



Dear New Member,

It is with great pleasure that I welcome you to Foam Supplies, Inc.

When we hire, we try to do so wisely and with the intent that Foam Supplies, Inc. (FSi) can be your employer till retirement. We hope that you have chosen FSI with similar mindset.

As a member of the staff, you are part of a family that is proud of its reputation and accomplishments as a global polyurethane manufacturer. It is an FSi expectation that each individual conduct himself/herself to the highest ethical standards possible such that our hard-earned reputation is not compromised or tarnished.

I encourage you to conduct yourself in a professional and polite manner and treat all others with the 'Golden Rule' in mind.

Maintaining a workplace which is challenging and fun, yet conducive to carrying out our goals is a primary focus. Plain and simple, a happy worker is a good worker. Our policies as well as benefit and compensation programs are best in class, however, these items alone are unlikely to maintain everyone's happiness. Happiness largely lies with the individual and it is important and up to you to be communicative about things you don't understand or deem negative. FSi is a workplace where you should feel comfortable speaking your mind. Say what you mean, don't say it mean.

A company Handbook is available and communicates terms and conditions of employment that apply to each of us as we carry out our important responsibilities. While the Handbook provides important information relative to aspects of your employment, it cannot be used as the basis for all decisions. To that end, I encourage you to consult your supervisor with any questions. We invite your comments on the contents of the Handbook, as well as any other observations that are intended for the betterment of Foam Supplies, Inc.

On behalf of the entire family, I wish you the very best for fulfillment and success at Foam Supplies, Inc.

Warmest Regards,

*Todd A. Keske*

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