



Employee Handbook

WELCOME TO SIERRA TRIM, INC.

Sierra Trim, Inc. has prepared this handbook to provide you with an overview of the company's policies, benefits, and rules. It is intended to familiarize you with important information about the company, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment.

It is intended to provide general information about the policies, benefits, and regulations governing the employees of the company, and is not intended to be an express, implied or legal contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion. The most important thing to remember is: *If you don't know, ASK, and if you are not sure, FIND OUT.*

Common rules that we all should know include show up for work on time, call in if you are sick, do not take short cuts if it is not safe. Our actions reflect on the company and all of its employees.

Sierra Trim, Inc. also takes a very strong position in the area of safety and Workman's Compensation. Injuries can be avoided with safe work habits. It is obviously not possible to anticipate every situation that may arise in the workplace, or to provide information that answers every possible question. In addition, circumstances and new laws will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, the company reserves the right to modify, supplement, rescind, or revise any provision of this handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you.

All of us must work together to make the Company a viable, healthy, and profitable organization that we can *all be proud to work for.*

COMPANY PHILOSOPHY

OPEN-DOOR POLICY

In keeping with the company's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns and other issues which are important to you. If, after talking with your supervisor, you feel the need for additional discussion, you are encouraged to speak with the Company president.

The most important relationship you will develop will be between you and your supervisor. However, should you need support from someone other than your supervisor, the entire management team, including the company president, is committed to resolving your individual concerns in a timely and appropriate manner.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Sierra Trim, Inc. to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The President of the company and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the company president. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

HARASSMENT POLICY

Sierra Trim, Inc. will not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the company will not be tolerated. It is the policy of the company that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge. The company also will not tolerate any such harassment of our employees by our clients or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive

Employees must bring any violation of this policy to the immediate attention of their supervisor or the company president. The company will thoroughly investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including discharge.

WORKING AND COMPENSATION EMPLOYMENT ON AN AT-WILL BASIS

All employees of the company, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment can be terminated at the will of the employee or the company at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of the company has any authority to enter into any agreement with any employee or applicant for employment on other than on an at-will basis.

ATTENDANCE AND REPORTING TO WORK

Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time at the scheduled start of the workday. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time.

The company depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of the company. Absence from work for three consecutive days without properly notifying your supervisor will be considered a voluntary resignation. After two days' absence, you may be required to provide documentation from your physician to support an injury- or illness-related absence, and to ensure that you may safely return to work.

If you expect to be absent from the job for an approved reason (e.g., paid time off or a leave of absence), you should notify your supervisor of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must notify your supervisor prior to the start of your scheduled workday that you will be late or absent and provide the reason for that absence or tardiness. If your supervisor is not available, you should contact the company's main office prior to the start of your scheduled workday. Leave your number so that your supervisor can return your call. Failure to properly contact us will result in an unexcused absence for disciplinary purposes and you will not be called to work the following day. Your attendance record is a part of your overall performance rating. Your attendance may be included during your review and may be considered for other disciplinary action up to and including termination.

Where possible, medical and dental appointments should be scheduled around your assigned work hours; otherwise, they may be considered absences without pay. If you are unable to schedule an appointment before or after your shift, you are required to talk to your supervisor to make special arrangements.

WORKDAY HOURS AND SCHEDULING

Sierra Trim, Inc. starts its workdays in half hour increments. The regularly scheduled workday for our business office is Monday through Friday, 7:00 a.m. to 4:30-5:00 p.m. The usual expected workday at jobsites is 7:00-8:00 a.m. to 3:30-4:30 p.m. These start and end times are only guidelines, however, and employees are required to be present for work during the workday established for them by their supervisors or by the company president.

Particularly at jobsites, this regular schedule may vary depending on such factors as weather, materials supply, permit approval, etc. If you are unsure about expected starting times on any particular job assignment, ask your supervisor for clarification.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your supervisor or call the office directly.

The company does not generally schedule rest periods or breaks, other than meal breaks, during the workday. However, if the company does schedule such rest periods or breaks, they will be paid breaks and will usually be for 15 minutes. For lunch or meals, our policy is:

- Field employee lunch breaks will be 30 minutes.
- Lunch breaks are unpaid.
- Field employees are entitled to 2, 15-minute breaks during the workday.
- Field employees may choose to combine their two 15-minute breaks with their 30-

minute lunch break, creating a 60-minute lunch break. **This must be a group**

decision.

- All employees are required to take a lunch break, and no employee is authorized, without prior supervisory approval, to perform work during the lunch period.

Exception: during materials deliveries. RECORDING HOURS WORKED

All hourly employees are required to keep a timecard. Always fill it out completely, printing your name legibly, and sign the bottom. On prevailing wage jobs, your timecard must match the sign-in sheet for the job site you worked on and show whether you were signed in as a laborer or a carpenter. Only you are authorized to record your own time.

PAY PERIOD AND PAYDAY

A payroll check will not be issued until the following forms have been completed and returned to the office: 1) Employee Application, 2) W-4 Form, and 3) I-9 Form. The employee is responsible for notifying the office of any address or tax withholding changes.

The Company issues paychecks on a weekly basis. Payroll periods are Monday – Saturday. Completed timecards should be texted to the Company President’s phone by 8:00 pm each Sunday evening. Failure to turn in timecards by this deadline may delay your paycheck for that week.

WORKWEEK & OVERTIME

Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. Overtime pay is paid only when work is scheduled, approved by the Company President or Project Manager, and made known to you in advance by your supervisor. Under no circumstances may an employee work overtime without the prior approval of his or her supervisor.

Hourly employees will receive overtime pay at a rate of one-and-one-half times their regular hourly rate for all hours worked in excess of 40 hours in a workweek. Any

employee asked to work overtime will be expected to rearrange his/her personal schedule to work the requested overtime.

HOLIDAYS

The company observes the following holidays as non-workdays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

If a holiday falls within an employee's vacation period, the holiday will not be counted as a vacation day.

MAINTAINING YOUR PERSONNEL RECORDS

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

PERSONNEL FILES

Employee personnel files are the property of the company, and do not belong to the employee. However, upon request, the company will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received.

PERFORMANCE EVALUATIONS

Employees may have their job performance reviewed on an annual basis by either their supervisor or by the president of the company.

STANDARDS AND EXPECTATIONS FOR THE WORKPLACE

SAFETY

The company believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her supervisor in a timely manner.

Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your supervisor immediately. If you have a question regarding the safety of your workplace and practices, ask your supervisor for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your supervisor. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

Maintaining a Safe Worksite

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Maintaining proper fall-protection systems.
- Building and maintaining walkways, handrails, and guardrails.
- Properly lifting and lowering heavy objects.
- Inspecting tools and equipment for defects before use.
- Keeping walkways clear of debris.
- Construction and use of safe scaffolding.
- Inspecting, cleaning, and properly storing tools and equipment after use.
- Following established safety rules.

Using Safety Equipment

Where needed, the company provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination.

If you require safety equipment that has not been provided, contact your supervisor before performing the job duty for which you need the safety equipment.

Injury Policy

Injuries are something we all need to strive to avoid. By working safely and observing good practices, injuries can be avoided. However, should an injury occur, there are a number of procedures that must be followed. *Only by following the procedures can you be assured that your medical bills will be covered.* Prior to employment all previous work-related injuries must be made known.

There are two types of benefits available to employees; the first type is **State Disability Insurance (SDI)**. These benefits are available to eligible workers suffering a loss of wage when they are unable to perform their usual work because of non-occupational illness or pregnancy. SDI should be applied for with any non-work-related injuries or illness. SDI is funded by a deduction from your paycheck each pay period.

The other type of policy is **Workman's Compensation**. This benefit is *strictly for* "on the job" injuries. Unfortunately, some employees have taken advantage of this benefit causing many employers to leave California and the passage of several new laws. Out of the millions of dollars paid to the Workman's Compensation System, only approximately 22% of the money ever gets to the legitimate injured worker.

Fraud by employees, attorneys, and doctors has taken away the benefit from the injured worker. To establish control and protect the benefits of the injured work, a number of procedures have been established and *must* be strictly followed. These procedures are to aid the legitimate worker, provide proper benefits and to facilitate claims management.

What to do if you are injured

Immediately notify your supervisor. Even if the injury only requires first aid treatment, it should still be reported and the date and time recorded. If the injury requires medical treatment and/or loss of time from work, the supervisor will give you a claim form. Unless prior arrangements have been made, the supervisor will arrange for your medical treatment.

The supervisor contacting the office and reporting the injury arranges medical treatment. Instruction is then given as to which medical facility the injured worker should be sent to for treatment. Generally, for minor cuts, the employee will be sent to a Med Clinic. For sprains, strains and broken bones, the employee will be sent to a specialty for the type of injury, such as an orthopedic surgeon. The injured worker will be sent to the appropriate clinic or specialist for drug/alcohol screening and treatment for the injury. It is important to remember that unless prior arrangement have been made with the office, the company must authorize medical treatment.
The employee will be responsible for any unauthorized treatment.

It is the intent of the company to take care of our employees. It is also our intent to discourage **Fraud**. Workman's Comp fraud affects us all. Higher Workman's Comp rates can cause a company to be overpriced in the marketplace causing difficulty in acquiring work. When the company cannot get work, there is no work for the employees. It is up to all of us to use the benefits for which they are intended and not abuse them.

Under California law, if you are caught filing a false claim, you will face **up to a 5-year sentence and/or a \$50,000 fine**. False Workman's Comp claims are claims filed for non-existing and non-work-related injuries.

Remember, all injuries must be reported, claim forms filled out and treatment authorized by the office. Sierra Trim, Inc., will not be responsible for unauthorized medical treatment.

Hazard Communications

If you believe that you are dealing with a hazardous material and lack the appropriate information and/or safety equipment, contact your supervisor immediately.

CARE OF EQUIPMENT AND SUPPLIES

All employees are expected to take care of all equipment and supplies provided to them. You are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to your supervisor. Safety equipment is supplied to all new employees and is replaced annually. It is the responsibility of the employee to show up to work with the proper equipment. Any equipment that is lost, stolen, or left at home must be replaced by the employee before starting work.

Neglect, theft, and/or destruction of the company's materials are grounds for disciplinary action, up to and including termination.

Tool Requirements

Sierra Trim, Inc., will provide every employee with the following tools and supplies:

- Safety vest, hoodies, and shirts with Sierra Trim logo
- Hard hat
- Safety glasses
- Ear plugs
- Nails and screws
- Saw blades
- Sand paper
- Wood glue

Below is a list of tools each full-time employee must have to qualify for that position:

Laborer

ALL safety equipment:

- Safety vest
- Hard hat
- Work boots
- Safety glasses
- Ear plugs
- Wearable tool bags with the following:
 - Smooth faced hammer,
 - 25' Tape Measure
 - Utility knife
 - Putty knife
 - Nail cutter/Dykes
 - Nailset

Apprentice

- Compressor and air hoses
- Small pry bar
- Pencil
- Speed square
- Torpedo level
- Dust pan and broom
- Dripless caulking gun
- 100' and 20' extension cords without rips or cuts
- Splitter
- Cordless Drills (1/2" and impact)
- Secondary hand-held tool bag w/misc. hand tools i.e. sanding block
- Nail guns (16G, 18G, and 23G)
- Portable and corded skilsaw
 - Palm sander
 - Lights
 - Jigsaw
 - 2' and 4' level
 - 4' ladder
 - Chopsaw

- Saw horses and extension stands
- Router
- Multi tool
- Pull saw
- Sawzall
- Chisels
- Angle grinder w/sanding wheel
- String line/chalk line
- Holesaw and paddle bits
- 6' ladder
- 6' 8" level
- Table saw

Journeyman

- 8' level
- Shop vac
- Clamps
- Roto hammer
- Laser level
- Multiple chop saws
- 10' ladder
- Extension ladder
- Kreg jig kit
- Van or truck with racks capable of carrying 16' material

SMOKING AT THE WORKPLACE

The company's policy is to provide smoke-free environments for our employees, customers, and the general public. Smoking of any kind is prohibited inside our office and on our worksites. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside the worksite or office. Employees who take excessive smoke breaks may be required to work longer hours to make up for time lost smoking.

DRUG-FREE WORKPLACE

Sierra Trim, Inc. does not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol or being under the influence of such controlled substances is strictly prohibited while on duty, while on the company's premises or worksites, or while operating the company's equipment or vehicles. The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as a business. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible accommodations with your supervisor. Violation of this policy will result in disciplinary action, up to and including termination.

The company may also require employees to take random drug tests during their employment with the company. A positive result on any such drug test is grounds for immediate termination.

Your receipt of this policy statement and signature on the handbook acknowledgment form signify your agreement to comply with this policy.

Any employee who is convicted of violating criminal drug statutes must notify an appropriate officer or senior official of the company of that conviction within five days of the conviction. Failure to do so may lead to disciplinary action.

RESPONDING TO CUSTOMER INQUIRIES AND PROBLEMS

At Sierra Trim, Inc, client satisfaction is the measure of our success. It is the responsibility of each employee, within reason, to interact with the client to achieve this goal.

APPEARANCE AND DRESS

To present a business-like, professional image to our customers and the public, all employees are required to wear appropriate clothing on the job. By necessity, the dress standards for the business office are somewhat different than for jobsites.

- For jobsites, employees are expected to wear work clothes appropriate for work to be done. Employees should be sensitive to the location and context of their work and should be ready to adjust their dress if the circumstances so warrant. Employees at a jobsite should wear clothing that protects their safety (steel-toed shoes, for example) and wear clothing in such a way as to be safe (e.g., shirts tucked in when working around machinery). The company will provide employees with shirts bearing the Company's logo, which employees are expected to wear on the jobsite.
- No logos promoting drugs or alcohol. **CONFLICTS OF INTEREST**

You should avoid external business, financial, or employment interests that conflict with the company's business interests or with your ability to perform your job duties. This applies to your possible relationships with any other employer, consultant, contractor, customer, or supplier.

Violations of this rule may lead to disciplinary action, up to and including termination.

CODE OF ETHICAL CONDUCT

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your supervisor or an official of the company if you have any questions.

Employees of Sierra Trim, Inc. should not solicit anything of value from any person or organization with whom the company has a current or potential business relationship.

Employees of the company should not accept any item of value from any party in exchange for or in connection with a business transaction between the company and that other party.

Employees may accept items of incidental value (generally, no more than \$25) from customers, suppliers, or others as long as the gift is not given in response to solicitation on your part and as long as it implies no exchange for business purposes. Items may include gifts, gratuities, food, drink and entertainment.

Removing materials from a jobsite for personal use is theft and will result in immediate termination. Often times there are materials left over from a job. If you would like them the solution is simple, “ASK”.

If you are faced with and are unsure how to handle a situation that you believe has the potential to violate this code of ethical conduct, notify your supervisor or the company president.

Violations of this code may lead to disciplinary action, up to and including termination.

PERSONAL CALLS, VISITS, AND BUSINESS

Sierra Trim, Inc. expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods. Regardless of when any personal call is made, it should be kept short. A pattern of excessive personal phone calls, personal visits, and/or private business dealings is not acceptable and may lead to disciplinary action.

BUSINESS EXPENSES

Employees may occasionally incur expenses on behalf of the company. The company will reimburse employees for typical business expenses, such as certain job- related supplies or materials. The company will pay a mileage reimbursement of \$10.00 per day for all employees driving over one hour one way to a jobsite.

Inspection of Personal and Company Property

The company’s employees use the property and equipment the company owns and provides, and may also use the company’s materials, information, and other supplies. The company reserves the right to search any company property (e.g., personal computers, desks, lockers, or other storage areas) at any time. The company also reserves the right to inspect personal property (e.g., tool boxes, purses, briefcases) during the workday or as employees leave their worksites. Refusal to allow inspection may lead to disciplinary action, up to and including termination.

CONFIDENTIAL AND PROPRIETARY INFORMATION

Sierra Trim, Inc. considers its confidential and proprietary information, including the confidential and proprietary information of our customers, to be one of its most valuable assets.

As a result, employees must carefully protect and must not disclose to any third party all confidential and proprietary information belonging to the company or its customers. Such protected information includes, but is not limited to, the following: matters of a technical nature, such as computer software, product sources, product research and designs; and matters of a business nature, such as customer lists, customer contact information, associate information, on-site program and support materials, candidate and recruit lists and information, personnel information, placement information, pricing lists, training programs, contracts, sales reports, sales, financial and marketing data, systems, forms, methods, procedures, and analyses, and any other proprietary information, whether communicated orally or in documentary, computerized or other tangible form, concerning the company's or its customers' operations and business.

Employees should ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving their work areas each day. During the workday, employees should not leave any sensitive information lying about or unguarded.

If you have any questions about this policy, consult your supervisor or the company president.

RULES OF CONDUCT AND PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. The company expects each employee to present himself or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be necessary. It is within the company's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, the company reserves the right to discharge an employee at its discretion, with or without notice.

The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, for a single offense:

1. Missing work without first contacting supervisors or excessive absenteeism and tardiness.
2. Dishonesty, including falsification of Company-related documents, or misrepresentation of any fact.
3. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
4. Possession of, consumption of, or being under the influence of alcoholic beverages while on Company or customer premises or on Company business.
5. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or unprescribed controlled substances.
6. Reporting for work with illegal drugs or unprescribed controlled substances in your body.
7. Possession of weapons, firearms, ammunition, explosives, or fireworks on Company or customer premises.

8. Failure to promptly report a workplace injury or accident involving any of the Company's employees, clients, equipment, or property.
9. Willful neglect of safety practices, rules, and policies.
10. Speeding or reckless driving on Company business.
11. Commission of a crime, or other conduct which may damage the reputation of company.
12. Stealing, misappropriating, or intentionally damaging property belonging to the company or its customers or employees.
13. Unauthorized use of the company's or its clients' name, logo, funds, equipment, vehicles, or property.
14. Insubordination, including failure to comply with any work assignments or instructions given by any Company supervisor with the authority to do so.

15. Violation of the Company's Equal Employment Opportunity Policy or its Harassment Policy.
16. Interference with the work performance of other employees.
17. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
18. Failure to maintain the confidentiality of trade secrets or other confidential information belonging to the Company or its customers.
19. Failure to comply with the personnel policies and rules of the Company.

RE-EMPLOYMENT

Former employees who are rehired and return to work within three months of their termination will not be required to go through another orientation period, unless the company deems it necessary. Former employees who are rehired and return to work more than three months after their termination will be rehired only as new employees and must complete a new orientation period. They will be considered new employees for any and all benefits. As a general rule, the company will not rehire former employees who:

- Were dismissed by the company
- Resigned without giving two weeks' notice
- Were dismissed for inability to perform job duties
- Had a poor attendance record
- Had a below-average evaluation
- Violated work rules or safety rules

MOONLIGHTING

The company will not permit any employee to take an outside job with a company in the same or related business as the company, or which is in any way a competitor of the company.

If the company permits an employee to take outside employment, the employee must report to his or her supervisor when the outside job has started. If, as a result of this moonlighting, the employee is unable to work when requested by the company, including

overtime, or is unable to maintain a high work performance level at the company, permission to work at the outside job may be rescinded, or the employee may be subject to dismissal.

Employees are not permitted to work for any client of the company outside of the regular working hours as described above, without the express approval of the company president or his designated representative.

The company will not pay medical benefits for injuries or sickness resulting from employment by any employer other than the company.

BENEFITS

The company provides its full-time employees with paid time off (“PTO”) each year as a way to express our appreciation and a way to renew and refresh our employees. Because our business is often very seasonal, the company reserves the right to grant PTO at times that are most suitable for our business conditions, and to limit PTO during our busy season.

Full-time employees become eligible for 2 days (16 hours) of PTO after 6 months of continuous employment with the company.

Full-time employees become eligible for 5 days (40 hours) of PTO per calendar year after 12 months of continuous employment with the company.

Employees must use all PTO in the calendar year in which it is granted. It should be scheduled and approved by the company at least two weeks in advance. Reserving PTO is on a “first come first serve basis” and will be scheduled at the discretion of the Company (everyone can’t take their vacations at the same time). Any unused PTO will be forfeited at the end of each calendar year.

Upon termination of employment for any reason, employees forfeit any accumulated but unused PTO.

LEAVES OF ABSENCE Personal Leave

The company may, at its discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as full-time employees of the company for 12 months.

The company may require an employee to provide documentation, such as a doctor’s certification of illness or disability, supporting the employee’s need for a leave of absence, and the company may periodically require the employee to provide such supporting documentation on basis during the leave of absence. Prior to or upon an employee’s return to work from a leave of absence, the company may also require the employee to provide documentation establishing the employee’s ability to return to work.

The Company reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 12 weeks. If an employee fails to return to work immediately after his or her leave of absence expires, the employee will be considered to have voluntarily resigned his or her position with the company.

Leaves of absence will be without pay except that employees may be required to use any accrued paid time off during a leave. While on a leave of absence, employees will not accrue additional paid time off. Employees may be eligible for benefits during a leave under the Company's short-term and long-term disability plans.

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee that the job will be available when the employee returns from a leave. The Company will, however, make an effort to place you in your previous position or a comparable job which you are qualified to perform. If no such position is available, you may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.

Military Leave

The company will grant employees called into military service an unpaid leave of absence and reemployment rights as provided by the laws of the United States. Employees may use accrued paid time off during a military leave of absence but are not required to do so.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received the current company employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Office Manager or his or her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the company reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the company, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the company at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of the company has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, or any other documents of the company shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is the company property and must be returned upon separation.

Signature

Date

Employee Name: Printed

