



## **EMPLOYEE HANDBOOK**

(Updated **1/10/2022**)

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## INTRODUCTION

### Welcome to Chris-Tel!

If you are a new employee, welcome to Chris-Tel! To our existing employees: thank you for your dedicated service and loyalty. We hope that you are with us for many years to come and that all of us can enjoy continued success. We want your experience at Chris-Tel to be both financially rewarding and personally gratifying.

We can only be successful through the combined efforts of all of our employees. This includes management, labor, and our administrative staff. We have a tremendous responsibility to each other and to those who rely upon us to provide the services that we are known for in the industry.

### The “Golden Rule” — Professionalism

Our customers are the reason for our success — plain and simple. Over many years, Chris-Tel has developed a reputation and a brand in the construction industry. Our customers and those in the industry will continue to judge the company based on our expertise in the industry and the quality of service we provide. We are proud of our customer loyalty, but we must not take our customers for granted and continued business must be earned, not expected. As ambassadors of Chris-Tel, it is imperative that employees convey the highest degree of professionalism when dealing with customers, others in the industry or the general public.

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*“We are proud of our customer loyalty, but we can’t take our customers for granted and their continued business must be earned”*

*Chris-Tel Construction*

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### About this Handbook

We have prepared this Handbook to help you understand some of our policies and procedures as well as company benefits. We expect all new and existing employees to read this Handbook and to keep it available as a reference. If you have a question regarding a policy, procedure or benefit that is not in this Handbook, you should direct that question to your supervisor or human resources.

This Handbook does not contain all of the various policies, procedures, rules or standards that may apply to your employment, or your particular position. This Handbook is not intended to be a rigid set of rules that will fit every

## 10 “GOLDEN RULES”

1. Be professional in all written and verbal communications
2. Be polite and respectful when speaking with customers and others
3. Promptly return calls and emails
4. Have a positive attitude
5. Demonstrate expertise in the industry and your job
6. Be on time
7. Use good judgment and common sense
8. Be honest and transparent in all communications
9. Have a good temperament and be capable of handling conflict
10. Take pride in your performance

circumstance. This Handbook may be updated or modified from time to time. If it is updated, the most recent version of the Handbook will be applicable.

This Handbook is not an employment contract. The company reserves the rights to revise, delete, and add to the provisions of this Employee Handbook.

## THE BASICS

### Employment At-Will

While we hope you remain employed with the company for a long time, it is important that you understand that your employment at the company is considered “at-will.” This means that either the company or the employee may choose to terminate the employment relationship at any time, with or without advanced notice, and with or without cause.

### Employment Application

We rely on the accuracy of information contained on your employment application. We expect that all employees will give accurate and truthful information. If we find that any information is misleading, false, or was omitted on purpose, we may reject your application or revoke an offer of employment. If employed, we may take disciplinary action or terminate your employment.

### Form I-9 Compliance

It is the policy of the company to comply the Immigration Reform and Control Act. Each employee must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

### Personnel Files

The company maintains personnel files on its employees. Personnel files are the property of the company and access is restricted to management and human resources with a legitimate need to review a personnel file. Employees are responsible for keeping their personnel record updated by notifying human resources of the following:

- Name changes & marital status
- Address, telephone numbers and email
- Direct deposit information
- Other personal information necessary for employment or benefits

### Hours of Work

Due to the nature of our business and the construction industry in particular, schedules and hours of work will vary by department, position and the business needs of the company at any point in time. The official workweek for all employees begins at on Wednesday and ends the following Tuesday. The Chris-Tel administrative office hours are 8:00 AM to 5:00 PM. Your individual supervisor will ordinarily determine your work schedule. The company reserves the right to modify work schedules at any time for business reasons.

## Employee Pay

<ul style="list-style-type: none"><li>• <b>Payday</b> – The work week begins on Wednesday and ends on the following Tuesday. Employees are paid weekly. Payday typically happens every Thursday, however our promise is to have checks deposited or distributed by Friday, making <b>Friday the official pay-day</b>. The company reserves the right to change the work week and payday upon notice to the employee.</li></ul>	<ul style="list-style-type: none"><li>• <b>Direct Deposit</b> – Direct Deposit is not mandatory, but it is strongly encouraged for the convenience of the employee and the employer. In order to participate in direct deposit, employees must submit a voided check or bank deposit slip with the bank routing number and account number. It is the employee’s responsibility to notify the company of any changes affecting direct deposit.</li></ul>
<ul style="list-style-type: none"><li>• <b>Deductions from Pay</b> –The company is required by law to deduct federal or state (where applicable) withholding tax from your paycheck. The amount of tax is determined by your earnings and the number of dependents you claim. Deductions for Social Security at the rate established by law are also deducted. Other deductions may include premiums for insurance, or other deductions. The company will comply with all valid child support orders and garnishments in accordance with applicable law. Annually, before the deadline established by law, employees will receive a Form W-2 showing total earnings and taxes withheld.</li></ul>	<ul style="list-style-type: none"><li>• <b>Errors in Pay</b> – Employees are required to review their pay and determine any errors. If errors are identified, employees must immediately notify their supervisor, preferably in writing, of the exact nature of the error and the amount of the error so that it may be investigated.</li></ul>

## 90-Day Probationary Period

The first 90 days of continuous employment with the company will be a learning experience for both you and the company. We refer to this initial period of employment as your Probationary Period. All new and reclassified employees are placed on a 90-day probationary period.

During your Probationary Period, you will learn your job duties and responsibilities, get acquainted with your supervisor(s) and coworkers, and familiarize yourself with company operations. Employee performance, attitude, punctuality, and attendance will be monitored closely during the Probationary Period to determine if a continued relationship will be successful. During the Probationary Period and up to the end of the Probationary Period, your employment may be terminated due to circumstances beyond your control. Nothing in this policy is intended to change or alter the nature of the at-will employment relationship.

## PERSONAL APPEARANCE & DRESS

In general, Chris-Tel expects all employees to exercise common sense and good judgment when it comes to personal appearance and dress. Because we are in the construction industry, personal appearance and dress will vary depending upon position, and the nature of your responsibilities. Regardless of your position, all individuals within the organization should be appropriately dressed and well groomed. All employees may be required to deal with customers or the public

in general and their appearance is a reflection on Chris-Tel. Employees working in the field are required to wear appropriate shoes for the construction industry that are safe and offer protection.

Items of self-expression such as tattoos or jewelry are not prohibited if reasonable, safe and not offensive or distracting. Chris-Tel reserves the right require any employee to cover up or remove any items of self-expression within its discretion.

## EMPLOYMENT POLICIES

### Open-Door Policy

In order to encourage a positive work environment for our employees, the company has an open-door policy. Employees may report or discuss work-related concerns using the open-door policy. If something is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with your immediate supervisor as soon as possible. If for any reason you don't feel comfortable bringing the matter to your supervisor, you should discuss the matter with another member of management or human resources. We encourage you to come forward and make your concerns known to the company. We can't solve the problem if we don't know about it.

### Drug-Free Workplace Policy

The Company is a drug-free workplace and complies with the provisions of Florida's Drug Free Workplace Act. The company has enacted a comprehensive Drug Free Workplace Policy applicable to all employees and applicants who are offered employment. You will be provided with a copy of the policy during your onboarding process with the company. A copy of the policy is also available from human resources at any time should you wish to review the policy. In general, the Company conducts drug testing on applicants, post-accident, and upon "reasonable suspicion" of drug use.

### Workplace Violence

The company is committed to providing a safe workplace. We expect our employees and management to exercise good judgment to recognize and report any unusual behavior and potentially dangerous situations. The company takes any threats seriously. Threats, threatening language, aggressive behavior, and similar conduct will not be tolerated.

### Safety & Workplace Injuries

The health and safety of employees, our customers and the public are of critical concern to the company. Employees should ensure that work sites are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and to recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported immediately. Employees should familiarize themselves with all safety rules and guidelines. The company has established a safety program and provides periodic training on safety related issues.

Supervisors and employees are required to follow the protocol for reporting workplace injuries and completing appropriate Worker's Compensation paperwork.

*All workplace accidents and injuries must be immediately reported*

## Company Property

The company may supply you with certain property in connection with your responsibilities. The nature of the property depends on your position. Company supplied property includes but is not limited to:

**Property may include:**

- Electronic devices such as computers, cell phones, or tablets.
- Keys and security passes
- Identification badges
- Credit cards
- Fuel card
- Equipment or tools
- Company vehicles
- Documents or electronic data
- Uniforms

Employees are permitted to use company property only in the scope of their employment. The use of company property is a limited use in all company property must be returned when requested or when employment ends for any reason. During the period of limited use, it is the employee's responsibility to protect any property from damage, theft, loss or destruction. Failure to return company property when requested or upon separation may result in a deduction for the value of company property from your final paycheck, to the extent permitted by law.

## Confidential Information

As an Employee, you will be given access to certain confidential information which is property of the company. "Confidential information", as that term is used in this handbook, includes but is not limited to proprietary, technical, business, financial, and customer information that the company treats as confidential and is not made available to the general public. Confidential information should only be used by an employee in the course and scope of employment with the company. Should the employment relationship end for any reason, Employees should return or destroy any confidential information. Using confidential information for an improper purpose while employed may result in termination. Using confidential information may also cause the company to take legal action against you under certain circumstances. Employees may be required to sign a separate confidentiality agreement as a condition of employment.

## Conflicts of Interest

Employees should avoid any conflict between their (or an immediate family member) personal interests and those of the company. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the company.

Conflicts of interest include but are not limited to the following examples:

- holding an interest in or accepting free or discounted goods from any company or vendor that does, or is seeking to do, business with the company;
- having any interest or any relationship with a business that competes with the company;
- profiting personally from your physician or services you provide to the company, including the payment of money, gifts, reimbursements, kickbacks, loans, or other payments from third parties;

This policy does not prohibit acceptance of modest courtesies, openly given and accepted as part of the usual business such as business-related meals or promotional items of nominal or minor value. Any offer for payment or gifts that violate this policy should be immediately reported to management.

*Employees should immediately self-report any potential or actual conflict of interest.*

## Company Vehicles & Equipment

Certain employees within the company will operate company-owned vehicles in connection with their duties. All employees authorized to drive company vehicles or personal vehicles while conducting company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. It is the responsibility of every employee to drive safely and obey all traffic laws, parking regulations, and to operate vehicles in a safe manner.

Employees of the company may also use company-owned equipment or tools. It is the employee's responsibility to operate all equipment, tools and machinery in a safe manner, and to report any defects or items that are in need of repair.

*Employees must operate company-owned and personal vehicles in a safe manner and obey all traffic laws and parking regulations.*

## Electronic Communications

The Company's electronic communications including computers, telephones, tablets and similar devices are intended primarily for business purposes. This includes the voice mail, e-mail and Internet systems.

Because this equipment is company-owned and/or because communications occur on the company network, Employees do not have a reasonable expectation of privacy. The company may periodically monitor communications on its telephones, emails, as well as computer and Internet usage.

The following additional policies and procedures apply to the use of company-owned or personal electronic devices that are used for business purposes:

Electronic Communications Standards:

- Email and text message communications may be monitored to the maximum extent permitted by law
- All conversations, text messages and e-mails must be professional and comply with all policies on discrimination, sexual harassment, standards of conduct, confidentiality, and any other established policies
- Sending and receiving personal text messages is prohibited during working hours and on company-owned electronic devices
- If an employee is authorized to use their own electronic device for business purposes, network communications may still be monitored, as permitted by law, and the device may be subject to inspection if company data or confidential information is stored and used
- If employment is terminated, employees must permit the IT department to reset the device to ensure that all confidential and proprietary information is removed

*Employees have no expectation of privacy using workplace electronic devices.*

### **Social Media Policy**

The following principles should be adhered to when participating in social media. Your responsibility to Chris-Tel doesn't end when you are off the clock. When it comes to social media the company once again requires its employees to use common sense, with general adherence to the following guidelines for both business and personal use.

**The following social media principles should be adhered to:**

- Employees may not engage in social media during their normal working hours
- Employees may not engage in social media activities on any company-owned electronic devices
- Exercise caution when mixing your business and personal lives. When in doubt, do not post
- Social media posting or comments that trigger negative reactions amongst coworkers, creates a distraction or disruption in the workplace, or has the purpose or effect of creating a toxic environment, may lead to separation of employment
- Posts or comments about competitors, vendors or people with whom we do business should not contain false or misleading information that cannot be substantiated.
- Refrain from engaging or responding to disparaging posts about the company or responding to others trying to spark negative conversations about the company on social media. When observed, employees should report and consult with the appropriate person in the company
- Any social media activity that violates company policy, creates tension, or becomes a distraction for the company may lead to separation of employment
- Social media activity that potentially causes harm to the company's reputation, or is inconsistent with the values of the company, may lead to corrective action or termination.

*Employees should use common sense when posting on social media. The company is a private entity and reserves the right to terminate an employee at-will*

## **EQUAL EMPLOYMENT OPPORTUNITY, DISCRIMINATION & SEXUAL HARASSMENT**

### **Equal Employment Opportunity Policy**

The company provides equal employment opportunities with respect to all of the terms, conditions and privileges of employment, regardless of a person's race, color, religion, gender, sex, national origin, age, disability, or marital status. Consistent with this Policy, the Company complies with all state and federal antidiscrimination laws.

### **Americans With Disabilities Act ("ADA") Policy**

It is the policy of the Company to comply with the Americans with Disabilities Act. The Company does not discriminate against individuals with disabilities covered by the ADA. The Company employs individuals with qualifying disabilities and those individuals shall have equal employment opportunities in accordance with the company EEO Policy.

Employees with an ADA covered disability must be capable of performing all of the essential functions of their position either with or without reasonable accommodations. It is the policy of the Company to provide reasonable accommodations to those qualified employees or applicants with known disabilities if it can be done without undue hardship.

Employees who have a disability and require accommodations must bring it to the attention of the Company. Employees requesting accommodations should ordinarily do so in writing by describing the nature of their disability and the specific accommodations requested. The company will respond by engaging in a good faith interactive process in order to determine if the requested accommodation can be made or if other alternative accommodations are available. Requests for accommodations should first be directed to your immediate supervisor and then human resources

### **Anti-Discrimination Policy**

The Company is committed to providing a work environment that is free of discrimination and harassment. We do not tolerate any form of harassment, whether it comes from supervisors, fellow employees, or anyone else. Any employee guilty of committing any of the following acts may be disciplined or, where appropriate, discharged without notice. Harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, gender, marital status, national origin, age, or disability, or any other type of illegal discrimination, or that of his or her relatives, friends or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Unwelcome behavior can be (a) unwanted, or unwelcome verbal or physical actions that have overtones related to an individual's race, color, religion, gender, sex, marital status, national origin, age, disability, or any other type of illegal discrimination; (b) epithets, slurs, negative stereotypes, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, sex, national origin, age, or disability verbal or physical acts which the employee regards as offensive; and (d) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, marital status, national origin, age, disability or any other type of illegal discrimination, and that is placed on walls, bulletin boards, or elsewhere on the Company's premises, or circulated in the workplace.

## Sexual Harassment

The Company strictly prohibits sexual harassment. Any employee that has sexually harassed another employee may be disciplined or, where appropriate, discharged without notice. The Company defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other such verbal or physical conduct constitute sexual harassment under the following conditions where: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Conduct which falls into the definition of sexual harassment may include, but is not limited to:

### Examples of sexual harassment

- Unwelcome physical contact of a sexual nature such as patting, pinching or unnecessary touching.
- Overt or implied threats against an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal harassment or abuse of a sexual nature, including intimating by way of suggestion a desire for sexual relations, or making jokes or remarks of a sexual nature to or in front of a person who finds them offensive.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.
- Displaying or posting offensive sexually suggestive pictures or materials in the workplace

## Reporting Discrimination or Harassment

Violations of the Company Anti-Discrimination Policy or Sexual Harassment must be immediately reported to one or more of the following:

- (1) human resources;
- (2) your supervisor;
- (3) any other member of management.

Complaints or reports should ordinarily be in writing but may also initially be reported verbally. Violations of this policy must be reported regardless of whether it was you or someone else that was subjected to sexual harassment. Managers and supervisors who become aware of such conduct or allegations should independently report the conduct or allegations to human resources.

You may be asked to provide a detailed written statement including names, descriptions, and actual events or statements made. Any documents supporting the allegations should also be submitted. Based on your report, an investigation will be

conducted if the incident described is a violation of this policy.

Following the investigation, the company will determine whether a violation of the policy has occurred. The Company will take prompt action to remedy the harassment or prohibit future harassment in accordance with any obligations required by applicable law.

### **Anti-Retaliation Policy**

Employees who report violations of the Anti-Discrimination or Sexual Harassment policies do not need to fear reprisal. The company prohibits retaliation for against individuals who report unlawful discrimination and for participating in any investigation. Any individual who retaliates against an employee for reporting discrimination or sexual harassment or for participating in an investigation may be disciplined, up to and including discharge.

*All discrimination and harassment must be immediately reported.*

## FAIR LABOR STANDARDS ACT ("FLSA") COMPLIANCE

The company complies with the FLSA and all other federal and state wage and hour laws. In accordance with those laws, all employees shall comply with this policy.

### Time Keeping

The Fair Labor Standards Act requires employers to maintain time and pay records for its employees. The nature of the records that are maintained will depend upon the employee's position and whether the employee's position is exempt from overtime or not exempt from overtime.

#### Time keeping requirements:

- **Non-Exempt Employees** - All nonexempt employees are required to record all hours worked using the time tracking method established by their department. It is the employee's responsibility to record accurate time, to approve their time records, and to ensure their time records match the employee's compensation. Unrecorded hours must be immediately reported in the same workweek the hours were worked.
- **Exempt Employees** – Exempt employees are not eligible for overtime. However, the company may still require that working hours be recorded or establish other record-keeping procedures to comply with wage and hour laws. For exempt employees, any record-keeping requirements will be established by your department and supervisor.
- **Meal or rest periods** –An employee who takes a meal or rest period of 30 minutes or greater must clock out during the meal or rest period and clock back in at the end the period. Supervisors should not interrupt employees during a meal period for work-related reasons. If work is performed, the employee should remain on the clock. Specific procedures for meal and rest periods will vary by department and position and will be established by your supervisor.
- **Time and Pay Approval Process** – It is the employee's responsibility to accurately record all hours worked or comply with other record-keeping procedures established for the position. At least weekly, employees are required to approve the accuracy of their time records. Supervisors are also required to review and approve the time records of their subordinates or department before submitting to payroll. Discrepancies in pay that do not reflect hours worked should be promptly reported no later than the following work week.
- **Falsification of Time Records** – Only hours worked should be recorded. Employees are not permitted to work "off the clock" or to report to the workplace significantly prior to their scheduled start time even if convenient. Employees must never falsify or alter time records or record time for another employee

*All employees are required to keep time records in accordance with the above policies*

## Overtime Policy

In accordance with the FLSA, the Company will pay overtime to all nonexempt employees who work in excess of 40 hours in a workweek. Certain employees are exempt from overtime under the FLSA and are not eligible for overtime. Upon commencement of your employment or upon a change of status in your position or classification, you will be notified whether your position is exempt from overtime or not exempt.

Overtime is defined as “hours worked” in excess of 40 hours in a workweek. Certain employees may be required to work overtime in connection with their responsibilities. Your position and department will dictate that schedule.

- **Overtime Approval Process** – Employees must track their schedule during the week and determine in advance if it appears that their hours will exceed 40 in a workweek and overtime may be required. At that time, the employee shall notify their supervisor and obtain approval prior to working overtime. If prior approval is not obtained, the employee will still be compensated any overtime worked but may receive counseling or other corrective action for failure to follow the approval process. The employer reserves the right to modify the schedule or give the employee time-off to avoid overtime.
- **Meal Breaks** – Meal breaks will be dependent upon your position and responsibilities..
- **Rest Breaks** – Rest breaks are permitted as necessary and will be dependent upon your position and duties.

*All employees are required to report any unpaid overtime or wages later than the following workweek in accordance with the company policy on reporting errors in pay*

## Travel Time (Non-Exempt ONLY)

Under the FLSA, some travel time is compensable but commuting time is not compensable. There are special rules that apply to travel time and the company has adopted those rules as its policy:

- **Commuting Time** – Travel from home to work and from work to home is generally not compensable.
- **Local Travel** – Travel from the business to the job site or travel between jobsites is compensable and should be recorded.
- **Out-of-Town Trips for One Day** – Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for time spent traveling between the employee's home to the airport or other place of public transportation if applicable
- **Overnight, Out-of-Town Trips** – Non-exempt employees will be compensated for time spent traveling during their normal working hours on days they are scheduled to work and on unscheduled days (such as weekends)

## Deductions for Salaried Exempt Employees

Employees classified as salaried exempt will receive a salary which is intended to compensate them for all hours they may work for the company. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

**In accordance with the FLSA, the company will make deductions to salary under the following circumstances:**

- full-day absences taken for personal reasons
- deductions for absences may be taken by reducing the employees available PTO or other leave
- if the employee is not yet eligible for PTO or personal leave or if PTO and personal leave have been exhausted, deductions to salary will be made for whole day absences
- Deductions may be made for full-day disciplinary suspensions
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment for jury duty
- two offset amounts received on approved leave from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week
- any full work week in which the employee does not perform any work

*Disagreement with deductions should also be raised no later than the following workweek in accordance with the company policy on errors in pay*

## **EMPLOYEE BENEFITS**

The company offers certain benefits from time to time to eligible employees. Whether an employee is eligible will depend upon their position in the eligibility requirements of the plan. In general, the following benefits are available:

- Group Health Insurance
- Group Dental Insurance
- Paid Time Off
- Retirement Plan
- Holiday Pay
- Group Vision Care

Employees may be required to pay for all or part of the cost of any benefits for which they are eligible. The specific details of the benefits are contained within the plan documents. Employees may discuss their eligibility for benefits or participation in benefits with human resources or payroll.

*The company reserves the right to modify or eliminate benefits at any time for business reasons.*

**Paid Time Off (VACATION TIME) The following requirements apply to VACATION benefits:**

**VACATION Basic Benefit Schedule:**

- |                    |        |           |
|--------------------|--------|-----------|
| • 1 Year Service   | —————> | 40 hours  |
| • 3 Years' Service | —————> | 80 hours  |
| • 5 Years' Service | —————> | 120 hours |

**VACATION eligibility and conditions:**

- Only full-time, permanent, employees are eligible
- Vacation refers to “Paid Time Off” and the benefit may be used for any approved reason
- VACATION benefits will begin to accrue on an employee’s date of eligibility. However, employees do not become eligible to use **vacation time** until the completion of one year of full-time service. After completion of one year of service, Employees can use vacation according to the scheduled awarded time above.
- Vacation must be approved in advance by your supervisor. Reasonable advance notice is required, preferably no less than 15 days. The company reserves the right to decline a request for Vacation time.
- Vacation time is calculated and paid using the employee’s base rate of pay measured by 40-hour workweek. Additional compensation or special compensation such as overtime, bonuses or commissions is not included in the calculation of PTO time
- **Unused VACATION TIME may not be “carried over” and accumulated past an employee’s anniversary date (“use it or lose it”). Employees will not be paid in lieu of taking VACATION TIME.**
- Termination of Employment: If employment is separated for any reason, voluntary or involuntary, any accrued and unused VACATION TIME will not be paid out to the employee. VACATION TIME is not compensation or an entitlement — it is a Company benefit

**\*\*First year employee vacation example per highlighted bullet point above:** Mary gets hired on June 15<sup>th</sup>, 2021. She will wait one full year before she takes vacation time on June 15<sup>th</sup>, 2022. She will take one week vacation on or after June 15<sup>th</sup>. The vacation resets on January 1<sup>st</sup> of 2023 and Mary needs to take time in February instead of June. She can take her one-week balance of vacation in February for 2023. When time resets in January 2024, Mary qualifies for two weeks-vacation time. She can take her vacation for 2024 anytime in that calendar year.

**\*\*Full time employees are provided the benefit of 40 Hours of sick pay annually. A full-time employee qualifies immediately for this benefit without waiting 90-days. Sick pay does not replace vacation time. Vacation time can be used however, when sick time is exhausted for a longer period of time out if needed.**

Sick time is intended for use if you are sick or if you are caring for a relative (child, sibling, parent) who cannot take care of themselves and for medical appointments that are scheduled during core business work hours. Sick time may be used in half day increments.

**\*\*Unused sick time does not carry over to the next year as it is not compensation, it is a benefit.**

**\*\*The company reserves the right to adjust, change or eliminate these policies and benefits for any reason as it relates to our business.**

**Holiday Pay**

The company observes the following holidays, for which **full time** employees are paid:

**Observed holidays:**

- New Year's
- Independence Day
- Labor Day
- Memorial Day
- Thanksgiving Day
- Christmas

**Eligibility requirements:**

- **Employee qualifies for this benefit immediately after hire**
- Employee must work their last regularly scheduled day before and after the holiday (unless on authorized leave approved in advance)

**Paid Benefits:**

Employee is off on the holiday	Holiday Pay – Regular rate of pay
If Non-Exempt employee works with authorization on a recognized holiday	Holiday Pay –Additional holiday pay calculated at straight time using the regular rate of pay based on the number of hours worked by the employee on the holiday
Employee is on authorized leave of absence using PTO time	Holiday Pay – Regular rate of pay. PTO time will not be charged for the holiday

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## PERFORMANCE, STANDARDS OF CONDUCT AND CORRECTIVE ACTION

### Absenteeism and Tardiness

Reporting to work when scheduled and on time are fundamental expectations of your employment with the company. Absenteeism and tardiness, even for good reasons, disrupts business, is costly, and places an unfair burden on co-workers.

**When absences or tardiness is unavoidable, the following procedures must be followed:**

- An employee must personally notify their immediate supervisor as far in advance as possible, but no less than one hour prior to the employee's scheduled start time, so proper arrangements for coverage can be made.
- Leaving a message or sending a text message does not qualify as notification to your supervisor and is in violation of this policy
- It is unacceptable to have another party contact your supervisor unless due to the circumstances it is impossible for you to call personally.
- If an employee fails to contact his or her supervisor for the scheduled start time, the workday will be recorded as a "no call/no show" and the employee will be considered to have voluntarily terminated their employment.
- When in absences due to illness, the company reserves the right to require appropriate medical documentation prior to the employee's return to work
- Employees must also follow the company Time Away Policy

*Failure to follow this policy as well as absenteeism and tardiness may result in disciplinary action including termination.*

## **Performance Evaluations**

Employee work performance will be regularly evaluated in accordance with the process established by your supervisor and your division. Your work performance may be formally evaluated at the end of your probationary period, on an annual basis, or at such other time as may be established by your supervisor or the company according to its current practice. Supervisors should strive to provide employees both positive and critical feedback in an objective manner so that the employee may improve.

## **Performance Improvement Policy**

If a supervisor determines performance to be deficient, the employee may be placed on a performance improvement plan and/or be placed on probation. The purpose of this plan is to provide a designated period of time to improve the performance deficiencies. If the employee fails to complete the performance goals, the supervisor may take further action including an extension of the plan or continued probation, corrective action or counseling, or termination of employment. The supervisor may, in his or her discretion, bypass a performance improvement plan and terminate the employment relationship if it is determined it will be unsuccessful or not in the best interest of the company to continue the employment.

## **Discipline/Corrective Action Policy**

The Company does not have a formal progressive discipline policy requiring a set number of warnings or counseling sessions prior to termination. Instead, each case is considered based on its own circumstances and any number of factors to include the infraction, the work performance of the employee, the duration of employment, the employee's attitude, productivity, or any other factor that the Company may determine within its discretion. In some instances, the Company may decide that immediate termination is necessary and in other instances a lesser level of discipline may be applied.

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## Standards of Conduct

The following are examples of conduct that may result in corrective action or termination of employment.

<b>Conduct</b>	
1. Absenteeism or tardiness	21. Testing positive for drugs or alcohol under the company drug testing policy
2. Leaving work early without permission	22. Improper use of emails or other electronic communications in the workplace
3. Unacceptable work performance: failure to adequately perform job duties	23. Engaging in personal activities on company time
4. Insubordination or failure to follow a supervisor's instructions	24. Improper use of the Internet or using the Internet on company time
5. Poor or negative attitude	25. Violating company confidentiality
6. Actions which reflect poor judgment	26. Engaging in conflicts of interest without disclosure
7. Poor temperament; not handling conflict appropriately	27. Horseplay
8. Being disrespectful to supervisors or coworkers	28. Engaging in acts which violate the company policy on antidiscrimination and harassment
9. Customer complaints	29. Improper use of the company vehicle
10. Actions which reflect lack of professionalism	30. Negligent operation of a company vehicle
11. Failure to timely return phone calls or emails	31. An arrest which reflect poorly on the reputation and brand of the company
12. Aggressive or threatening behavior	32. Violating the company social media policy
13. Failure to follow company policies and procedures set forth in the Employee Handbook or those established by department	33. Sleeping while on duty
14. Unauthorized or improper use of company property	34. Theft of company property or other property
15. Being dishonest or deceitful in connection with duties or communications	35. Altering or falsification of Time records
16. Rudeness to customers or members of the public	36. Falsification of an application for employment
17. Unsafe operation of company equipment	37. Violating the personal appearance or dress code policy
18. Failure to follow or comply with company Safety rules	
19. Smoking in violation of company policy	
20. Improper use of drugs or alcohol	

*This list is illustrative, not all inclusive. Violation of this conduct policy could result in any level of discipline regardless of the seriousness of the conduct.*

## LEAVES OF ABSENCE

### **Bereavement Leave**

In the event of the death of an immediate family member, the Company may grant Employee's time off to attend a funeral or attend any such post-death family matters. Any time off under this policy shall be at the Company's discretion.

### **Jury Duty**

Employees will be allowed time off for jury duty as required by law. Employees are expected, however, to provide proper notice of jury duty and verification of their service. Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court.

### **Discretionary Personal Leave**

If employees are ineligible for all other leave or have exhausted all available leave, the company may approve a discretionary personal leave of absence up to 90 days. A discretionary personal leave of absence under this policy does not entitle the employee to reinstatement rights. Approval of leave, reinstatement, and the terms and conditions of reinstatement are discretionary. The decision is determined based on a number of factors, including the employee's duties, employment history, performance, and attendance records, and staffing needs.

A request for a personal leave of absence under this policy must be submitted in writing to your supervisor and human resources. The request should be made as soon as practical but no later than two (2) weeks before the leave.

Employees approved for a discretionary leave of absence under this policy may be permitted to continue group health insurance benefits at their own expense on a "pay-as-you-go" basis. The company may, at its option, designate the leave of absence as a qualifying event under COBRA, triggering notice of the right of the employee to continue group health insurance at their own expense. Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment.

### **Military Leave**

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. Employees must provide advance notice of service obligations unless prevented from providing such notice by military necessity. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that the Company can maintain proper coverage while employees are away.

## EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

By my signature below, I acknowledge that I have received a copy of the Company Employee Handbook, have read the Handbook and been given an opportunity to discuss any of the Company Policies contained in the Handbook. I understand that it is my responsibility to comply with the policies and procedures of the Company including those set forth in the Handbook.

I understand and agree that my employment with the company is considered "at-will." I understand and agree that my employment may be terminated by either myself or the employer, at any time, with or without cause, and with or without advanced notice. I further understand and agree that nothing in this Employee Handbook is intended to create any type of a contract (express or implied). During my interview process and at no time has any supervisor or employee of the Company made me a contract or promise of a duration of employment. I further acknowledge and understand that the Company reserves the right to revise, delete, modify and add to the provisions of the Employee Handbook, even retroactively. No oral statements or representations can change the provisions of the Employee Handbook.

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Employee Name [printed] \_\_\_\_\_

(TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE)