

**TIMKEN**

**ASSOCIATE  
HANDBOOK**

**2019**



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# INTRODUCTION

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**The Timken Company**

World Headquarters  
 4500 Mount Pleasant Street, N.W.  
 PO Box 6929  
 North Canton, Ohio 44720  
 Phone: 234-262-3000  
 Website: [www.Timken.com](http://www.Timken.com)

**INTRODUCTION**

This handbook is intended to provide U.S. associates with a general understanding of Timken’s personnel policies and general guidelines for the conduct of associates of the company. It is impossible to address every situation that will arise during the course of your employment. We have explained some of the rules, regulations and policies of the company, and it is each associate’s responsibility to become familiar with these policies. If you have a question or do not understand any of the materials, you should ask your supervisor, your manager or a representative of the human resource department to clarify your uncertainty.

This handbook supersedes all earlier versions of personnel manuals or associate handbooks. All associate handbooks remain the property of the company.

The company is committed to reviewing all policies and regulations and will update this handbook from time to time. We reserve the right to terminate, revise or modify any provision of this handbook at any time. Likewise, while the company strives for consistency in its operations, upon certain circumstances, the company may exercise its discretion in applying the policies set forth herein, which may include deviating from the language contained in this handbook.

Further, while every attempt has been made to create these policies consistent with federal and state law, if an inconsistency arises, the policy will be enforced consistently with the applicable law.



**NOTICE**

THIS HANDBOOK IS USED BY THE TIMKEN COMPANY, THE TIMKEN CORPORATION, TIMKEN U.S. CORPORATION AND OTHER U.S. AFFILIATES OF THESE CORPORATIONS. ANY REFERENCES IN THIS HANDBOOK TO "TIMKEN," "COMPANY," "EMPLOYER" OR SIMILAR TERMS, SHALL REFER TO THE CORPORATION THAT IS YOUR EMPLOYER (I.E. PAYS YOUR WAGES OR SALARY).





# **CONDUCT AND RESPONSIBILITIES**

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## CONDUCT AND RESPONSIBILITIES

### INTRODUCTION

Notwithstanding the following, nothing in this associate handbook or any of the company policies set forth in this handbook shall be construed to limit, in any way, your rights under applicable federal, state or local laws, including, but not limited to the National Labor Relations Act.

As a Timken associate, you are expected to conduct yourself in a manner that is at all times consistent with:

- common standards of good citizenship and respect for the rights of others;
- specific standards of conduct and policies of the company;
- the laws and regulations of the various jurisdictions in which we do business.

You should not engage in any conduct or activity that interferes with your own work or that of any other associate or with plant operations. Although no effort is made to list every possible kind of unacceptable conduct, any conduct or activity, even though not forbidden by any published policy or rule, which interferes with the operation of the business, the safety of associates or equipment or is against generally accepted standards of human conduct is grounds for disciplinary action. In addition, associates may be subject to termination if they fail, in the sole discretion and judgment of management, to meet expectations.

This handbook is reviewed on a periodic basis and printed copies may not reflect the most current or complete version of a policy on a given topic. For the full and most current text of company policies, please contact Associate Relations.

Conduct that violates company guidelines and policies may constitute grounds for disciplinary action from reprimand up to and including termination. Consideration will be given to the seriousness of the offense, the associate's previous record, length of service and any other relevant or extenuating circumstances. You may request a review of any disciplinary action you have received. This review should first be with your manager, and if necessary, with your human resources representative. The Timken Helpline offers an additional option.



contemplated action, the office of Ethics and Compliance should be consulted. All associates are expected at all times to comply with all applicable laws and regulations and to comply fully with the policies of the company, including those set forth in the associate handbook.

**Equal Employment Opportunity**

The Timken Company is committed to providing a work environment free from all types of unlawful discrimination and harassment, including sexual harassment and harassment based on an individual’s race, religion, color, national origin, ancestry, age, disability, genetic information, gender or gender identity, sexual orientation, protected veteran status or any other basis protected by applicable law. Accordingly, the company will not tolerate unlawful discrimination, sexual harassment or any other types of unlawful harassment. It is also the company’s policy to prohibit any and all forms of retaliation against any individual who has complained of harassing or discriminatory conduct or participated in a company or agency investigation into such complaints. Every associate is expected to comply with this policy and the policy against harassment set forth in the associate handbook.

**Environmental Responsibility**

It is the company’s policy to comply with all applicable environmental laws and regulations, and it is every associate’s responsibility to ensure such compliance. Every associate should be familiar with the environmental policy statement set forth in the associate handbook.

**Health and Safety Responsibility**

It is the company’s policy to comply with all applicable occupational health and safety laws and regulations. Every associate is responsible to be familiar with the workplace safety and health policy, to follow all company safety rules and procedures, and to wear all personal protective equipment required for their occupation.

**Inside Information**

Until its release to the public, consistent with federal and state securities laws, material non-public information is considered “inside” information and is governed by these securities laws. These laws prohibit the use of such inside information in trading or recommending securities of the company nor shall such inside information be used to recommend the purchase



**Political Affairs**

No contributions from company funds are to be made directly or indirectly to any political candidates or political organizations unless permitted by law and approved by the General Counsel. No personal contributions are permitted if reimbursement for such contribution is to be made by the company.

Company associates who contact elected or appointed federal, state, county, city or other officials and associates to promote company products or services and/or to influence legislation, regulations or enforcement activities may be engaging in lobbying and must first contact the office of Government Affairs regarding registration requirements. All lobbying activities, offering testimony or making other major contacts with government personnel should be coordinated with the office of Government Affairs.

**Conflicts of Interest**

Each associate has the legal duty to carry out his or her responsibilities with the utmost good faith and loyalty to the company. In this regard, associates are required to avoid situations that create actual or potential conflicts in which an associate’s actions or loyalties are divided between personal and company interests or between company interests and those of another.

It is impossible to list every situation that may pose an actual or potential conflict of interest in this handbook.

If you have any questions about whether a certain activity, investment, agreement or other interest conflicts with your obligations as a Timken associate, you should bring such questions to the attention of your supervisor/manager or your human resources representative.

A non-exhaustive list of prohibited activities includes, but is not limited to, the following situations:

- (1) No associate or dependent family member may: (a) hold a significant financial interest or directorship in a customer, competitor or supplier to the company, or (b) make or receive a loan or credit from any customer, competitor or supplier to the company or from a director, officer or associate of a customer, competitor or supplier to the company, other than in the ordinary course of business and based upon usual terms and conditions, unless the associate





**Misuse of Assets or Services; Accurate and Complete Records**

Using any funds or other assets of the company, or providing any services, for any purpose that is unauthorized by the company or violates the law of any applicable jurisdiction (domestic or foreign) is strictly prohibited. No undisclosed or unrecorded funds or assets of the company shall be established for any purpose.

Associates should ensure that corporate records accurately reflect all transactions. No false or artificial entries shall be made in any company books or records for any reason, and no associate shall engage in any arrangement that results in such a prohibited act.

No payment shall be approved or made with the intention or understanding that it is to be used for any purpose other than that described by the document supporting the payment.

**Software Policy**

Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization’s standards of conduct. We disapprove of such copying and recognize the following principles as a basis for preventing its occurrences:

- (1) We will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- (2) We will provide legally acquired software to meet the legitimate software needs in a timely fashion and in sufficient quantities for all our computers.
- (3) We will comply with all license or purchase terms regulating the use of any software we acquire or use.
- (4) We will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.

**Improper Influence; Foreign Corrupt Practices Act**

No offer of or payment of any gift, loan or gratuity is to be made either directly or indirectly to any business or government entity or any associate of such in exchange for or otherwise in an attempt to procure business for the company. Gifts and entertainment may be used with representatives of customers or potential customers if they are of limited value, are customary in the situation, are legal and their public disclosure would not embarrass the company.

**Compliance with the Business Ethics Policy**

Although the previous statements pertain to many types of business conduct generally considered to be improper, they do not specifically list every type of conduct that the company would consider unacceptable or detrimental to its operations. All officers and managers of the company and its subsidiaries are responsible for the enforcement of and compliance with this policy and to ensure associates' knowledge and compliance. All recipients of this policy have the responsibility to fully comply with this policy. Ultimate responsibility for the interpretation of this policy will be held by the General Counsel. Any associate having information or knowledge of any unrecorded fund or asset of the company, any violation of law or regulation or of any other act prohibited by this policy shall promptly report such matter to the senior executive of the associate's business unit, division or subsidiary, or if unable to report to such senior executive, to the General Counsel. Conduct that violates this policy will constitute grounds for disciplinary action, from reprimand up to and including termination. This policy does not in any way alter the right of either the associate or the company to terminate employment at any time, with or without cause.

**COMPANY RULES**

The following is a non-exhaustive list of some typical reasons for disciplinary action up to and including termination, in the discretion of the company. Nothing in this list is intended to restrict, nor should be interpreted as restricting, any associate from exercising his or her statutory rights to organize or to act for their individual or mutual benefit under Section 7 of the National Labor Relations Act or other laws; nor from exercising his or her statutory rights under Title VII of the Civil Rights Act of 1964 or other laws:

Removing, stealing or damaging company property, including records belonging to the company, property of another associate or the property of any other person or organization without authorization.

Falsifying any records, reports, lists, communications or any information pertaining to company employment or benefits.

Using or possessing explosives or weapons on company premises at any time except where it is otherwise expressly permitted under federal and/or state law.

Using, possessing, transporting, selling or promoting the use of any controlled substance as defined in this handbook on company premises at any time.

Using, possessing, transporting, selling or promoting the use of alcohol on company premises at any time, without appropriate authorization.

Reporting for work or entering the plant or office under the influence of alcohol or any controlled substance as defined in this handbook.

Fighting with or striking another associate.

Threatening violence, intimidating or unlawfully harassing, as defined in the "Harassment and Discrimination Policy" set forth in this handbook, another associate or business visitor.

Professional or business conduct that violates the "Standards of Business Ethics" set forth in this handbook.

Using abusive, harassing, profane or otherwise similarly unacceptable language toward another associate or supervisor.

Refusing to follow instructions or orders of supervision or willful neglect of duty.

Accessing company buildings, facilities and/or working areas outside scheduled work hours except in performance of an associate's normal work duties or as specifically directed by management, not including exterior areas of the premises such as exits or parking lots.

Leaving your job assignment, department, the plant, or company premises during a working shift without authorization.



Any violation of federal, state or local laws.

Any violation of company policy, work rules, standards or expectations.

Any other act or omission that, in Timken’s discretion and judgment, warrants disciplinary action.

This basic outline of conduct and responsibility is provided solely as a non-exhaustive general guide for associate behavior. It does not list every example of behavior which the company believes may warrant discipline. In addition, any behavior prohibited elsewhere in this handbook or by any other policy statement of the company may subject an associate to disciplinary action. This policy does not alter or modify, in any manner whatsoever, the at-will employment relationship between Timken and its associates.

**DRUG AND ALCOHOL ABUSE**

The company recognizes that our associates are a valuable resource, and their health and safety is a significant concern. Drug and alcohol abuse imperils the health, safety and well-being of associates. The company has a policy of maintaining a drug-free workplace and strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol in the workplace. It is the company’s policy to comply with The Federal Drug-Free Workplace Act. Associates are subject to discipline up to and including termination for violating this prohibition or other prohibitions relating to drugs and alcohol.

In locations where a random or other drug screening policy is in place, associates will be expected to abide by such policies. The company promotes education and awareness of the dangers of substance abuse and will encourage and assist associates with a drug and/or alcohol problem in seeking professional diagnosis, treatment and rehabilitation.

***Unless otherwise required by applicable law, the use of marijuana for medical and/or recreational purposes, even if permitted by state law, regulation or ordinance, will not be considered an acceptable explanation for a confirmed positive laboratory report for marijuana and will be reported by the Medical Review Officer (MRO) as a verified positive drug test for marijuana.***

**Definitions**

The following are definitions for purposes of this policy:

- “Company business” means on company premises at any time; in company-supplied vehicles at any location at any time; during working hours at any location at any time; or while representing the company in any official capacity.
- “Controlled substances” means the drugs and other substances listed in schedules I through V of the Controlled Substances Act and further defined by regulations under the Act. Controlled substances include, but are not limited to marijuana, opiates, cannabinoids, amphetamines, depressants, stimulants, hallucinogens and narcotics, but they do not include “legal drugs” as defined below.
- “Alcohol” means the intoxication agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol. References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing alcohol, including but not limited to distilled spirits, wine and malt beverages.
- “Legal drugs” means prescription or over-the-counter drugs that are legally obtained by the associate but does not include marijuana.

**Prohibitions**

The following is a non-exhaustive list of prohibited activities under this policy:

1. The unauthorized use or possession or any manufacture, storage, distribution, dispensation or sale of a controlled substance or alcohol while on company premises or company business;
2. The improper use of legal drugs, i.e. the use of the drugs for any purpose other than that for which they were intended, including but not limited to the unauthorized use or possession or any unauthorized manufacture, storage, distribution, dispensation or sale of a legal drug;
3. Being under the influence of a controlled substance or alcohol while on company premises or company

business, including testing positive for a controlled substance or alcohol; and

4. Testing positive for a controlled substance or alcohol or otherwise violating the drug and alcohol policy.

**Effect on Workers’ Compensation Eligibility**

A positive test or refusal/failure to submit to testing following an accident on company business may affect an associate’s eligibility for workers’ compensation benefits, subject to applicable state law.

**Counseling, Rehabilitation and Assistance**

You are encouraged to notify your manager/supervisor, human resources or a medical services representative if you have an alcohol and/or drug-related problem.

For information about the availability of community drug and alcohol abuse counseling, rehabilitation and assistance programs, please contact a medical services representative.

If there is reasonable cause to suspect that an associate has violated this Drug and Alcohol Abuse policy, the associate may be subject to drug and/or alcohol testing procedures.

**Confidentiality**

It is recognized that to effectively assist associates with drug and/or alcohol problems, it may be necessary to consult with others. Throughout the process, confidentiality of the information obtained will be maintained to the extent possible.

**Return to Work**

Associates, who undergo rehabilitation, have successfully completed a rehabilitation program and test negative for drug use or alcohol dependency, will be evaluated for return to work by a company medical representative. Thereafter, unannounced periodic follow-up testing for alcohol and/or controlled substances may be scheduled.

**Disciplinary Actions/Conditions of Employment**

The sale, use, possession or manufacture of any controlled substance or alcohol or other drug on company business in violation of this policy will result in disciplinary action up to and including immediate termination of employment.





associated information technologies, such as computers, data storage devices, communications devices, and the like are also covered.

**Policy Statement**

**General Policy:** Timken associates, contingents and relevant Third Parties are responsible for protecting the Confidentiality, Integrity and Availability of Information owned by, or entrusted to, Timken, and shall be compliant with applicable legal and contractual requirements. Users shall refrain from conduct that could expose information and related assets to misuse or loss.

**Information Security Program:** Management shall implement a governing framework establishing an Information Security Program based around mandatory policies and processes to guide how the program shall be structured and operate. The program shall produce a written Information Security Plan which is reviewed, updated, and approved on a regular basis.

**Policy Management and Communication:** As needed, additional policies to support Information Security shall be created. Upon policy creation, and periodically thereafter, or after any major changes to a relevant environment, policies shall be reviewed and approved by management or a designated governing body. Policies shall be communicated to associates, contingents, and relevant Third Parties upon hire or at the beginning of the business relationship and shall be made available on a regular basis thereafter. Associates shall acknowledge that they have read, understand, and agree to comply with this Global Information Security Policy and other related policies.

**Information Security Roles and Responsibilities:** Information Security roles and responsibilities shall be defined, documented, and delegated to representatives from relevant parts of the organization. Company management shall support the Information Security Program by providing clear direction and level of acceptable risk, acknowledging information security responsibilities, and facilitating the implementation of approved policies, standards, and controls. Contact with relevant authorities, special interest groups, and other security organizations shall be maintained by those holding a responsibility for the Information Security Program.

**Policy Violations**

Violations of this policy may result in disciplinary action, up to and including termination, for associates. For non-associates, violations can result in contract termination and other remedies as allowed by contract or law.

**ELECTRONIC COMMUNICATIONS POLICY**

To view the full policy that is published in Global Information Security & Compliance, [click here](http://timkenetprod.inside.tkr/content/Organization/CorporateCenters/IT/InfoSec/Pages/default.aspx). <http://timkenetprod.inside.tkr/content/Organization/CorporateCenters/IT/InfoSec/Pages/default.aspx>

**Purpose**

The purpose of this Electronic Communications Policy is to give Users clear guidance on the use of Electronic Communications.

**Scope**

This Policy applies to all Electronic Communications, unless otherwise noted in an applicable jurisdiction-specific/local law addendum.

**Policy Statement**

**General Policy:** Like all other data, files, or other information, Electronic Communications that are accessed, created, sent, received, transmitted, stored or processed via Company IT Assets are Company property. Company Electronic Communications are company property whether accessed, created, sent, received, transmitted, stored or processed via Company IT Assets or Authorized Devices.

**Company Right to Monitor and Access:** All Electronic Communications that are accessed, created, sent, received, transmitted, stored, or processed on Company IT Assets, whether personal or business, and whether in final, draft, or deleted form, are not considered private, despite any contrary designation. The company reserves the right to monitor, access, edit, discard, preserve, divert, divulge and otherwise manage or use all Electronic Communications on Company IT Assets, whether personal or business, and whether in final, draft, or deleted form, at any time and without notice in order to respond to subpoenas and court orders, to otherwise comply with the law, to investigate complaints and allegations, to prevent harassing or threatening messages, to enforce this Policy, to enforce other policies of the company, for security

checks, for maintenance purposes, or as the company otherwise determines is necessary in its sole determination. Additionally, public websites, including social media sites, are subject to monitoring by the company at any time and without notice. The company may take possession of and search any Company Devices or Authorized Devices used to access Company IT Systems or generate Company Electronic Communications in order to facilitate such rights, and any User who fails to comply with a request by the Company for such search will be deemed in violation of this policy. If possible illegal activity is detected, Electronic Communications that are accessed, created, sent, received, transmitted, stored, or processed on Company IT Assets or Authorized Devices may be provided to law enforcement.

**Disclosure and Interception of Electronic**

**Communications:** Users may not intercept or disclose, or assist in intercepting or disclosing, Electronic Communications of another User that are accessed, created, sent, received, transmitted, stored, or processed on Company IT Assets unless specifically authorized by the Company or such other User.

**Electronic Communications Content:** The following standards apply to all Electronic Communications accessed, created, sent, received, transmitted, stored, or processed on Company IT Assets, whether personal or business, and all Company Electronic Communications:

- The Electronic Communication must not violate any law.
- Users should exercise professionalism and judgment, and take the most prudent action possible, complying with this and all other company policies including, for example, the Standards of Business Ethics, the company’s solicitation and distribution policy and the company’s policy against harassment and discrimination. Electronic Communications should never contain any defamatory, sexually oriented, obscene, harassing, threatening, illegal or fraudulent language.
- The company logo and trademarks may not be used in any form without explicit prior permission in writing from the communications department, unless otherwise permitted by law.



“Sensitive Company Information” means information relating to the company that is confidential, proprietary or protected by law from disclosure. Sensitive company information includes, for example, project plans, product designs, technical drawings, work product information, confidential company financial information, business strategies, customers, potential customers, agents, suppliers, company pricing, securities and trade secret information, legally-privileged information, personally identifiable information of customers or associates, or other proprietary information.

**Scope**

This policy applies to all social networking activities by Users other than as an official representative of the company, whether via Company IT Assets, Authorized Devices, or Users’ own personal devices, unless otherwise noted in an applicable jurisdiction-specific / local law addendum. Social networking activities conducted as an official representative of the company are covered by the Company’s Social Media Use by Authorized Associates Policy.

Social networking activities include, for example, the creation or distribution of information via blogs, message boards, communities, wikis, vlogs, posts, discussions, and sites such as Orkut, MySpace, YouTube, Facebook, Instagram, Snapchat, LinkedIn, Wikipedia, Flickr, Groupon, Foursquare, Second Life, Twitter, Yammer, RenRen and the like. Social networking activities also include use of internal social media on the Company’s intranet, for example My TimkeNet.

**Policy Statement**

**General Policy:** In the company’s sole discretion, certain social media may be made accessible from company IT assets. In limited circumstances, certain associates may be assigned to officially sanctioned projects for the company that have been approved by their manager and the manager of information security and compliance and may be granted access to social networking sites that are otherwise made inaccessible to users. Such associates must comply with the company’s Social Media Use by Authorized Associates Policy. This policy is not intended to discourage your social networking activities nor is it intended to restrict any activity authorized by law.

**Jurisdiction-Specific or Local Law Requirements:** This policy is subject to applicable local law restrictions, which may vary from the provisions contained herein. Contact Associate Relations for questions about applicability in your local jurisdiction.



to protect company confidential information and to protect the security of the company’s customers’ trade secrets and other proprietary information.

- Copyright, trademark and other intellectual property laws apply to social networking activities. Users must respect and follow all trademark, copyright and intellectual property laws when engaging in social networking activities via company IT assets.
- All inquiries from the media about the company’s current and potential products, agents, customers or competitors, must be referred without response to the communications department.
- Notwithstanding the foregoing, nothing in this policy shall be construed to limit, in any way, your rights under any applicable federal, state or local laws, including, but not limited to the National Labor Relations Act.

**Representing the Company:** No one may act as a representative of the company in social networking activities, including on social media sites, unless prior authorization has been obtained from the communications department. When communicating via social media as an authorized representative of the company, associates must comply with the company’s policy on Social Media Use by Authorized Associates.

**User Identification:** Statements made during social networking activities by users could be attributed to the company and may be regulated by law, such as the Federal Trade Commission’s regulations on endorsements and testimonials, due to the users’ relationship with the company. Accordingly, when discussing the company, its products, customers, competitors or their products in any forum, including via social media, in a manner that could reasonably be attributed to the company, users who are not authorized to act as a representative of the company must (1) identify their relationship to the company; and (2) clearly state that the views expressed are their own and not those of the company.

**Policy Violations**

Violations of this policy may result in disciplinary action, up to and including termination, for associates. For non-associates, violations can result in contract termination and other remedies as allowed by contract or law.

**ACCEPTABLE USE OF COMPANY INFORMATION TECHNOLOGY ASSETS**

To view the full policy that is published in Global Information Security & Compliance, [click here](http://timkenetprod.inside.tkr/content/Organization/CorporateCenters/IT/InfoSec/Pages/default.aspx). <http://timkenetprod.inside.tkr/content/Organization/CorporateCenters/IT/InfoSec/Pages/default.aspx>

**Purpose**

Information technology assets are essential business tools for the company. The purpose of this Acceptable Use of Company Information Technology (“IT”) Assets Policy (the “Policy”) is to give Users clear guidance on the use of Company IT Assets.

**Scope**

This mandatory Policy applies to all use of Company IT Assets, whether via Company Devices, Authorized Devices, or otherwise, unless otherwise noted in an applicable jurisdiction- specific/local law addendum.

**Policy Statement**

**General Policy:** Company IT Assets are to be used for the primary purpose of supporting company business. These tools are in place to facilitate Users’ ability to do their jobs efficiently and productively. Use of Company IT Assets must be in compliance with this and all other Company policies including, for example, the Standards of Business Ethics policy, the company’s solicitation and distribution policy and the company’s policy against harassment and discrimination. Use of Authorized Devices is subject to written approval by the company. The company reserves the right, in its sole discretion, to permit Authorized Devices to be used to access Company IT Assets. The company also retains the right to discontinue such access or use at any time for any reason, without prior notice.

**Company Right to Monitor and Access:** All data, files, communications, or other information that are accessed, created, sent, received, transmitted, stored, or processed on Company IT Assets, whether personal or business, and whether in final, draft, or deleted form, are not considered private, despite any contrary designation. The company reserves the right to monitor, access, edit, discard, preserve, divert, divulge and otherwise manage or use all data, files, communications, or other information, whether personal or



business related and whether in final, draft, or deleted form, accessed, created, sent, received, transmitted, stored, or processed on any and all Company IT Assets, at any time and without notice in order to respond to subpoenas and court orders, to otherwise comply with the law, to investigate complaints and allegations, to prevent harassing or threatening messages, to enforce this Policy, to enforce other policies of the company, for security checks, for maintenance purposes, or as the company otherwise determines is necessary in its sole discretion. Additionally, public websites, including social media sites, are subject to monitoring by the company at any time and without notice. If possible illegal activity is detected, data, files, communications, or other information that are accessed, created, sent, received, transmitted, stored, or processed on Company IT Assets may be provided to law enforcement.

**Data Privacy Legislation:** In some countries, the collection, storage, use and disclosure of personal information (employee, customer, or otherwise), and the transfer of personal information to other countries, may be subject to privacy legislation and restrictions. As the scope of regulated personal information varies by country, contact your manager or the legal department if you have questions regarding the protection of personal information or the transfer of personal information to another country.

**Personal Use of Company IT Assets:** Incidental personal use of Company IT Assets is permitted so long as such use does not interfere with company business, relate to a personal business venture, or otherwise violate this policy or any other policy of the company and it is brief, limited in volume/number, not disruptive of any Company IT Systems' function, capacity or throughput or the primary intended uses of such resources, not disruptive of the work environment or productivity, and in compliance with this and all other company policies including, for example, the company's solicitation and distribution policy and the company's policy against harassment and discrimination. The company reserves both the right and the sole discretion to determine when personal use of Company IT Assets exceeds an incidental level, and reserves the right and sole discretion to withdraw permission for personal use of Company IT Assets at any time and for any reason.



**RESTRICTIONS ON SOFTWARE INSTALLATION AND USE POLICY**

To view the full policy that is published in Global Information Security & Compliance, [click here](http://timkenetprod.inside.tkr/content/Organization/CorporateCenters/IT/InfoSec/Pages/default.aspx). <http://timkenetprod.inside.tkr/content/Organization/CorporateCenters/IT/InfoSec/Pages/default.aspx>

**Purpose**

The purpose of these Restrictions on Software Installation and Use Policy is to make clear to Users that The Timken Company’s position is that software licensing term shall be followed.

This policy supersedes the “Software Code of Ethics.”

**Scope**

This mandatory policy applies to all associates of the company and its subsidiaries. This policy also encompasses any agreement you may otherwise be bound by in relation to the protection of certain Timken or third-party information, such as confidentiality or non-disclosure agreement.

This policy applies to all information from the time that it is created to the time of its disposal, as well as during its processing, communication, distribution and storage. All associated information technologies, such as computers, data storage devices, communications devices, and the like are also covered.

**Policy Statement**

The Timken Company licenses the use of computer software from outside companies. Associates are expected to comply with license and purchase terms regulating any software acquired or used.

The company shall not tolerate the making or use of unauthorized software copies under any circumstances. The company shall provide software to meet legitimate business needs. Unauthorized copying of this software may be a violation of copyright laws, which could carry civil and criminal penalties for both the company and the associate.

**Policy Violations**

Violations of this policy may result in disciplinary action, up to and including termination, for associates. For non-associates, violations can result in contract termination and other remedies as allowed by contract or law.



**ENVIRONMENTAL, HEALTH AND SAFETY POLICY**

We are consistently guided by our core values—ethics and integrity, quality, teamwork and excellence. We embed in this foundation our commitment to work safely and responsibly in every Timken facility and within every Timken operation, protecting our associates, suppliers, customers and the communities where we operate, as well as safeguarding our environmental resources.

We continually improve our environmental, health and safety (EHS) performance, striving to keep Timken workplaces safe and healthy, to care for the environment around us, and to develop sustainable technologies and business practices that contribute to global economic growth and prosperity.

Each Timken associate is responsible for understanding and supporting this policy and the following objectives:

- Comply with all EHS laws, regulations, company policies and standards, and require the same of our suppliers.
- Make EHS a priority in our business, as well as in our operations planning and decision making. Our core values of ethics and integrity compel us to do what is right.
- Expect colleagues and contractors to always conduct their activities safely and responsibly; we support them with education and training.
- Diligently identify and assess risks and potential hazards that can impact our EHS performance, then quickly take preventive or corrective action.
- Support environmental sustainability through pollution prevention, waste management, recycling and energy conservation, and create energy-saving innovations in our friction management and power transmission products and services.
- Measure and assess progress toward EHS objectives and communicate this regularly to interested stakeholders.

Around the world, Timken managers accept leadership responsibility for delivering on our EHS objectives, with Timken associates charged to keep their decision making and actions consistent with this policy.



**Sexual Harassment Policy**

Sexual harassment is illegal under federal and state law, and the company condemns and prohibits sexual harassment of any associate, customer, client, or person performing services to the company or any other third party interacting with the company.

Sexual harassment includes, but is not limited to:

- Verbal harassment, including but not limited to sexual talk, suggestive jokes, or slurs;
- Physical harassment such as assault, patting, squeezing, rubbing, impeding or blocking movement, or any other physical interference with normal work or movement directed at an individual;
- Non-verbal behavior such as suggestive looks, staring or leering;
- Visual harassment, such as derogatory pictures, posters, calendars, graffiti, cartoons, gestures, objects, screensavers, reading materials, other media and the like (regardless of whether such visual harassment occurs by way of the Internet, email, paper form or any other method of delivery); or
- Unwelcome sexual advances, sexually-oriented remarks or comments, threats of reprisal after a negative response to sexual advances, requests for sexual favors, offers of employment benefits in exchange for sexual favors, particularly under the following non-exhaustive circumstances:
  - If the submission to such conduct is made a term or condition of working at the company; or
  - If the submission to or rejection of such conduct is the basis for employment decisions; or
  - If such conduct unreasonably interferes with the individual’s work performance or has the effect of creating an intimidating, hostile or offensive working environment; or
  - If such conduct is made a term or condition of doing business with the company.
- Conduct or statements that are not necessarily motivated by sexual attraction or desire but that are directed at an individual because of that person’s sex (e.g. if one person viciously yells at or otherwise mistreats or demeans persons of one sex, but not the other).





**Retaliation Statement**

Any associate who attempts to engage in, or actually engages in, retaliation against: (1) an associate or any other person making a good faith complaint of unlawful discrimination or unlawful harassment or (2) any individual who participates in an investigation of unlawful discrimination or unlawful harassment, will be subject to disciplinary action, up to and including termination.

Examples of specific acts of retaliation include, but are not limited to:

1. Disciplining any associate because that associate has complained of harassing or discriminatory conduct or has participated in a company or agency investigation into such complaints.
2. Engaging in conduct that would deter associates from reporting harassment or discrimination.
3. Intentionally pressuring, falsely denying or otherwise covering or attempting to cover up such conduct as previously described.

**INFORMATION SECURITY POLICY**

**Introduction**

Information and associated information technology resources are absolutely essential to the day-to-day operations of the company, including but not limited to, manufacturing, shipping, customer service, research, inventory control and financial records. It is important for each associate to follow procedures outlined in this policy and take actions necessary to prevent unauthorized access to valuable information on paper documents, computer files, voicemail, e-mail or other mediums. Without proper information protection, the company could suffer a loss of customer confidence, market share, competitive advantage and, ultimately, jobs.

**Principles**

Information, including but not limited to the company’s strategies, plans, actions, forecasts, sales and earnings, financial condition, contractual relationships, research, discoveries, products, services, processes, suppliers/ vendors, customers and similar proprietary and corporate data, regardless of the form or medium which contains



Global Information Services, Legal, Benefits, Medical, and Internal Audit, proper levels of protection for its information and the information under its control and to apply necessary information security procedures to protect that information.

**Information Security Procedures**

The following outlines the procedures and practices for associates to protect information that they use or control.

The company reserves the right to monitor and audit the use of its information and associated resources to ensure that needed levels of information security are being met. All associates are permitted to use information and associated information technology resources subject to the following conditions:

- Use information and communications systems only as authorized for company business or other approved uses and only as is necessary and authorized in relation to your task, i.e. disclose certain information to others, even other Timken personnel, on a “need-to-know” basis.
- Comply with all applicable Timken or third-party requirements, such as confidentiality or non-disclosure agreements, to protect the integrity, security and value of Timken information and/ or those third parties who entrust us with their own information. Each associate is responsible for determining if there are any special obligations unique to his/her job responsibilities.
- If you have any question as to whether you are governed by such an agreement or the terms and obligations of such an agreement, you should contact your immediate supervisor or your human resources representative to resolve those questions.
- Ensure that all outside parties (e.g. contractors, suppliers, consultants, etc.) sign, prior to the release of confidential or proprietary company information, agreements which impose on the receiving party an obligation to protect company information and restrict its use as directed by The Timken Company.
- Protect information in all forms (paper, e-mail, flash drives, computer files, CDs, etc.) and information technology resources (e.g. communication systems, software, etc.) from theft, tampering, misuse, malicious software (e.g. computer viruses), destruction and loss.



- Do not leave your workstation, personal computer or terminal unattended for unreasonable periods of time without first logging off, disconnecting or using some other method (e.g. password-protected screensaver) so that others cannot access network resources using your User ID. All personal computers must be protected with a password-protected screensaver that is automatically displayed after ten minutes or less of inactivity.
- Persons having access to information for which protection is mandated by law, regulation or Timken policy (e.g. medical information) must always lock their workstation, personal computer or terminal when it is left unattended for any period of time. Such individuals should not rely upon the password-protected screensaver.
- Do not use software that is designed to cause unauthorized destruction of data, provide unauthorized access or disrupt computing processes in any way. The use of viruses, worms or any other invasive software is expressly forbidden. Virus scanning software should be used on a regular basis to scan for signs of malicious software.
- Do not use monitoring hardware and/or software (e.g. sniffers, network scanners) or special privileges, such as those required to provide computer support or administer servers and application, except as explicitly authorized by Information Security and Compliance.
- Obtain client permission and acceptance for all PC remote control sessions. The use of "stealth" mode to gain access without the user's explicit acceptance is expressly prohibited. Any exceptions must be approved by Information Security and Compliance.
- Dispose of hardware, software and computer-related supplies and documentation in a way which does not compromise security or result in the accidental disclosure of company-sensitive material.
- Respect the intellectual property rights of all patents, copyrights, inventions, trade secrets, computer software or other intellectual property, and safeguard these rights as required by law.
- Use the company's internet connections and resources, if authorized to do so, in accordance



methods to block prohibited uses. At any time and without prior notice, company management reserves the right to examine electronic mail messages, files on personal computers, web browser cache files, web browser bookmarks and other information stored on or passing through company computers. The review access is used to assure compliance with internal policies, assist with internal investigations, and is required for the management of company information systems.

If you are authorized to use the internet, use it according to this policy (refer to the Global Information Security and Compliance or by [clicking here](http://timkenetprod.inside.tkr/content/Organization/CorporateCenters/IT/InfoSec/Pages/default.aspx). [http://timkenetprod.inside.tkr/content/Organization/CorporateCenters/IT/InfoSec/Pages/default.aspx]). Do not use the company's internet connections or resources for inappropriate or unauthorized use, such as connecting with websites that contain sexually explicit, racist, violent or other similarly inappropriate material. If you use Timken internet access and equipment for inappropriate or unauthorized uses, it is a violation of company policy and may result in discipline up to and including termination.

**Company Right to Monitor and Access**

In order to ensure the company's electronic communications systems are being utilized for lawful and acceptable uses, the company reserves the right to access, intercept, monitor, copy, review and download any communications or files you create or maintain on these systems, including but not limited to monitoring chat groups, blogs and news groups, reviewing material downloaded or uploaded by associates, reviewing e-mail and voicemail sent and received by associates, and reviewing associates' access and use of the internet. As a condition of access to these systems, associates waive any right to privacy in anything they create, store, send or receive on company electronic communications systems. Therefore, you should not expect that any information sent, received or stored on these electronic communications systems is private or confidential in any manner whatsoever.

As set forth above, users must recognize that their e-mail use, access to the internet and access and use of all electronic communications systems provided to them by the company are not confidential in nature. Therefore, associates must exercise caution and discretion in their communications and treat all e-mail and other communications and uses as if they were being disclosed to other individuals. Associates must notify management of unsolicited, offensive materials received by any associate on any of these electronic communications systems.

Notwithstanding the foregoing, nothing in this policy shall be construed to limit, in any way, your rights under any applicable federal, state or local laws, including, but not limited to the National Labor Relations Act and your right to organize or engage in protected concerted activity, including the discussion or sharing of information related to wages, hours or other terms and conditions of employment.

**Privacy Legislation**

In some countries, the collection, storage, use and disclosure of personal information, and the transfer of personal and/or customer information to other countries, may be subject to privacy legislation and restrictions. Please contact your manager/supervisor or legal services if you have questions regarding the protection of personal information or the transfer of personal information to another country.

**Policy Violations**

Violations of this policy can result in disciplinary action, up to and including termination, for associates. For non-associates, violations can result in contract termination and other remedies as allowed by contract and/or law. Failure by the company to previously pursue any act which a violation of this policy is (or otherwise tolerate such violation) prior to the effective date, set forth above, is not a waiver of the company’s right to pursue and discipline a user for a violation of this policy after the effective date.

**Questions**

Questions regarding this policy should be directed to Legal Services.

**SECURITY INCIDENT REPORTING**

The company takes seriously any threats – real or suspected – to the security and integrity of company property, including protected information. Associates must immediately report all actual or suspected instances of unauthorized access to protected information or other company property; any inappropriate use, disclosure, alteration or destruction, as well as potential threats (e.g. hackers, computer viruses, fire, high winds, etc.) to protected information or other company property; obvious information security control weaknesses; or any theft or loss of protected information or other company property.



Such reports should be made to the manager/supervisor of the area, Information Security and Compliance and to the appropriate local security department. If anonymity is required, associates may call The Timken HelpLine at 1-800- 846-5363, or a web report can be submitted at [www.timkenhelpline.com](http://www.timkenhelpline.com).

If the incident involves immediate loss of corporate information or property or danger to human life due to hazards, weather, fire or natural disaster, the corporate or the appropriate local security department must be contacted. If you require additional information or if you have any questions or suggestions regarding this policy, please contact Security Services at (234) 262-2100 or vnet 220-2100.

**TRADING IN STOCK**

There are two versions of this statement of policy. This version is for distribution to all Timken salaried and hourly associates. A more stringent policy is distributed to executives who are more likely to have access to material, non-public information.

**Use and Disclosure of Material, Non-Public Information Restricted**

In the course of your employment at The Timken Company, you may have access to material, non-public information regarding Timken, its subsidiaries, its customers, its prospective customers or other individuals and/or companies. This material, non-public information may include matters about the company’s financial condition, its strategic plans (including acquisitions) or other important events that could affect the market price of the company’s securities. All such information must be kept confidential and not disclosed, except as may be necessary in the performance of your specific job duties.

This policy is designed to make associates more fully aware of the prohibitions against improper use and disclosure of material, non-public information. It applies to all stock or security trades consummated by associates, whether in company stock and securities, or stock and securities of customers, suppliers or others.



**Transactions Involving Company Stock—Prohibited Acts**

Trading on Inside Information Prohibited

All associates are prohibited, by law, from trading (buying or selling) stock or securities of any company while the associate is in possession of material, non-public information about that company. This prohibition applies regardless of the dollar amount of the trade or the source of the non-public information.

“Tipping” Prohibited

Except when necessary in the course of performing job duties, all associates are prohibited from disclosing to anyone, including family members, any material, non-public information about any company. Also, all covered associates are prohibited from making buy or sell recommendations to anyone based on such “inside information.”

“Stop Loss” Orders Prohibited

Associates are prohibited from placing “stop loss” or “limit” orders involving company stock.

However, exceptions regarding limit orders may be made, with prior approval from The Timken Company Legal Department, in cases where limit orders:

1. Do not exceed two weeks;
2. Do not extend past the open window period; and
3. Are made by covered associates not in possession of material, non-public information. If material, non-public information is acquired at any time during the two week period, the limit order must be cancelled.

Speculative Trading Prohibited

Associates are prohibited from engaging in any speculative transactions involving company stock or securities including:

1. Buying or selling puts or calls;
2. Short sales; or
3. Purchase of company stock on margin.



# \*Sample Trade Acknowledgement Forms for Trading In Company Securities

## FORM FOR 401(k)-RELATED TRANSACTIONS

# TIMKEN

### 401(k) TRANSACTIONS TRADE ACKNOWLEDGMENT FORM FOR TRADING IN SECURITIES OF THE TIMKEN COMPANY (TKR)

I, \_\_\_\_\_ (Print your full name here), desire to consummate a trade in shares of The Timken Company ("Timken"). I hereby verify that I am not in possession of any material, non-public information concerning The Timken Company or any of its affiliates.

#### Complete Steps 1-3 below. \*

##### 1. Check the appropriate box.

401(k) TRANSACTIONS <sup>1</sup> (Check all that apply.)	Number of Stock Fund Units, Percent or Amount if applicable
<input type="checkbox"/> Buy Timken Company (TKR) Shares in 401(k) – applicable only to eligible plans	
<input type="checkbox"/> Sell Timken Company (TKR) Shares in 401(k)	
<input type="checkbox"/> Take out a 401(k) loan	
<input type="checkbox"/> Pay off a 401(k) loan	
<input type="checkbox"/> 401(k) rebalance	
<input type="checkbox"/> Receive dividends on stock held in ESOP	
<input type="checkbox"/> Reinvest dividends on stock held in ESOP	

##### 2. Obtain approval from the Timken Legal department .

(Send email to Hansal Patel - hansal.patel@timken.com – or Christine Przybysz - christine.przybysz@timken.com - confirming that you are not in possession of any material, non-public information concerning The Timken Company or any of its affiliates.)

##### 3. Return this completed form to the Timken Benefits department.

([benefits@timken.com](mailto:benefits@timken.com) or 4500 Mount Pleasant Street NW, WHQ-04, North Canton, OH 44720)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* **Non-insiders:** You must follow Steps 1-3 above if your transactions will total \$25,000 or more within a six-month period. This does not apply to purchases made pursuant to your existing allocation. Please remember, however, that you should always be mindful of insider trading laws, and never conduct TKR stock-related transactions when in possession of insider and/or non-public information.

3/1/19

### Notes:

**1. Stock Transfers Greater than \$25,000** – Complete this portion of the Trade Acknowledgement Form if you are an insider and are conducting transfers involving the ESOP stock fund when such transfers are in excess of \$25,000 within a six-month period.

**2. 401(k) Transactions** – Complete this portion of the Trade Acknowledgement Form if you are an Insider and wish to conduct a transaction within your 401(k) plan.

FORM FOR STOCK-RELATED TRANSACTIONS: NON-401(k)



**INSIDER STOCK TRANSACTIONS  
TRADE ACKNOWLEDGMENT FORM  
FOR TRADING IN SECURITIES OF THE TIMKEN COMPANY (TKR)**

I, \_\_\_\_\_ (Print your full name here) \_\_\_\_\_, desire to consummate a trade in shares of The Timken Company ("Timken"). I hereby verify that I am not in possession of any material, non-public information concerning The Timken Company or any of its affiliates.

**Complete Steps 1-3 below.\***

**1. Check the appropriate box.**

STOCK OPTION EXERCISES (Check and complete all that apply.)	Number of Shares
<b>Stock Swap</b> <sup>1</sup> <input type="checkbox"/> Surrender of shares of stock for option cost <input type="checkbox"/> Surrender of shares of stock for taxes	
<b>Option Exercise</b> <sup>2</sup> <input type="checkbox"/> Cash Exercise <input type="checkbox"/> Cashless for Cash <input type="checkbox"/> Cashless Hold	
MISCELLANEOUS (Not within 401(k) plan)	Number of Shares
<input type="checkbox"/> Open Market Sale <input type="checkbox"/> Open Market Purchase <input type="checkbox"/> Gift <input type="checkbox"/> Other	

<sup>1</sup> **Stock Swap** - A form of a cashless exercise transaction in which shares of Company stock already owned are delivered by attestation (to verify the number of shares held) in lieu of cash to pay for the stock option exercise.

<sup>2</sup> **Option Exercise** - There are two types of cashless exercises. If you elect a "Cashless for Cash" exercise, all of the shares will be sold and after paying the exercise price, taxes, and any fees, the participant receives the remaining proceeds. If you elect a "Cashless Hold" exercise, the broker will sell just enough shares to cover the exercise cost, taxes, and fees, and you will retain the remaining shares.

Although The Timken Company Insider Trading Policy prohibits Company Insiders ("Covered Associates") from placing limit orders on Timken securities, exceptions to the Policy may be made, with prior approval from The Timken Company Legal Department, in cases where limit orders 1) do not exceed two weeks 2) do not extend past the open window period and 3) are made by Covered Associates not in possession of material, non-public information. If material, non-public information is acquired at any time during the two-week period, the limit order must be cancelled.

- 2. Obtain approval from the Timken Legal department** for Stock Option Exercises or an Open Market Sale/Purchase. (Send email to Hansal Patel - hansal.patel@timken.com – or Christine Przybysz - christine.przybysz@timken.com - confirming that you are not in possession of any material, non-public information concerning The Timken Company or any of its affiliates.)
- 3. Return this completed form to Timken Compensation & Benefits.**  
(Danieta Cargnel - danieta.cargnel@timken.com, 4500 Mount Pleasant Street NW, WHQ-04, North Canton, OH 44720)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* **Non-insiders:** You must follow Steps 1-3 above if your transactions will total \$25,000 or more within a six-month period. Please remember, however, that you should always be mindful of insider trading laws, and never conduct TKR stock-related transactions when in possession of insider and/or non-public information.

**Permitted Transactions**

Except as stated above, associates who are not in possession of material, non-public information may trade in company stock whenever they choose. However, the preferred and safest time is during designated window periods.

**Preferred Window Periods for Trading Company Stock**

Window periods typically occur every quarter, commencing on the third business day following the release of financial results and concluding at the end of that month. Window periods are not guaranteed.

To determine exact dates, contact Hansal Patel, Corporate Secretary. Trading during these window periods will help to avoid any appearance of impropriety.

**401(k) Plan Purchases**

Transfers out of the company stock fund portion of the covered associate’s account under the plan, the taking out of loans from the plan and the repayment of loans from the plan should never be entered into when the covered associate is in possession of material, non-public information. Purchases or transfers into the company stock fund are no longer permitted. Should any questions arise about this policy or its application to a particular transaction, you should contact Hansal Patel, Corporate Secretary.

**Individual Liability**

Individuals who violate this policy may be violating the law. Penalties provided by law include criminal liability (prison term up to 20 years and criminal fine up to \$5,000,000 per violation for individuals) and civil penalty (up to three times the profit gained or loss avoided).

**WORKPLACE DATING/ROMANCE**

Timken does not prohibit workplace romances between associates. The company does desire to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the associate morale and dissension problems that can potentially result from romantic relationships involving associates in the workplace.





# **JOB FACTS**

## **AND GENERAL INFORMATION**

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**JOB FACTS AND GENERAL INFORMATION**

This section is intended to give you the information you need to be familiar with your role as an associate. Many of the following policies are general in nature. For additional information on specific policies or practices as they relate to you and your facility, contact your manager/supervisor or human resources representative.

**ABSENCE**

Absence affects all of us. When one associate fails to meet his/her schedule, the work of other associates and the company may suffer. That is why it is important for each of us to take our work schedules seriously.

We all understand that occasional absence for illness or injury will occur, and we want associates to take the time they need to get better. However, habitual absenteeism—authorized or unauthorized—is not acceptable, and corrective action may be taken. The same is true for habitual tardiness or early leaves. In general, please remember:

- It is important for you to report for work on time and be ready to start when your scheduled work period begins. Others are counting on you.
- If you are absent from work without authorization for five days or the number of days specified at your facility, or if the company determines your absence is unauthorized, you are considered as having voluntarily quit the employ of the company.
- You are expected to remain at work for the entire length of your workday, unless you have otherwise secured an approved leave to depart early. Should you decide to leave your workday prior to its conclusion without appropriate approval, your early departure will be deemed an absence as well. If you must leave work for any reason before the end of the workday, you must notify your immediate manager/supervisor so that proper coverage, if necessary, may be secured.

For additional information on this policy as it relates to your facility, contact your manager/supervisor or human resources representative.

**Reporting Unavailability for Work**

If you must call off, contact your manager/supervisor as soon as you know and prior to your start time.

**Return-To-Work Examination**

The purpose of this examination is to ensure that the associate is able to perform the essential functions of his/her occupation upon return to work.

**Associates Returning to Work Following an Injury or Illness**

Prior to return, associates will need to contact a human resource or medical services representative at his/her location to determine whether a medical examination is warranted, when they:

1. Were absent five (5) or more consecutively scheduled workdays due to illness.
2. Were absent one (1) or more consecutively scheduled workdays because of an injury.
3. Contracted any contagious/communicable disease that a health care professional has advised you to report to your employer.
4. Were admitted to hospital (not outpatient or emergency room care) because of an illness or injury at any time.
5. Had any surgical procedure, even if no work days were missed, the associate was not scheduled to work, or took vacation time, if there could be an adverse effect on workplace safety or if an accommodation is required.
6. Were injured while participating in a company-sponsored recreational program.
7. Have received new medical restrictions or requirements that could have an adverse effect on workplace safety or that require an accommodation.

At the time of the examination the associate should provide a written statement from their treating physician stating:

1. Approval for return to work including the effective date.
2. Work restrictions, if any.

**ACCIDENTS**

If you are **involved in an accident** while in the office, plant or in the course and scope of your employment, report to your supervisor/manager or a medical services representative at your location immediately, unless unable.

**An accident report should be completed as soon as possible.** If you need medical treatment and company medical services are not available, you must report the injury/accident to your supervisor/manager or security services, and arrangements will be made for transportation to a medical facility.

**BADGES/SECURITY IDENTIFICATION**

A security ID badge was provided to you when you were hired. As a protective measure for you and the company, you may be required to show this security badge upon entering a company facility or at any time while on company premises. You are required to prominently display your security badge while on company premises. The Timken Company personnel including security services, payroll and a supervisor/manager also may ask you to show this identification. Non-exempt associates may enter a company facility no more than 30 minutes before the start of their scheduled shift and should exit no later than 30 minutes after the end of their scheduled shift.

If you forget, lose or misplace your identification, contact security or human resources immediately for temporary identification. If your security badge is permanently lost, you may obtain a new badge from security services or human resources. A fee may be charged for replacement.

**BULLETIN BOARDS**

A main source of information about your company is your manager/supervisor. You should, however, make it a practice to look at the bulletin boards. Information about work schedules, company activities, information required by law and other official postings are placed on these boards. Notices of general interest are posted there. Items placed on any general plant/office bulletin board must be approved by the appropriate management representative or the human resources representative. Departmental bulletin boards must be properly maintained, and all postings must be approved by the manager of the department.

**CELLULAR (CELL) PHONES – PERSONAL PHONES**

The following information about cell phone usage provides general guidelines for the company. You should also consult your local human resources representative for any additional applicable local policies.

Use of cell phones during working time and in working areas is prohibited unless authorized by your manager/supervisor. As with other personal property, associates bring their cell phones to work at their own risk. The Timken Company will not be responsible for any damage to, or loss or theft of, any personal cell phone brought onto company premises.

Cell phones may not be used for picture taking, audio recording or video taking of any Sensitive Company Information as defined in this handbook, including, but not limited to, equipment, documents, processes or any other confidential or proprietary company property without authorization from your manager/supervisor for business reasons.

Nothing in this policy shall be construed to limit, in any way, your rights under applicable federal, state or local laws, including, but not limited to the National Labor Relations Act and your right to organize or engage in protected concerted activity, including the discussion or sharing of information related to wages, hours, or other terms and conditions of employment. Such rights include, but are not limited to, actions for the purpose of documenting potentially unsafe equipment or working conditions.

The image-capturing (picture or video) or audio recording capabilities in cell phones should not be used in areas such as locker rooms or restrooms. If an associate must take a cellular phone into a locker room or restroom area that cellular phone should be limited to use which does not infringe upon the reasonable expectation of privacy other associates have when using the area.

**Use of Cellular Phone Capability While Driving**

The company is concerned about the safety of its associates and the dangers of distracted driving. The Timken Company prohibits:

- Hand-held cell phone usage while operating a company vehicle;
- Hand-held usage of a company-issued cell phone while operating a personal vehicle;

- Hand-held cell phone usage while driving on company business, regardless of whether the cell phone and/or vehicle are owned by the associate; or
- Hand-held cell phone usage to conduct company business while driving, regardless of whether the cell phone and/or vehicle are owned by the associate.

This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, listening to voice mail messages, and reading or responding to e-mails or text messages.

Although this policy does not prohibit cell phone usage with "hands-free" equipment or similar equipment, except where such "hands-free" use is prohibited by law, associates should be very aware that there are still risks associated with such use.

Associates are encouraged to:

- Turn cell phones off or put on silent or vibrate before starting the car;
- Pull over to a safe place if a call must be made or received or to check e-mail, voicemail or text message while on the road;
- Consider modifying voicemail greeting to indicate that you are unavailable to answer calls or return messages while driving;
- Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

Any illegal use of a motor vehicle while performing company business, including the use of a cell phone while driving where such use is illegal, is strictly prohibited. Associates who are charged with traffic violations for any reason while engaged in company business will be solely responsible for all liabilities resulting from such actions. Violations of this policy may be subject to discipline up to and including termination.

**COMMUNITY VOLUNTEER ENGAGEMENT**

Timken encourages associates to help make the world a better place by being an active volunteer in communities where they live. Volunteering not only provides the chance to shape the world around you, it can also offer professional development opportunities as outlined in our leadership





of the management of each department or area to review this with the associate(s) involved and see that corrective action is taken.

**Manufacturing Environment**

In the manufacturing environment, certain standards of dress are required to ensure safe, efficient operations. Associates working near machinery are not permitted to wear loose or ragged clothing, loose skirts or dresses, rings, necklaces, beads, wrist watches or bracelets. Shoes must be closed-toed, closed-heeled, and cannot be made totally of canvas material. Shirts must be worn in the plants at all times.

**Office Environment**

If you are an associate who works in an office environment you have the ability to “dress for your day”. How you dress depends on your work activities, as well as the people you or your department will interact with on any given day. Our policy enables you to show your individuality while exercising good-judgment, knowing that how you represent yourself reflects on you – and the company.

**Appropriate Examples:**

In general, clothing items that are clean, neat and convey a sense of professionalism and effectiveness in your job are appropriate for the workplace. Jewelry, makeup, perfume, cologne, tattoos, and piercings when worn or displayed need to be in good taste. All associates should be cognizant of potential allergies and sensitivities to certain aromas and chemicals in perfumes and colognes and use these substances with restraint.

- Clothes that are ironed, clean, and neat
- Formal skirts (knee length or longer)
- Formal pants, khakis, well-fitting jeans (i.e., not too tight or baggy) of a dark and uniform color (i.e., unfaded)
- Timken-branded polo shirt with collar
- Non-athletic shoes

**Inappropriate Examples:**

Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sporting events is generally not appropriate for the workplace. Clothing that reveals



The information contained in this section is provided for guidance only and meant to help you when deciding what is generally acceptable and unacceptable attire choices. No dress code can cover all situations so you must exert a certain amount of judgment in your choices of work clothing. If you are feeling uncertain or have questions, please ask your manager or your human resources representative.

If clothing or other attire fails to meet these standards, as determined by the associate’s manager or a member of human resources, proper action will be taken, which may include discussions with the associate or requiring the associate to change clothes, or other measures. Recurring offenses may lead to disciplinary action, up to, and including, termination.

**EDUCATIONAL REIMBURSEMENT PROGRAM - POLICY**

A fundamental objective of the company is to achieve and sustain profitable growth and operational excellence. Developing our associates’ skills is critical to our success, and we recognize that a university-based degree program may be an integral component of an associate’s development plan. The company is committed to supporting cost-effective continued education that is aligned with the company’s core business objectives.

The Educational Reimbursement Program (ERP) is intended to reimburse tuition and covered expenses for degreed programs that meet the other requirements discussed in this policy. University courses for business-related training not intended to lead to a degree are not within the scope of the ERP and are to be addressed by manager/supervisor approval in the same manner as other types of approved training.

The ERP is offered according and subject to the rules and conditions provided in this policy. Participation is at the discretion of the company as exercised by its management. The company intends to continue the ERP, but it reserves the right to amend, suspend or terminate the ERP at any time, in whole or in part. An associate’s participation in the ERP does not constitute a contract of employment, give rise to any expectation of continued employment, promotion or increase in compensation, or diminish the right of either the associate or the company under applicable law to terminate the employment relationship at any time, with or without cause.



conditions of employment. Similarly, company policies and practices are not to be considered as creating any contractual obligation on the company's part or instituting a requirement that termination will only occur for "just cause." Any statements relating to specific grounds for discipline or termination set forth in this handbook or any other documents are examples only, not all-inclusive lists and are not intended to restrict the company's rights to terminate associates under this policy section of the handbook.

**Career Opportunities**

Timken encourages associates to be involved in the management of their own career path. Associates should keep their talent profiles in MySuccess updated in order to facilitate career discussions and opportunities. In addition, associates can search for, apply to, and manage internal career opportunities by using the careers page in MySuccess. For more information regarding career development or open positions, please contact your human resources representative.

**Equal Employment Opportunity Policy**

The Timken Company is committed to providing a work environment free from all types of unlawful discrimination and harassment, including sexual harassment and harassment based on an individual's race, religion, color, national origin, ancestry, age, disability, genetic information, gender or gender identity, sexual orientation, protected veteran status or any other basis protected by applicable law. Accordingly, the company will not tolerate unlawful discrimination, sexual harassment or any other types of unlawful harassment. It is also the company's policy to prohibit any and all forms of retaliation against any individual who has complained of harassing or discriminatory conduct or participated in a company or agency investigation into such complaints.

The Company abides by all local, state and federal laws regarding equal employment opportunity. Every person who applies for a job or who works for the company will be considered solely on their qualifications and performance in connection with all employment decisions, including but not limited to recruitment, hiring, placement, compensation, benefits, promotions, termination and all other aspects of employment. All employment decisions will be made without regard to an individual's race, religion, color, national origin, ancestry, age, disability, genetic information, gender or



**Hiring Relatives Policy**

While it is the policy of The Timken Company to encourage capable relatives of associates to seek employment with the company, it is also the intent of the company not to create a conflict or apparent conflict of interest. No immediate relative of an associate will be hired when it results or is reasonably likely to result, in the associate directly or indirectly being responsible for the supervision, evaluation, salary recommendations or promotional opportunity of a relative. To ensure that the company will have an effective workforce, the consideration of whether a relative of a current associate can be hired will be based upon the following considerations:

1. The associate’s job level.
2. The relationship of the applicant to the associate.
3. The location of the job vacancy to be filled.

Immediate relatives as a general rule will not be hired in the same department or under the same functional Director; however, each situation will be evaluated on a case by case basis. For the purpose of this policy, immediate family includes an associate’s spouse, father, mother, sons, daughters, brothers, and sisters.

An independent review will be made on a case by case basis for associates currently employed by The Timken Company who become related by way of marriage or otherwise during the course of the employment. The company will have the final decision on the resolution.

**Rehire Policy**

Former associates who voluntarily left their employment at the company may be considered eligible for re-employment. Typical examples of situations where an associate separated from the company and may be considered for rehire include:

- Pursuit of additional education;
- Relocation with spouse;
- Domestic responsibility (i.e. the full-time care of children, elderly parents or a sickness or injury at home that requires full-time attention); and
- Employed part-time and quit due to the expiration of a temporary assignment or because they were able to secure full-time employment opportunities not otherwise offered by the company.





- A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the associate from performing the functions of the associate’s job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the “continuing treatment” requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two in- person visits to a health care provider or one in-person visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.
- The determination of when or how additional treatments or visits, or a regimen of continuing treatment is necessary within the 30-day period will be made by the health care provider. Other conditions may meet the definition of continuing treatment.
- FMLA leave taken for childbirth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement.

A husband and wife both employed by the company and eligible for FMLA leave are permitted to take no more than a combined total of 12 weeks in a 12-month period for childbirth, adoption/foster child placement, to care for the child after birth or placement, or to care for a parent with a serious health condition. However, this does not preclude either associate from using the remainder of the 12 weeks for other FMLA-qualifying events.

**Military Family Leave Entitlements**

Eligible associates with a spouse, son, daughter, or parent on covered active duty or call to active duty status in the National Guard, regular Armed forces, or Reserves may use their 12- week basic leave entitlement to address certain qualifying exigencies (“qualifying exigency” leave). Qualifying exigencies may include certain military events, arranging for alternative child or parental care, addressing certain financial and legal arrangements, attending certain counseling sessions and attending certain reintegration briefings.



For purposes of military caregiver leave, the “single 12-month period” begins on the first day the associate takes FMLA leave to care for a covered service member and ends 12 months after that date. If the associate does not take all 26 work weeks of leave, the remaining part of his or her 26 work weeks of leave entitlement is forfeited.

**Use of Leave**

FMLA leave usually will be taken for a consecutive period. However, leave can be taken intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the associate, the serious health condition of the associate’s spouse, son, daughter or parent, or the serious injury or illness of a covered service member. Associates must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the company’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

An associate is not entitled to utilize his or her FMLA leave on an intermittent or reduced leave basis for the care of a child after birth, adoption or foster care placement.

In the case of childbirth, leave for female associates for incapacity due to childbirth will count toward the 12-week leave entitlement. Once the period of incapacity has expired, the female associate may take the remaining balance of the 12 weeks as unpaid leave to care for the child, provided her FMLA entitlement has not been exhausted during the 12-month period. Eligible spouses, who both work for The Timken Company, are limited to a combined 12 weeks of FMLA leave in the 12-month period for the birth of a son or daughter and bonding with the newborn child.

**Substitution of Paid Leave for Unpaid Leave**

Associates may choose or the company may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, associates must comply with the company’s normal paid leave policies.

Vacation use is required for all intermittent and reduced schedule FMLA leave arrangements. In these cases, vacation and FMLA run concurrently.

**Associate Responsibilities**

Associates must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30



You must have the applicable certification form completed by the health care provider within 15 calendar days from the date you request leave. If extenuating circumstances delay the return of the form, you must communicate that information prior to the end of the 15-day time period. Barring extenuating circumstances, failure to provide a completed certification within 15 days may result in delay or denial of your leave request.

The company is not obligated to pay for the initial certification or subsequent recertification. This includes any paperwork fees the health care provider may charge. The company may request a second opinion at its own expense if there is a question about the validity of the certification, or a third opinion if the first and second opinions differ.

Appropriate documentation will be required for all military qualifying exigency leave requests.

**Benefits and Protections**

Your status, rate of pay and benefits will be maintained during your unpaid FMLA leave to the extent required by law. You will continue to receive group health benefits during the term of the leave as long as you continue to pay your portion of access fees, if applicable, according to the payroll deduction schedule and related practices. Please refer to your applicable plan document or contact the benefits team at [benefits@timken.com](mailto:benefits@timken.com) for an explanation of further opportunities that you may have to continue your benefits.

By law, the use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave. Upon return from FMLA leave, most associates must be restored to their original or an equivalent position with equivalent pay, benefits and other employment terms as more fully set forth under the heading “return to work” below.

**Return to Work**

During your leave, you may be required under appropriate circumstances to report periodically about your leave status and intent to return to work.

If you are on leave due to your own serious health condition, you must obtain and present a fitness for duty certification from the health care provider that you are capable of performing the essential functions of your job. You must have



collective bargaining agreement, which provides greater family or medical leave rights. Local state leave laws may have different eligibility requirements, criteria governing leave, and amounts of leave. If an associate's leave qualifies as leave under both the FMLA and local state law (such as the California Family Rights Act, for California associates), then the leave used will run concurrently under both laws and count against the associate's entitlement under both laws. For further information, please refer to jurisdiction-specific/local law addendums or contact The Timken Company FMLA administrator.

**FIRE PROCEDURE**

For your safety, you should be aware of and adhere to all evacuation procedures. Fire extinguishers are located throughout the facility. Please familiarize yourself with their locations. If fire occurs in your vicinity, report the fire immediately by dialing extension 3911, or the number designated at your facility. In some facilities, you may be required to dial an outside line first. Please familiarize yourself with the requirements in your facility. Do not attempt to extinguish the fire until you first report the emergency. If you use a fire extinguisher, report it immediately to your manager/supervisor so that the fire extinguisher may be recharged or replaced as needed.

**FOOD SERVICE**

The company has provided an eating facility where food and beverages may be purchased. If you bring your own food, you are invited to use the eating facilities. Eating periods depend on department work schedules.

**GARNISHMENTS**

Garnishments are attachments on your pay for an unpaid debt. We are required by law to withhold a portion of your wages due when a garnishment has been served on the company. Such garnished wages can only be released to you upon receipt by the company of an order from the court issuing the termination.

**Unless otherwise prohibited by law**, associates having garnishments by more than one judgment creditor in any twelve-month period will be subject to disciplinary action, up to and including termination.

**HELPLINE**

The company is proud of its long-standing reputation for integrity, ethics and respect for the law. For more than 100 years, your personal integrity has been critical in maintaining our company’s impeccable reputation. Your voice is equally important. Anytime you have concerns regarding possible unethical behavior, share them with your supervisor, manager or a member of our human resources team or call the Timken

Helpline, toll-free, day or night at 1-800-846-5363 or 1-888-732-1439. You may also report your concerns to the Helpline via e-mail by logging onto [www.timkenhelpline.com](http://www.timkenhelpline.com). Calls and e-mails may remain anonymous.

Some examples of situations that you should speak up about include:

- Anti-trust compliance;
- Conflicts of interest;
- Discrimination or harassment;
- Environmental or safety concerns;
- Health care fraud and abuse;
- Illegal drug or alcohol abuse;
- Improper export or import activity or other regulatory violations;
- Inappropriate gifts or gratuities;
- Industrial espionage;
- Insider trading;
- Questionable accounting or auditing practices;
- Theft or misuse of company or personal property; and
- Threats of violence.

The Timken Helpline is a toll-free phone number that you can call if you are not comfortable discussing your concerns face-to-face. The Helpline is available around the clock, every day. No call tracing or recording devices are ever used and, if you wish, you may remain completely anonymous. When you call the Timken Helpline, a trained communication specialist, who is not employed directly by the company, will ask you a series of questions to better understand your concern. The specialist will prepare a report that is forwarded to the appropriate company representative for review and,



if necessary, investigation. At the end of your call, you will be given a unique identification number and a call-back date, after which you may follow-up on your report. Simply reference the identification number when you call. If additional information is needed from you, you will be asked for it when you call back.

The company will not tolerate any retaliatory act directed toward any individual who utilizes the HelpLine to raise a good faith concern or issue. If the company determines that an individual has engaged in retaliation, that misconduct will result in disciplinary action, up to and including immediate termination.

The HelpLine is not intended to be a substitute for meaningful communication between you and your supervisor or manager. If you have questions or concerns regarding normal operating procedures or suggestions for making your workplace more comfortable or efficient, please take them directly to him or her.

**HOURS OF WORK**

Your scheduled hours of work are assigned by your manager/supervisor, and your work assignments depend on your team’s work schedule. You are expected to be ready to work at the start of your shift and work until the end of your shift. When overtime is required, an associate is expected to cooperate.

**HOUSEKEEPING**

All associates are expected to keep the plant and offices clean to have a better, safer, more pleasant place to work. This includes workstations, parking lots, lockers and general areas of the offices and plant grounds.

**INSPECTION**

Timken is concerned about maintaining security, protecting company property and protecting associate property. The company reserves the right to search company premises and persons at any time without prior notice, including associates, visitors, suppliers or vendors, entering or leaving the premises.

Searches of the work premises may include, but are not limited to, an associate’s desk, locker, files and cabinets, even if locked. Searches may also include the person’s belongings, such as briefcase, lunch box, packages, containers, outer clothing, purses, backpacks and vehicles even if locked.



and your right to organize or engage in protected concerted activity, including the discussion or sharing of information related to wages, hours, or other terms and conditions of employment.

**JOB TRAINING**

You receive thorough training for the job that you are to do. In many cases, your training is on the job and comes from another designated and qualified associate. The instruction helps you develop the information and skill necessary to perform the work to which you are assigned. You are encouraged to request more instruction whenever you feel it can benefit your work.

**JURY DUTY AND SERVING AS A SUBPOENAED WITNESS**

You are excused from work for days you serve on a jury or as a subpoenaed/ disinterested witness in a court of law. You are paid your regular salary for each day served, if you were scheduled to work that day and were physically able to report to work.

To help in arranging work assignments, let your manager/ supervisor know as soon as possible about your jury duty or disinterested witness notice, when you are scheduled to serve, and approximately how long you expect to be gone, and provide a copy of your summons/subpoena.

You are to report for work on any regularly scheduled work day on which you are not scheduled to serve as a juror or witness. The court furnishes you with a written statement upon your discharge from the jury or your discharge as a witness. It shows the number of days you served as a juror or as a subpoenaed witness. This statement is to be given to your manager/supervisor.

**LACTATION POLICY**

The Timken Company shall provide lactating individuals a private location and time for expressing milk, to the extent required by applicable federal or state law. Reasonable time away from the job shall be permitted, which shall be unpaid unless otherwise required by wage and hour laws. A private, clean and secure room will be established for expressing at each facility upon request. The room should be designated as a lactation room. If a plant has a medical department, the medical facilities could be utilized. Restrooms should not be utilized unless there is a separate area away from the toilets and should only be used when other options are unavailable.



**LOST AND FOUND**

If you believe that you have lost articles on the company’s premises, report the loss to your manager/supervisor. The company does all that is possible to assist in locating the lost article. However, the company does not assume responsibility for personal property. If you should find any articles belonging to someone else, give them to your manager/supervisor. Additionally, many of our facilities have lost and found areas within the security department.

**MEDICAL PASSES**

Associates who become ill while working at the company and need to go home or to see their doctor can do so upon proper notification of their manager/ supervisor. In locations where medical services are available, your manager/supervisor may require you to see a medical representative before leaving.

Associates who are injured on the job need to see Medical Services personnel before leaving work. For plant/facility locations that do not have an on-site clinic, associates who are injured on the job need to report the accident to their manager/supervisor or human resources representative before leaving. Associates should refer to the previous section of this handbook titled “Accidents” for procedures in the event of an accident.

**MEDICAL SERVICES**

The Company maintains, or contracts with, facilities to provide medical services that are supervised by licensed health care professionals. Any associate or job applicant may be required to undergo a medical examination when permitted by applicable law. These exams may be required by law, or necessary to determine a person’s ability to perform the essential functions of the position in which they are currently employed, to which they are returning or being considered for.

Accurate and up-to-date medical information is essential during emergency situations. For this reason, it is important for you to report any change in your medical condition that could affect your safety or the safety of co-workers. This includes reporting to medical services any prescriptions you are taking that could affect workplace safety due to their potential side effects.

Following treatment or evaluation at a Timken Company medical clinic or contracted medical facility, you may be provided with a statement concerning your physical



amount equal to your daily regular wages minus your pay from the National Guard or the military reserve for each day you normally would have been scheduled to work. This is called military differential pay. In order for The Timken Company to correctly calculate your pay for the time missed from work for qualifying military duty, you must present to a human resources representative your official military pay statement showing the dates you were present for duty, the exact number of days you were present for duty, and your rate of base pay per day. Failure to timely submit military pay statements will result in a delay in processing your pay and failure to submit this information within three (3) months from your first day of your return to work after military duty may result in failure to receive military differential pay. Time compensated in this manner will not be used to calculate your regular rate of pay for overtime purposes.

**Training Duty**

If you are a member of the National Guard or Reserve and you are required to perform annual training, you are entitled to military differential pay up to a total of fifteen (15) days. If you are required to perform other types of military training (not including basic military training or other initial training), you may also qualify for military differential pay. Prior to performing such training duty, you should consult with your human resources representative to determine if you are eligible for military differential pay.

**Active Duty**

As a member of the uniformed services, you may also be ordered to active duty for extended periods of time. Timken associates ordered to active military service for certain deployments in direct support of combat operations may qualify for differential pay. Upon notification of your impending order to active duty, you should consult with your human resources representative to determine if you are eligible for military differential pay. Associates called to active duty for any reason will be re-employed in accordance with the requirements set forth under state and federal law.

**Civil Emergencies**

A Reservist or member of the National Guard ordered to active duty by a duly authorized civil authority in response to a civil emergency, such as a tornado, flood, storm, earthquake or other natural disaster, or to respond to a riot or some other civil disturbance, will be reimbursed by the company for the amount of differential pay up to a total of





HelpLine is not intended to be a substitute for meaningful communication between you and your manager/supervisor. If you have questions or concerns regarding normal operating procedures or suggestions for making your workplace more comfortable or efficient, please take them directly to him or her.

**OUTSIDE EMPLOYMENT**

Any associate considering holding a second position is expected to advise his or her manager/supervisor or the human resources manager. The company may request an associate not take outside employment if the outside position conflicts with the associate’s company position or prevents the associate from effectively meeting the performance standards for his or her position with the company.

The company expects that its work requirements, including any scheduled or unscheduled overtime, will take precedence over any outside work. If, as a result of any outside employment, an associate is unable to maintain an acceptable work performance standard that fully satisfies the company’s expectations, the associate may be subject to discipline, up to and including termination.

**PARKING POLICY**

Parking spaces are provided near your work area. Parking policies may vary from facility to facility. Please consult your local human resources representative for clarification of your local policy.

You should park within the allotted spaces, obey all directional signs and speed limits, and extend proper courtesies to other drivers using the parking lot. Should you be involved in an accident while on company premises, your manager/supervisor and security services must be notified immediately.

At various facilities, a limited number of parking spaces are assigned with manager/supervisor approval on the following basis:

1. Associates with a disability or who need accommodation due to a pregnancy-related condition. These requests are reviewed with medical services.
2. Associates who utilize their personal vehicles to travel daily on company business.
3. For security and safety reasons, associates required to work irregular hours on an off shift.
4. Associate job level.

**PASSES TO REMOVE PROPERTY FROM COMPANY PREMISES**

A Package Pass may be required if you wish to remove company property or some of your personal belongings from company premises. You should notify your manager/supervisor in advance to obtain the proper approval to remove these kinds of items from the premises.

**PAY TRANSPARENCY**

The company will not terminate or in any other manner discriminate against associates because they have inquired about, discussed or disclosed their own pay or the pay of another associate or applicant. However, associates who have access to the compensation information of other associates or applicants as a part of their essential job functions cannot disclose the pay of other associates or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is in:

- Response to a formal complaint or charge,
- Furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the company, or
- Consistent with the company’s legal duty to furnish information.

**PERSONAL DATA IN MYSUCCESS**

We need up-to-date information about you and your family for our personnel records. Keeping this data current is vital to you as an associate and might affect your associate benefits, payroll deductions or how quickly your family may be contacted in an emergency.

MySuccess is the company’s human resources information system. Access to MySuccess enables you to view and/or update the following personal data:

- Candidate Profile
- County
- Education (to the extent it is job-related)
- Emergency Contact
- Geographic Preference

- Home Address and home phone - (If you do not have a phone, provide an alternative telephone number and indicate whose phone it is.) Being able to reach you quickly is sometimes necessary.
- Talent Profile (professional memberships, external work history, formal education etc., to the extent this information is job-related)
- Personal Information (marital status, veteran status, citizenship, to the extent this information impacts benefits or is job-related)
- Building code and drop number
- Certifications and licenses (to the extent this information is job-related)
- Language skills (to the extent this information is job-related)
- Community involvement (to the extent this information is job-related)

The following can only be viewed through MySuccess:

- Cost Center Detail
- Pay Information
- Job History
- Status History
- Training

Please contact your human resources department if you have questions regarding use of MySuccess.

You should promptly notify your manager/supervisor, the human resources department at your facility or an associate benefits representative of changes in any of the following:

- Association or disassociation with any of the reserve components of the Armed Forces of the United States
- Your name
- Marital Status
- Number of dependents

Prompt notification is necessary to assure proper benefit coverage.



during this period if it becomes apparent to your supervisor/ manager that the employment relationship between you and the company is not one that is beneficial to both.

This policy does not in any way alter the at-will nature of the employment relationship, which includes the right of either the associate or the company to terminate employment at any time, with or without cause.

**QUALITY**

Quality is one of Timken’s core values, along with Ethics and Integrity, Teamwork and Excellence. Quality is part of our overall goal to strengthen the company for future growth. The need to ensure consistent quality increases as we continue to grow.

Our quality policy states: “Quality is the cornerstone of our reputation and is central to the ability of each business to achieve its mission.

Every associate understands the importance of the Timken brand (awareness), consistently produces and delivers what we promise (execution), and takes responsibility for decisions that impact quality (accountability).”

Our commitment to quality will help Timken:

- Ensure excellence in all it does;
- Deliver lasting value and quality as measured in the eyes of customers;
- Perform consistently; and
- Ensure the excellence of its associates.

**REFERENCES**

Timken does not provide professional references for any current or former associate, contingent or contract employee or any third party that may have performed work for the company. Any current or former associate who requires proof of employment by Timken, dates of employment or salary information may direct inquiries to the local human resources representative. The prohibition regarding professional references extends to social media sites such as LinkedIn. Associates may not provide references or recommendations involving current or former Timken colleagues or a third party who has performed work at Timken. Personal references completely unrelated to Timken are at the associate’s own discretion.

**REPORTING MISCONDUCT**

Timken encourages associates to take an active and affirmative role in ensuring the legal and ethical conduct of all Timken associates. To this end, when an associate witnesses or discovers conduct that he or she believes may violate the law, the handbook provisions herein, work rules or other workplace standards, that associate should immediately report such conduct to a manager, supervisor or Associate Relations. Timken will not tolerate any retaliatory conduct directed toward an associate who has voiced, in good faith, a concern regarding a violation of any of the aforementioned standards.

**Note:** *Associates may also use the Timken HelpLine option by calling (800) 846-5363 or 1-888-732-1439 or via email by logging onto [www.timkenhelpline.com](http://www.timkenhelpline.com).*

**SAFETY**

All safety regulations are enforced in our facilities. These are for your own protection as well as for the protection of your fellow associates. In certain designated areas and departments of our facilities, approved personal protective equipment, such as eye and hearing protection, is required. To obtain prescription safety glasses, it is necessary to present a copy of your prescription to medical services, your manager/supervisor, or a human resources representative. The prescription cannot be more than two years old.

**SCHOLARSHIP PROGRAM (TIMKEN GLOBAL)**

The Timken Company Charitable and Educational Fund, Inc. offers a competitive global scholarship program for sons and daughters of eligible associates. The Timken Company Global Scholarship Program is part of the company’s commitment to recognize achievement inside and outside the classroom and start the sons and daughters of its associates on their way to a successful career.

Applications are evaluated by an independent consultant based upon many areas of achievement, both inside and outside the classroom.

Details of the program, including eligibility requirements, are available at <http://www.timken.com/scholarship>.

**SECURITY PRACTICES/CONFIDENTIAL INFORMATION**

Management relies on the good faith and awareness of all associates for the protection of the company’s assets against theft, espionage, unauthorized disclosure, acts of violence and other improper acts. You may be among those associates who are required to enter into a written agreement with the company whereby, among other things, you assume legal obligations to not disclose information obtained in confidence in the course of employment.

If you have any questions regarding these company practices or your responsibility to the company, refer to the Information Security Policy section of this handbook or contact your manager/supervisor.

**SMOKING/TOBACCO**

Smoking, vaping and the use of tobacco or nicotine products are prohibited in all company plants and offices unless approved by the company for smoking cessation. The use of electronic nicotine or tobacco delivery systems including but not limited to cigarettes, cigars, hookahs and pipes are prohibited. For the smoke-free, vape-free and/or tobacco-free policies that apply at your facility, please contact your manager/supervisor or human resources representative. This policy applies to all associates, visitors, temporary workers and contractors.

**SOLICITATION/DISTRIBUTION**

No associate is permitted to conduct any type of solicitation or engage in the distribution of literature in work areas during “working time.” “Working time” includes the work time of the associate doing the soliciting or distributing, as well as the work time of the associate or associates to whom the soliciting or distributing is directed.

Canvassing, collecting funds, soliciting pledges, circulating petitions, soliciting membership in any organization or any other similar activity, for personal profit or charitable organizations, is not permitted unless pre-approved in writing by Associate Relations.

In addition, trespassing, soliciting and distributing literature by anyone who is not directly employed by Timken are prohibited on company premises at all times.

Any individual desiring to do business with Timken must be handled according to the company’s visitor policy.

Notwithstanding the foregoing, nothing in this handbook or any of the company policies set forth in this handbook shall be construed to limit, in any way, your rights under applicable federal, state or local laws, including, but not limited to the National Labor Relations Act and your right to organize or engage in protected concerted activity, including the discussion or sharing of information related to wages, hours, or other terms and conditions of employment.

**TEAMWORK**

Teamwork and cooperation among associates and departments is of the greatest importance. When you join the company, you become a member of the team.

**TELECOMMUTING**

Telecommuting can be an effective management tool that provides flexibility in meeting customer and associate needs and business goals. Timken will assess and evaluate the option of telecommuting where such alternate work schedules will not significantly impact operational, departmental or customer requirements. Participants must complete a telecommuting agreement and receive approval from Associate Relations. For the actual policy, contact your human resources representative.

**TIME RECORDING**

You can swipe your badge to clock in for your scheduled shift no more than 18 minutes before your scheduled shift begins and you can swipe your badge to clock out no later than 18 minutes after your scheduled shift ends. You are not to perform any work in the plant outside of your scheduled shift unless authorized by a supervisor. If you should work any time before or after your scheduled shift, you are required to let your supervisor know so you may be compensated properly. If you leave the plant anytime during your scheduled shift (including lunch periods), you are required to swipe your badge.

Under no circumstances are you permitted to swipe another associate’s badge or are you permitted to allow someone else to swipe your badge for you. Salaried associates who use the Kronos system must record their work hours appropriately.



Your electronic timecard should reflect your exact hours worked. All absences, vacation, adjustments to your work schedule, etc. need to be marked accurately.

**UNIONS**

Your company feels that it is appropriate that you understand our position concerning you and labor unions. We feel that unions offer no advantage to you because of our company practice of providing a wide range of benefits, excellent working conditions and a fair salary for your work.

We know that you can express your problems, and we can understand each other more clearly if a union is not placed between us. We want you to speak for yourself and directly to us.

**VISITOR POLICY**

Access to our premises is limited to persons who have a legitimate reason to be present. Unauthorized persons, including personal friends or relatives, may disrupt operations or even pose a risk to the company or its associates.

All third parties, including but not limited to vendors, suppliers, contractors, consultants, clients, and all other non-Timken associates (collectively referred to as "visitors"), must sign the visitor log found at the reception desk before being escorted into the facility beyond the reception area. After completing the visitor log, the visitor will be assigned a visitor badge, which the visitor must wear at all times while on company premises. Visitors must be accompanied at all times while they are on company premises, unless otherwise authorized by a manager/supervisor. Associates are responsible at all times for the whereabouts and conduct of their visitors.

If you notice an unauthorized person, or witness conduct you deem suspicious, you must immediately report the situation to your manager/supervisor. If you believe there is a threat to any individual's safety, you should call security or the police immediately.

**WORKERS' COMPENSATION**

Workers' Compensation benefits are provided for occupational diseases and injuries received in the course



similarly inappropriate will be subject to disciplinary action, up to and including termination.

**Reporting Procedure**

Any potentially dangerous situations must be reported immediately to any manager/supervisor or to human resources. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. The company will actively intervene, to the extent possible, at any indication of a possible hostile or violent situation.

The company will not condone any form of retaliation against an associate for making a report pursuant to this policy and any such retaliation will subject the offending associate to disciplinary action, up to and including termination.

**Risk Reduction Measures**

**Hiring.** The company takes reasonable measures to conduct background investigations to review candidates’ backgrounds to the extent necessary and consistent with and related to the requirements of the job and business necessity.

**Individual Situations.** We do not expect associates to be skilled at identifying potentially dangerous persons. Associates are expected to exercise good judgment and to inform their manager/supervisor or human resources/manager if any associate exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Bringing weapons, including lawfully licensed concealed carry firearms (except as expressly allowed by law), onto company premises or possessing weapons while on company business;
- Displaying overt signs of extreme resentment, hostility, aggression or anger;
- Making threatening, intimidating or violent remarks;
- Displaying irrational or inappropriate behavior.







# QUESTIONS

## ABOUT THE HANDBOOK







## **QUESTIONS ABOUT THE HANDBOOK**

For questions concerning any sections in this handbook, contact Associate Relations at the company's headquarters.





# TIMKEN

The Timken team applies their know-how to improve the reliability and performance of machinery in diverse markets worldwide. The company designs, makes and markets bearings, gear drives, automated lubrication systems, belts, brakes, clutches, chain, couplings, linear motion products and related power transmission rebuild and repair services.

**Stronger. By Design.**

[www.timken.com](http://www.timken.com)