



Student Handbook 2018-2019



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Textron Specialized Vehicles Histories



During a hot summer in 1954, in a cramped one-room machine shop in Augusta, Georgia, E-Z-GO® was born. Two brothers started with a simple belief that they could build a better golf car that better met the needs of the customer than other brands. From those humble beginnings, E-Z-GO® has become a world leader in transportation and a leading global manufacturer of golf cars, utility vehicles and personal transportation. E-Z-GO® became part of Textron Inc. in 1960.

Cushman® started in 1901 with a pair of cousins building farm machinery and two-cycle boat engines. During World War I, Cushman® provided two- and four-horsepower engines to operate water pumps, cream separators, washing machines and wood saws. By World War II, Cushman® was producing scooters used by the Navy, Army and the Army Air Forces. In the 1950s, the company expanded; by the end of the decade Cushman® was producing three and four-wheeled commercial and industrial vehicles. Now, more than 100 years after its humble start, the vehicles deliver quality, heavy-duty utility vehicles in many varieties.



Bad Boy® traces its roots back to the woods of Mississippi, where two hunters created a new type of fully electric, 4WD vehicle to handle the rugged terrain of the outdoors in 2003. Textron acquired Bad Boy® in 2010. Today, the diverse Bad Boy® product line includes gas, electric, and hybrid-powered off-road vehicles for a variety of uses in work and play, including the new Stampede 900 4x4 side-by-side.



TUG™ Tech was founded in 1973 and located in Marietta, Georgia. TUG™'s core business began with the production of



baggage tractors, primarily the Model MA Baggage Tractor, which we continue to produce and supply to airlines and airports around the world. Its product line expanded in 1981 and in 1998 was under the new ownership of Stewart & Stevenson. Three years later, all airport operations were consolidated to Kennesaw, Georgia. S&S TUG then merged with DAVCO Industries which widened the range of Ground Support Equipment (GSE). In 2005 TUG™ was acquired by Textron and the name was changed to its current TUG™ Technologies Corporation.

Douglas™ Equipment, located in Cheltenham and Poyle, UK, established as FL Douglas (Equipment) Limited in 1947 by Frank Leslie Douglas. Today, it trades as Douglas Equipment and has become one of the world's leading suppliers of aviation towing tractors, ground support vehicles, port tractors, distribution and yard shunting tractors. They became a subsidiary of the Dennis Group plc. The firm also built a range of industrial tug trucks for trailer haulage in factories, ports and docks loading ships. The Douglas™ Tugmaster was introduced in the early 1950's, with a new model for the Ro-Ro ships in 1955 called the Douglas™ Tugmaster Ro-Ro. Textron acquired Douglas™ in January 2015.

Premier Engineering & Manufacturing was founded in 1991, in a small facility in Marquette, Michigan. Initially, Premier's focus was on service and support of existing ground support equipment with an emphasis on aircraft deicers. In 1992, Premier relocated in Marinette, Wisconsin and introduced the "Hot Shot" series of Deicer Equipment. Between the years of 1992 and 1995, Premier expanded their line to four units. In 1996 Premier dove head first into the competitive market by receiving a contract for 64 units from United Airlines. Textron acquired Premier in 2016.



Textron Motors™ is a company with a rich history of innovation and performance, one that began from one of Europe's most successful Tier I automotive manufacturers, and is today a part

of a global multi-industry company renowned for its engineering and manufacturing prowess in aerospace, defense, automotive and industrial technologies. Textron Motors™ has a reputation for designing high-quality, high-performing engines that deliver exceptional power for their relatively light weight. Textron Motors™ engines are used in products ranging from snowmobiles to small watercraft to portable fire pumps. Textron acquired Textron Motors™ in 2014.



SAFEAERO

Our last company in our Ground Support Equipment segment is Safeaero. Safeaero has utilized proven technology with innovative solutions to create a product for both large and small aircraft around the world. “Safeaero i Trelleborg AB, Sweden was founded in 1997, when the company bought production and marketing rights for the MDI 412 and MDI213 deicers from the Hägglands Moelv company in Norway. Production was then relocated to the southern port city of Trelleborg in Sweden.” – Safeaero.com “In 2005, Safeaero also acquired the design, licensing, manufacturing and marketing rights from the Stalder Engineering Company for the Gadi, Cyclone and Typhoon line of deicers. With this extended product line, Safeaero is capable of handling the deicing needs of small domestic airports to large international hubs.” – Safeaero.com. 2016 – Textron Acquisition to align with our GSE product lines and to grow our presence in the deicing market.



Jacobsen products are used at golf courses, sporting venues, and airports. Recently used at the FIFA World Cup, Pebble Beach Resort in California, the Daytona 500 and the White House, Jacobsen products can be seen in use all around the world. Another key component of the Jacobsen business is Dixie Chopper. Dixie Chopper manufactures “zero-turn” lawn mowers which allowed Jacobsen to move into the consumer and commercial markets. Dixie Chopper products are known for their speed, quality and performance. NASCAR driver, Ricky Stenhouse Jr. recently bought a Dixie Chopper referencing Dixie Chopper’s standing as the world’s fastest mower, he noted “you got to have speed” while mowing.



Arctic Cat was formed by snowmobile pioneer Edgar Hetteen in 1961. Arctic Cat grew to become a major manufacturer of snowmobiles, watercraft, and all-terrain vehicles (ATV's). The company's first name was Polar Manufacturing but was soon changed to Arctic Enterprises. The company made their first snowmobile in 1961 and in 1970, started the Boss Cat line. Arctic Enterprise was rebranded to Arctco, a new company, which was created to continue the production of Arctic Cat snowmobiles. The company was successful in keeping the Arctic Cat alive and in 1996 the company officially changed its name to Arctic Cat. The company continues to make snowmobiles as well as all-terrain vehicles and side-by-sides. Arctic Cat relocated its headquarters to Plymouth MN from Thief River Falls in 2007. In 2016, the headquarters was relocated again to a more prominent location in downtown Minneapolis. In 2017 Arctic Cat became a part of the Textron Specialized Vehicles family.

About Textron Inc.

As a member of the Textron Specialized Vehicles, you are also joining Textron. Textron Specialized Vehicles' brand names (E-Z-GO®, Cushman®, Douglas™, TUG™, Textron Off Road, Arctic Cat, Jacobsen, Dixie Chopper, and Textron GSE) and our products are what drive us in the marketplace. But, Textron provides a competitive edge and a significant opportunity for our students.

Textron is a multi-industry company with total revenues of \$13.4 billion. The company owns many businesses that span across multiple industries and produce many different products. A pioneer of the diversified business model, Textron is now a global network of businesses.

Across the enterprise, Textron has approximately 37,000 employees with facilities and presence in 25 countries. Textron is headquartered in Providence, Rhode Island and ranked 209th on the FORTUNE 500 list of largest U.S. companies.

Textron first began as a small textile company called Special Yarns Corporation in 1923. The company grew its textile business over the years and listed on the New York Stock Exchange (TXT) in 1947.

In 1953, Textron diversified its business by acquiring a company outside of the textile industry. In doing this, Textron became known as the “pioneer of the conglomerate.”

Textron has since owned many different businesses over the years but today it is known for its powerful brands of aircraft, defense and industrial products.

Business Units

Bell Helicopter—1960

Acquired in 1960, Bell Helicopter is Textron's largest business unit. Bell Helicopter is a leader in vertical takeoff and landing aircraft for commercial and military applications, and the pioneer of the revolutionary tiltrotor aircraft. There are about 13,000 Bell Helicopter aircraft flying in more than 140 countries. In fact, one-third of the operating fleet in the world carry the Bell Helicopter name. Readers of Professional Pilot magazine have ranked Bell's customer service and support first for 20 years. Bell is headquartered in Fort Worth, Texas.



Textron Specialized Vehicles-1960

Textron acquired Textron Specialized Vehicles as E-Z-GO® in 1960. As the company continued to add new brands, the business was changed to Textron Specialized Vehicles. TSV builds more than 40 different vehicle models under the E-Z-GO®, Cushman®, Textron Off Road, Arctic Cat, Jacobsen, Dixie Chopper, and Textron GSE brands. Besides the golf cars with which it is so often identified, E-Z-GO® also manufactures a brand of fully electric 4x4 vehicles, world-class utility vehicles for work and recreation, personnel shuttles and material-handling machines.



Textron Financial-1962

Textron Financial has financed many different products through the years, but today it focuses on aviation financing and golf equipment financing. The aviation finance group provides aircraft loans and leases for new Cessna and Bell Helicopter products. Its golf equipment finance group offers a wide range of loan and lease programs for E-Z-GO® and Jacobsen products, including golf cars, specialty vehicles and turf equipment.



Textron Systems-1966

Our Textron Systems businesses develop and integrate products, services and support for customer missions including defense, homeland security, aerospace, and infrastructure protection. The Textron Systems segment is organized into the following businesses: Unmanned Systems, Marine and Land Systems, Electronic Systems, Advanced Information Solutions, Geospatial Solutions, TRU Simulation and Training, Weapon and Sensor Systems, Support Solutions, Lycoming Engines, and Textron Airborne Solutions.



Textron Tools & Test-1986

Textron Tools & Tests was acquired in 1986 as Greenlee. Greenlee is known for its range of Tempo-branded test instruments for the data communications, telecommunications and fiber optic markets. As the company continued to add new brands, the business was changed to Textron Tools & Tests. The business is the premier source for professional-grade tools and test instruments for electrical, telecom, industrial, plumbing and voice/data/video contractors and is home to the Klauke (located in Germany) and Sherman+Reilly (located in Chattanooga, Tennessee) brands of tools.



Textron Aviation-1992

Textron first acquired Cessna Aircraft Company in 1992. In March 2014, Textron acquired Beech Holdings, LLC which brought together the iconic Beechcraft, Cessna and Hawker brands to form the Textron Aviation business segment of Textron. Today, each entity (Beechcraft Corporation and Cessna Aircraft Company) maintains its unique, individual identity while making valuable contributions to the Textron Aviation family. With these longtime leaders' expertise, deep roots and distinctive roles within the aviation industry, the unification signifies the foundation for a powerhouse to lead the aircraft marketplace.



Kautex-1997

Kautex became a part of the Textron family in 1997. Kautex is a leading global system supplier to the automotive industry, developing and producing blow-molded fuel systems, automotive clear vision systems (windshield and headlamp washer systems), Selective Catalytic Reduction Systems, engine camshafts, and blow-molded industrial packaging products. With 42 locations in 15 countries, Kautex is well-positioned as the partner of choice for its customers around the world. Kautex is headquartered in Bonn, Germany.



Textron Specialized Campus Overview

TEXTRON
SPECIALIZED VEHICLES
HEADQUARTERS – AUGUSTA, GA



EAST CAMPUS BUILDINGS:

BLDG 1- Finance/Accounting, Commercial Business, Consumer Business, Golf Business, PG&A (Parts, Garments, & Accessories) Business, Communications, Engineering, Custom Shop

BLDG 2- Fabrication, Human Resources, ISC, Cafeteria, Service Parts

BLDG 3- ICL (Industrial Commercial Line), RXV Line

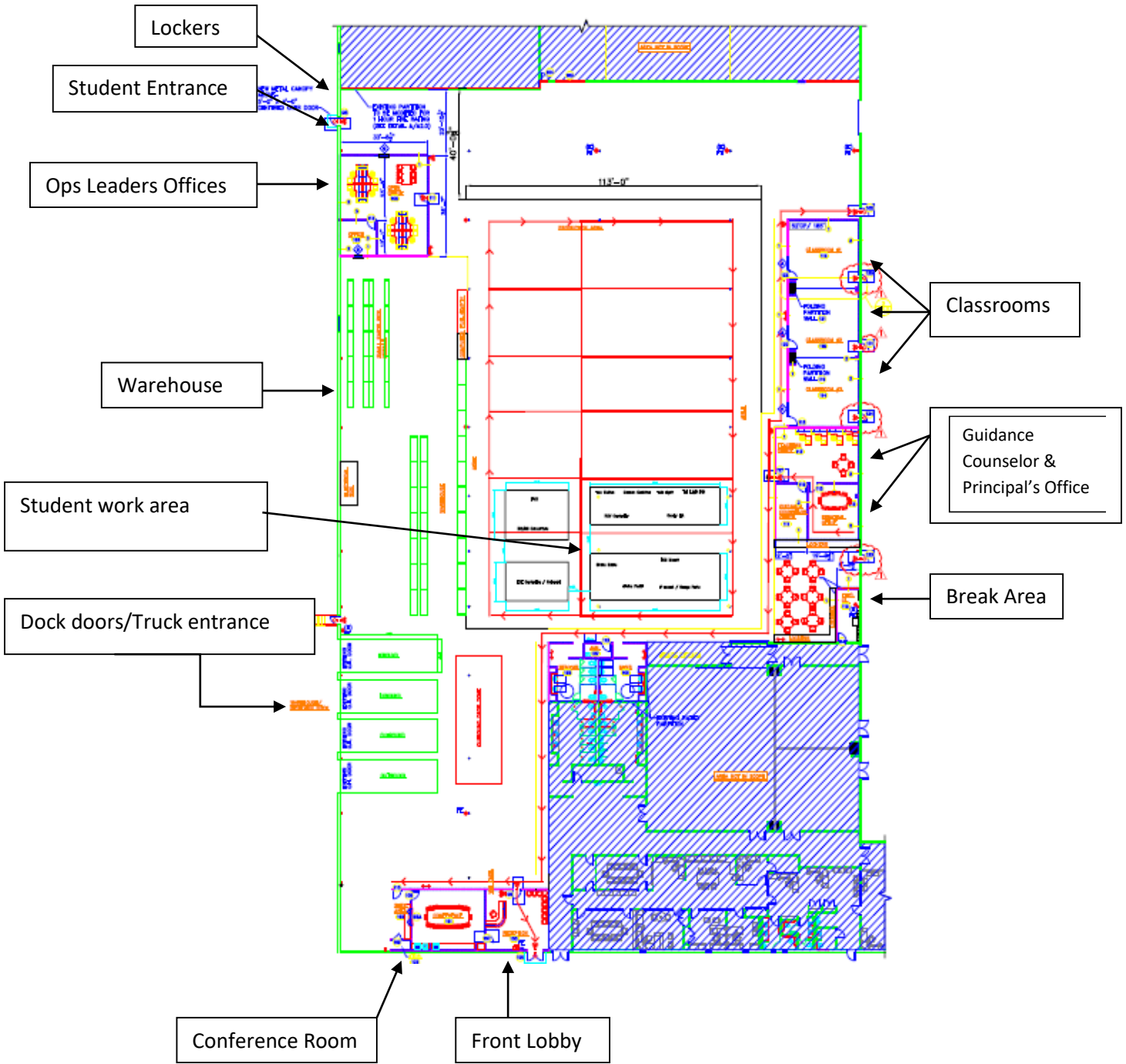
BLDG 4- Logistics & Traffic

BLDG 5- International Shipping

BLDG 6- Bad Boy & Cushman® Titans, VA/VE Engineering for Current Product

West Campus- Textron Off Road Powersports Product (i.e. Stampede), PG&A warehouse, Truck line, Jacobsen Turf Products

RPM Overview Map



First Week Checklist and Expectations

Welcome – check-in/meet and greet:

RCSS – complete paperwork

TSV Human Resources Introduction:

- Onboarding Paperwork
- Picture for an employee badge
- Bring in documentation for I-9
 - Identity
 - Employment Authorization

Safety Training

Equipment Provided:

- Steel toed shoes
- Uniforms
- Safety glasses

Floor training in:

- Assembly
- Materials
- Quality

Day 1 Expectations

Please arrive rested and ready to learn. Remember to treat your peers and leaders with respect at all times. You will be evaluated and scored on various exercises to determine job placement while at RPM. There is nothing you need to do to prepare for these exercises, besides listening attentively during instructions and trying your best throughout each evaluation.

TSV/ RPM Contact List

Wayne Felix- RPM Operations Manager

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Gia Hunter-Director Human Resources

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(m) 443.621.3976

Emily Gussert-Human Resources, Business Partner

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Personal Protective Equipment (PPE)/Safety

Students will be required to wear gloves, safety glasses, and steel-toed shoes at all times when on the job. Safety is our number one priority, so these rules are set in place to ensure complete safety of our students.

Dress Code

Students must come ready to work in appropriate attire. Students are required to wear pants that fall below the knees, RPM specified shirt, and steel-toed boots. No jewelry and no baggy clothes will be allowed. During shift times, students are also required to wear safety glasses and gloves.

Working Hours & Schedule

All students will be assigned a work schedule and be expected to begin and end work according to the schedule. Students will be provided a paid 10 minute break to be taken at the direction of their supervisor. Breaks will occur at approximately the middle of their shift.

Timekeeping Responsibilities

Students will be issued a badge upon their start date with RPM. They will be required to clock in at the start and end of their shift.

Altering, falsifying, and tampering time records, or recording time for another student is prohibited and subject to disciplinary action, up to and including termination of employment from the RPM program. Any errors in the time record should be reported immediately to supervision, which will attempt to correct legitimate errors.

Performance

Performance discussions are conducted regularly to provide both you and your supervisor with the opportunity to discuss your job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving your performance. If you have a question about your performance or TSV's expectations of you, you are encouraged to discuss it with your supervisor.

IMPROVING STUDENT JOB PERFORMANCE

Textron Specialized Vehicles believes in the principle that students should be given the opportunity to demonstrate their abilities and continually improve their job performance. Where performance problems exist, students will be told about these deficiencies and, in many instances, given an opportunity to improve. It is the responsibility of each student to fully meet the performance standards and expectations established by TSV.

If performance standards and expectations are not being met by the student, the supervisor will provide verbal and written clarification of expectations. If the student's performance and/or behavior continues to not meet expectations, further disciplinary action will occur. All performance discussions will be reviewed with the RPM principal and teachers.

Attendance

It is the student's responsibility to consistently come to work on time according to their work & class schedule. Students that are absent from work, come late or leave early will incur attendance points. Students who have difficulty meeting attendance or punctuality standards will be counseled early and provided reasonable time to demonstrate improvement. Continued excessive absenteeism or tardiness will result in progressive disciplinary actions including warnings and possible termination from the RPM program.

Each absence (except holiday or vacation) or tardiness (late or home early) will be assigned a specific point value. Points are charged from the first date of occurrence and remain on the student's attendance record indefinitely unless removed via perfect attendance. A student who has a perfect attendance record for 30 consecutive days will receive a 5 POINT CREDIT. These points are subtracted from any absence points previously received. This perfect attendance record includes no tardies, no home earlys, as well as no absences. Points assessed cannot go below zero.

The points are assigned as shown below:

2 POINTS – Students who have forgotten or lost their badge will receive 2 points.

5 POINTS – Students arriving 30 minutes late will be assessed 5 points.

10 POINTS – Students arriving over 30 minutes late up to 2 hours late will be assessed 10 points.

If a student calls in late and does not show up, he/she will be charged as an unexplained absence. Absences greater than two hours will be charged as an excused or unexcused absence, which amounts to a greater amount of points.

20 POINTS – each excused absence. If a student will not be able to work and calls his/her supervisor within 30 minutes of the start of their shift, he/she will be assessed 20 points.

30 POINTS – each unexcused/unexplained absence. This is time away from work for which the student does not call in about the absence. Failure to call in for 3 consecutive days will be considered voluntary resignation.

If a student does not attend school that day, he/she will not be eligible to work their shift and will be assessed either 20 or 30 points depending on the nature of the absence from school.

Warnings

Supervisors will issue a VERBAL warning when a student reaches 60 POINTS in any twelve-month period. Documentation of the verbal warning form is prepared by the supervisor and returned to the Human Resources Department to be placed in the student's file.

Supervisors will issue a WRITTEN warning when a student reaches 80 POINTS in any twelve-month period. The purpose of this warning is to advise the student of the severity of his/her tardiness or absence and see what can be done to assist in solving this problem. This warning indicates the seriousness of the situation and warns that continued excessive absence will likely result in more severe disciplinary action. This form is placed in the student's personnel file.

In any twelve-month period when a student reaches 90 POINTS, the student will be issued a FINAL warning, indicating the seriousness of the situation and warning that continued excessive absence or tardiness would result in termination. This form is then put in the student's personnel file.

In any twelve-month period, when a student reaches 100 POINTS, he/she will be discharged after consultation with Human Resources, unless circumstances warrant further consideration to be given to the situation.

Supervisors will consult with Human Resources before issuing written or final warnings, and before termination.

Pay Information

Students will be compensated for their work weekly. Students will be paid \$8.00 an hour and are eligible for an additional \$1.00 for each hour worked during that month. To be eligible for this additional \$1.00, the student must have perfect attendance for the month.

Paydays are on Friday for work performed during the previous week.

Students are eligible to participate in the TSV direct deposit program. If they do not use direct deposit, they will receive a live (paper) check in the mail. Live checks can be delayed by mail or lost or stolen. As such, TSV strongly encourages participation in direct deposit. In the event that an student elects not to have direct deposit, TSV is not responsible for checks that are mailed but not received. In the event that your check is not received on payday, you must wait until after your mail delivery on the following Monday to allow time for delayed mail to arrive. If your check has not arrived, then report your missing check to Human Resources and a new check will be issued to you as soon as possible.

No one other than the student to whom the paycheck is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so, and proper photo identification is presented.

Paid Time Off

TSV recognizes that life happens and occasionally students are unable to come to work, whether it's due to an illness, personal issue, doctor's appointment, etc. Therefore, TSV will provide students with 28 hours (seven 4- hour days) of paid time off. Students must notify their supervisor at least 3 days in advance of taking time off. If a student is sick or has a sudden issue come up, he/she must notify the supervisor within 30 minutes of the shift start time.

Any time used for sick and/or personal time will disqualify the student for the perfect attendance bonus that is part of pay for performance. This is not to penalize the student but rather recognize that our operation relies on them to come to work.

PTO hours are restarted on August 1st of each year going into the fall semester. If a student has a remaining balance of PTO left on July 31st of the year, 4 hours will be carried into the next school year. Any unused time greater than 4.0 hours will be forfeited.

If a student begins employment during another time of the year they will be given a pro-rated amount demonstrated on the chart below. A student must begin on the first of the month to be eligible for that month.

Month of Start Date	PTO Amount
August	28 hours
September	26 hours
October	24 hours
November	22 hours
December	20 hours
January	18 hours
February	16 hours
March	14 hours
April	12 hours
May	10 hours
June	8 hours
July	0 hours

2018-2019 Holiday Schedule



Labor Day	Mon., Sept. 3, 2018
Thanksgiving	Thur., Nov. 22, 2018 & Fri., Nov. 23, 2018
Christmas	Mon., Dec. 24 & Tue., Dec. 25, 2018
New Year's Eve	Mon., Dec. 31 2018 & Tue., Jan. 1, 2019
Martin Luther King Holiday	Mon., Jan. 21, 2019
Memorial Day	Mon., May 27, 2019
Independence Day	Thur., July 4, 2019

TSV Augusta Plant Shutdown

Each year, the main Augusta plant shuts down for a period of time during the summer and in late December/early January. The dates of these shutdowns will be communicated in advance.