes partners with applicable Governmental Agencies in the development, implementation, administration and monitoring of its Apprenticeship Programs. The related technical instruction will be in classroom or online format and must align to the applicable Governmental Agencies' standards. Although the applicable Governmental Agencies have responsibility for oversight of the Apprenticeship Program, both the Company and you, the Apprentice, have responsibilities as well.



# Responsibilities

## Apprentice Responsibilities

As an Apprentice, it is expected that you will follow and adhere to the following:

- Work safely in accordance with applicable Barnes policies and division-specific work rules.
- Comply with Company absenteeism and tardiness policies at work and school.
- Attend and participate in related instructional and educational programs and maintain the highest possible grades as required.
- Be involved and show dedication to your training, both on the job and in the classroom.
- Keep track of your training hours (either in the form of work records or logbook) and advise your supervisor of any deficiencies in your apprenticeship training.
- Show dedication and interest in learning the trade.
- Show respect to the skilled journey person(s) training and supervising you.
- Comply with the provisions of the Apprenticeship Agreement.
- Follow Barnes' written work rules and applicable policies and procedures.
- Be accompanied by a journey person while on the job site.

## Company Responsibilities

- Provide a safe working and learning environment.
- Provide supervision and training by a journey person on the job site at all times.
- Provide well-rounded training so the Apprentice learns all aspects of the trade by the completion of the training program as listed in the Work Schedule.
- Monitor the Apprentice's on-the-job progress and provide feedback on performance.
- Within each location, ensure an oversight committee exists that will monitor and review the program on a quarterly basis.
- Comply with the provisions of the Apprentice Standards and Apprenticeship Agreement including, but not limited to, forms that may be required by applicable Governmental Agencies.
- Ensure training expenses are managed at the business site level and reviewed regularly.
- It is the Company's intention to provide continuous full-time employment and training to Apprentices. However, based on business conditions, the Company cannot guarantee permanent employment.



## The Apprenticeship Registration Agreement

The Apprenticeship Registration Agreement is a legal, binding document between you, Barnes and the applicable Governmental Agencies. Pay increases are determined by the start date along with accumulation of work hours and satisfactory performance.

Your apprenticeship is valid only for the number of years/hours that is listed on your Registration Agreement. Failure to complete the required On-The-Job Training (OJT) hours and related classroom and/or online instruction in the time frame specified may result in termination from the program.

Please take time to review your copy of the Agreement. It should be thoroughly understood. If there is any discrepancy between the Apprenticeship Registration Agreement and this handbook, the Apprenticeship Registration Agreement will apply.

## Probationary Period

A Probationary Period is required in each apprenticeship. It provides an opportunity for both the Company and the Apprentice to get acquainted and learn about the program. Should either you or the Company wish to cancel the Agreement during the Probationary Period, either party can do so by notifying the other of the decision in writing. Unless otherwise stated, the length of the Probationary Period is the first wage progression period.

## Related Instruction and the Importance of School Attendance

Apprenticeship training combines several aspects as part of an overall strategy to train a skilled worker, including supervised, structured OJT and related instruction. The importance of related instruction is twofold: the industry has uniformity of instruction and you, as an individual Apprentice, are given the theoretical knowledge of your trade. This is what adds value to you as an individual, to your career, and to your industry. The related instruction is the academic portion of the apprenticeship, and is usually provided by the applicable technical school, proprietary school and/or online. Related instruction is an integral part of every apprenticeship and is required by applicable Governmental Agencies' apprenticeship regulations.

## Work Records

You are required to partner with the Company and maintain a record of your progress. The Company will also maintain a record of hours worked by you as part of your apprenticeship. Because the training and schooling extends over several years, a record is required to assure all parts of the program have been covered and completed. Also, if discrepancies concerning training hours occur, both record books will be referenced to determine the hours worked. Your official work records must be signed and dated on a regular basis by you and your supervisor.

## Layoffs

If a reduction in workforce becomes necessary, the suspension and reinstatement of Apprentices will be conducted in accordance with site specific rules. If you are laid off because of lack of work, the Company has the option of listing you as inactive rather than terminated. The following conditions may apply:

- The Apprentice may be listed as inactive for a maximum of six months.
- If the layoff lasts longer than six months, the Apprentice will be terminated but is still entitled to be reinstated or recalled for two years from the original date of layoff.
- An inactive Apprentice may still be registered and attending approved classroom and/or online training; however, they will not accumulate OJT hours toward the completion of the program.

## Corrective Action

You may be subject to corrective action procedures when failing to make satisfactory progress or failing to meet your responsibilities in the Apprenticeship Program.

In addition, behaviors that could lead to disciplinary action or the termination of your apprenticeship include, but are not limited to:

- Failure to abide by safety procedures and Company policies;
- Failure to follow work rules and procedures established by the Company;
- Disruptive behavior on the job or in related instruction;
- Failure to follow the directions of your supervisor and/or journey person;
- Failure to submit OJT records as required;
- Failure to fulfill all related instruction requirements;
- Unsatisfactory grades for related instruction courses;
- Unsatisfactory attendance (including tardiness) for related instruction courses;
- Unsatisfactory attendance (including tardiness) at the job site; and
- Failure to register for related instruction.

## Harassment and Discrimination

You have the right to a harassment free workplace and school setting. Please refer to Company Policy #401.

## Complaint Procedure

A complaint is a question or request for assistance to solve a problem or alleged problem regarding any part of the Apprenticeship Program. If you have a concern or complaint related to your apprenticeship training, please discuss it with your supervisor.

If you would like to pursue the complaint further, the complaint must be made in writing and submitted to the local Human Resources Representative. The Company will work with you and any relevant parties to address the situation and seek a resolution.



## Military Active Duty

If you are called to active duty during your apprenticeship, your Apprentice Agreement may be placed on hold. Reinstatement of the agreement will be governed by the appropriate Governmental Agency Regulation and/or the Company. For more specific information, please refer to Company Policy #505.

## Completion Procedures

What is required?

- The Apprenticeship Registration Agreement specifies the length of time that is required to graduate as a journey person within your trade. The completion of an Apprenticeship Registration Agreement is based on satisfactory performance and accomplishment of these required objectives:  
  
Complete the “Term,” which may be stated in total year(s), total hours, or a combination of both years and hours, depending on your specific trade. A letter will be provided by the Company indicating the term and work processes that have been completed and the dates they were completed.
- Completion of “Related Instruction,” the required hours of related classroom and/or online instruction as listed in the Work Schedule for your trade from an instructional program previously approved by the applicable Governmental Agencies.
- In unlicensed trades, once the applicable Governmental Agency receives notification from the Company and school, the Agency will then issue the appropriate certificate of completion, such as a Certificate of Apprenticeship, a Pocket Journey person Card, etc.

# Apprenticeship Standards

## Special Provisions / Modifications

Any Governmental Agency specific provisions that exceed the guidelines of this handbook will override the applicable terms herein.

Exceptions or deviations from the guidelines provided in this handbook may be submitted to Barnes’ Senior Vice President, Human Resources for consideration.

## Definitions

Joint Apprenticeship Committee: a committee composed of employer and labor members sponsoring an apprenticeship program.

Apprentice: a person training under a written agreement which provides specific terms of apprenticeship and employment, including but not limited to wage progression; specific hours of job training; and hours and courses of school instruction which satisfactory completion thereof provides recognition as a qualified professional, technical, craft or trade worker.

Journey person: any person who has completed an apprenticeship or is recognized/classified as a skilled person and possesses a valid Journey person Card or occupational license where required.

Related Instruction: an organized and systematic form of instruction designed to provide the Apprentice with knowledge of the theoretical and technical subjects related to his/her trade.

## Qualifications for Applicants

Age: Applicants must meet minimum age requirements of their respective applicable Governmental Agency.

Education: Applicants must possess the basic education necessary for entry-level training. A minimum education level factor may be determined by Barnes.

Physical: Applicants must be able to perform the essential functions of the trade.

## Recruitment, Selection, Employment and Training Procedures

Barnes is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color, or any other protected class.

## Term of Apprenticeship

The standard term of apprenticeship for each trade objective is defined by the applicable Governmental Agency for your trade and location.

## Apprentice Agreement

The Apprentice (and if a minor, his/her parent or guardian) and the Company will sign an Apprenticeship Agreement making the apprenticeship standards a part thereof. Each agreement may be subject to approval by the applicable Governmental Agency.

## Wage, Hours and Benefits

The workday and work week for Apprentices will be determined by the Company. It is encouraged that Apprentices are employed during daytime shifts to allow direct supervision by a journey person or supervisor of Apprentices.

Apprentices will start at a percentage of journey person pay, either as stipulated by the applicable Governmental Agency or the Company. Wage increases will be based both on time and performance. Apprentices will receive wages in accordance with the currently effective minimum wage schedule.

The Company will comply with all applicable federal, state, and local laws relating to payment of wages and work hours.

Apprentices may be eligible for full Company benefits from date of hire, or as stated in any workforce contract. Full benefits would include tuition reimbursement for programs per Company Policy #704.

## Training Capability Ratio

The numeric ratio of Apprentices to journey persons shall be consistent with proper supervision, training, safety, reasonable continuity of employment and provisions in applicable collective bargaining agreements. Each





program's ratio requirements are reviewed based on such factors as specific trade requirements, availability of skilled personnel, previous training history, economic factors, affirmative action efforts, and other factors which may be pertinent to a successful program operation. Regardless of any established hiring ratio, the work site ratio will comply with applicable Governmental Agency regulations for instructing and supervising the work of each Apprentice in a specific trade.

### Related Instruction

The Apprentice will be given instruction in related subjects which assist him/her in attaining journey person status. The minimum hours required per year will be defined by the applicable Governmental Agency.

### Safety

The Company will instruct the Apprentice in safe and healthful work practices and procedures and will ensure that the Apprentice is trained to safely carry out their job duties in compliance with applicable federal, regional and local occupational safety and health regulations and standards. The Apprentice will be held accountable to follow all health & safety rules, work practices and procedures at all times.

### Apprentice Responsibilities

- Make every effort to understand the Apprenticeship Program and abide by all rules established by the program sponsor.
- Attend regularly and complete the required hours of instruction in subjects related to the trade.
- Maintain records as may be required of work experience and related instruction.
- Conform with safe working procedures as instructed to assure their own safety as well as the safety of fellow workers.
- Perform the work of the trade diligently and faithfully.

### Certificate of Completion

Once the Apprentice has satisfactorily completed his/her apprenticeship, the Apprentice will be issued the appropriate certificate of completion by the applicable Governmental Agency provided program requirements have been met.

