



Grayson County Glass, Inc

COMPANY POLICY

Revised January, 2015

DBA NorTex Glass & Mirror

This written policy has been put into effect in order that each employee will be informed of the benefits they are entitled to and to be made aware of the rules and regulations required by this Company.

INITIAL EMPLOYMENT

- A. A new employee will be required to take a physical examination & drug test. This examination will be paid for by the Company.
- B. A new employee must have a valid Texas driver's license. A copy of their driving record will be obtained and kept on record by the Company.
- C. A new employee will be required to fill out an application and must have a valid Social Security number.

A poor driving record, failure to pass the physical examination or failure to pass the drug test will be grounds for termination. A new employee is not entitled to any benefits until the above documents are obtained and approved by the manager.

PAYROLL

Payroll checks will be issued by direct deposit into the employee's bank account. These deposits will be automatically deposited each Friday unless a company or bank holiday falls on Friday. In this case checks will be deposited on Thursday.

A new employee will receive his/her first check on the second Friday following the first day of employment.

Pay times will be rounded using the following chart:

| <u>Minutes</u> | <u>Round To</u> |
|----------------|-----------------|
| 00-07 | 0.00 Hour |
| 08-22 | 0.25 Hour |
| 23-37 | 0.50 Hour |
| 38-52 | 0.75 Hour |
| 53-59 | 1.00 Hour |

Example:

In 8:06 / Out 11:08 = 8:00 to 11:15 (3.25 Hours Pay)

TIME CLOCK

A. Each hourly paid employee will be required to clock in and out on a time clock and will also be required to check and sign his/her time card at the end of each pay period for accuracy.

B. Failure to clock in or out may result in lost time. Each employee is responsible for clocking in and out *AS INSTRUCTED*. Each employee will receive an instruction sheet on how to clock in and out and will be required to read, sign and return this sheet to be filed in their employee file.

C. Any written in times such as "no lunch" must be approved PRIOR by the manager, (Josh Reid). If you do not make a direct call to Josh Reid (only) to get this approved it **WILL NOT BE APPROVED**.

D. Hourly paid employees should begin clocking in at 7:00 a.m. unless instructed otherwise by the manager. Clocking in prior to this time will not

be counted toward the weekly total unless previous arrangements have been made by the manager (Josh Reid).

E. Normal working days will end at 3:30 p.m., however, employees may be required to work late or leave early depending on our work load and obligations.

F. Under no circumstances may one employee clock in or out for another employee. Any deviation from this rule will lead to disciplinary action and possible termination. Consult the manager (Josh Reid) **immediately** if you are unable to clock in or out.

G. Time periods begin on Friday and end on Thursday.

H. A 30 minute lunch break will be allotted daily. Each employee **MUST CLOCK IN AND OUT FOR LUNCH**. If an employee takes longer or shorter lunch breaks, he/she must have *prior* authorization from the manager, (Josh Reid).

WORK WEEK AND OVERTIME

A. The regular work week shall consist of 6 working days per week Monday through Saturday, depending on our contractual obligations to our General Contractors. The regular work week begins Friday and ends on Thursday of each week. Start time for each project shall be determined by the contractual obligations of each project set forth by the General Contractor. A standard work day shall be between the hours of 6: 00 am and 6:00 pm, with a one-half (1/2) hour unpaid lunch period. Employees shall be at their work place, on the jobsite, for a full (8) hours each day.

B. OVERTIME:

When an hourly paid employee works over forty (40) hours **on the job or in the shop** in a regular week, then that employee shall be paid overtime at a rate of 1-1/2 times his normal hourly rate. This does not include drive time. Drive time and salaried employees is EXEMPT from overtime pay.

DRIVING TIME, OUT OF TOWN EXPENSES & TRAVEL ALLOWANCE

A. Drive time pay shall be based on the Texas Minimum Wage Law, and shall be calculated from the shop, if driving a company vehicle, to the jobsite and back to the shop unless an employee is scheduled to another jobsite, in that case the employee will be paid drive time from that jobsite to the other or back to the shop. NorTex Glass management reserves the right to re-negotiate this policy as it sees fit on a job by job basis for any rate above and beyond the state mandated minimum wage requirement.

B. The employer will be responsible for overnight accommodations when an employee is employed out-of-town.

C. The employee shall receive twenty five dollars (\$25.00) a day for food when employed out-of-town.

ATTENDANCE

An employee will be expected to be at work on time every workday in accordance with the regular work schedules. Excessive tardiness or unauthorized absences will be grounds for dismissal. An employee will be expected to notify the manager the day before his absence or at least before 5:00 AM on the day of his/her absence. Notification can be made during off hours to the Manager's voice mail @ 469-815-4283. Any employees that is absent 3 days or parts of days in a four week period will be in violation of compulsory attendance and will be subject to corrective action and possible termination.

LEAVES OF ABSENCE

SPECIAL LEAVES:

A. All employees will be allowed time off with pay to attend the civic duties of voting in elections and serving as members of jury panels as long as they provide the proper documentation from the county court in which they participated.

B. An employee will be allowed a maximum of three (3) days off per year with pay in the event of the loss of a member of his/her immediate family. This will be in addition to sick pay or vacation pay.

C. An employee will be allowed time off to attend the funerals of close friends and relatives other than immediate family members. This time off will be charged to either sick leave or vacation if it is still available. If the employee has no sick or vacation time available, then this time off will be without pay. No more than three (3) consecutive days are allowed in this situation.

MATERNITY LEAVE

An employee must begin maternity leave at any point during the pregnancy when her physical condition impairs her ability to perform her work. Currently no compensation for maternity leave is allowed. Such employees will be entitled to re-employment (1) following the termination of her pregnancy (2) if she is able to properly perform the functions of her job without danger to her health and (3) she has a doctor's release.

HOLIDAYS

An employee becomes eligible for the following paid holidays after 90 days of employment and as soon as he/she has passed the physical examination and the company has approved his/her driving record:

NEW YEAR'S DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
CHRISTMAS DAY

For an employee to receive holiday pay he/she must work normal schedules on days immediately prior to and following the holidays (including Saturdays if scheduled) except when prior arrangements have been made and approved by the manager. Holiday pay will be paid based on the employee's normal schedule at that time. Holiday pay is EXEMPT from overtime pay.

Holidays falling on a Sunday will be observed on the following Monday. Holidays falling on Saturday will be observed Friday. Holidays falling on any other day will be observed on that particular day.

The manager may designate any additional holidays which he feels may be appropriate in a particular situation, however, these days will be taken without pay. For instance, Thanksgiving being on Thursday, the manager may designate Friday as a holiday as well. In that case, Friday will be an UNPAID day off. An employee may use vacation or sick days for these additional days off.

****IMPORTANT NOTE FOR SUMMER HOLIDAYS****

- MEMORIAL DAY, INDEPENDENCE DAY AND LABOR DAY **ARE NOT** TO BE CONSIDERED AUTOMATIC DAYS OFF. BY CONTRACTURAL AGREEMENT, NORTEX GLASS IS OBLIGATED TO WORK THE SCHEDULED DAYS SET FORTH BY THE GC THUS MAKING THESE HOLIDAYS SUBJECT TO WORKING HOLIDAYS.
- IN THE EVENT THAT NORTEX GLASS IS SCHEDULED TO WORK ON ONE OF THESE HOLIDAYS BY THE GC THEN ANY EMPLOYEE ON THAT PARTICULAR PROJECT WILL BE EXPECTED TO WORK THAT DAY. ANY EMPLOYEE THAT DOES NOT WORK THE REQUIRED SCHEDULE WILL BE EXCLUDED FROM HOLIDAY PAY WITHOUT EXCEPTION.
- NORTEX GLASS WILL PAY DOUBLE TIME TO ANY EMPLOYEE THAT IS SCHEDULED TO WORK ON ONE OF THESE HOLIDAYS....MANAGER APPROVAL IS REQUIRED AND WILL BE COORDINATED IN ADVANCE BY NORTEX GLASS MANAGEMENT.

VACATION/SICK PAY BENEFITS

THE FOLLOWING BENEFITS BEGIN AFTER ONE (1) YEAR EMPLOYMENT FOR FULL TIME EMPLOYEES:

A. Five (5) days paid vacation. **THESE BENEFITS WILL BE PRO-RATED THE FIRST ELIGIBLE YEAR.**

B. Five (5) days sick pay. **THESE BENEFITS WILL BE PRO-RATED THE FIRST ELIGIBLE YEAR.**

THESE ADDITIONAL BENEFITS BEGIN AFTER THREE (3) YEARS OF EMPLOYMENT FOR FULL TIME EMPLOYEES:

A. Five (5) days paid vacation.

** These benefits are purely voluntary by NorTex Glass. In no way is NorTex Glass obligated to provide this program. These days are provided as a program to reward exceptional employees for long term employment. Any employee that leaves NorTex Glass will lose those days accumulated

and will be required to start over his or her eligibility if they return at a later date as set forth above.

**See Resignation Terms on page 11. NorTex Glass reserves the right to negotiate any and all accumulated vacation and sick days to any employee upon termination of employment.

INDIVIDUAL RETIREMENT ACCOUNT-

NorTex Glass does not currently have an IRA Program

Please see management for the current NorTex Glass 401K program

After a person has been employed full time for three (3) out of the last five (5) years and is at least twenty-three (23) years of age, he/she becomes eligible for contributions to be made to their personal IRA account.

An eligible employee must open an IRA account for the Company's check to be deposited directly. The employee is free to withdraw these funds after the deposit has been made.

If a person has been terminated from employment, but worked part or all of a year in which he/she is eligible for the IRA contribution, this contribution will be deposited into their IRA account.

If the person in question has closed their IRA account, their contribution check will be held by the Company until the Company is notified of a new IRA account number and location so that the deposit can be made.

A total of 9% of gross pay will be the Company's contribution to the employee's retirement. The majority of this contribution shall be made to Social Security as required by law, with the remainder of the contribution to go to the employee's IRA account.

MAJOR MEDICAL AND HOSPITALIZATION

Major medical and hospitalization will be offered to each full time employee upon completion of sixty (60) days employment. Coverage will begin on the first day of the following month after these 60 days. This could be anywhere between 61 and 90 days.

Example 1: If an employee starts on January 3rd then they will become eligible on April 3rd and coverage will start May 1st. (87 days)

Example 2: If an employee starts on December 28th then they will become eligible on February 28th and coverage will start on March 1st. (63 days)

****This is because the policies are paid on the 1st of the month and are month to month****

New employees with dependent coverage will pay the entire dependent premium by way of a payroll deduction. See management for premium account information.

Employees rejecting insurance coverage for either themselves or their dependents must sign a refusal card.

This company makes no decision on who is accepted or rejected for insurance coverage. This is the insurance Company's responsibility.

Each employee is covered for injuries incurred while on the job through workman's compensation.

Employees are responsible for filling out their own claim forms and filing their own claims for major medical and hospitalization claims.

SAFETY

Required Equipment:

- A. PPE – Personal Protective Equipment including Steel Toe Boots (or shoes), Hard Hats, Safety Vests (or safety colored t-shirts), Eye Protection and Hearing Protection: Required immediately, for all employees.
- B. Any other person on the job **or in the shop** area for the purpose of unloading/loading trucks, moving merchandise, fabricating, cutting glass, etc. will be required to wear steel toed boots or shoes.
- C. Glass Gloves: *Available in the Equipment Vending Machine* are required when moving glass that is more than nine (9) square feet or when more than two (2) pieces are moved at one time. Glass gloves are required when repairing or replacing mirrors that are glued to any surface, cutting insulated glass units apart, and taking broken glass out of windows or doors. Failure to comply

with this rule will result in one (1) hour docking for the first offense; sent home and written warning for the second offense; and termination for the third offense.

- D. Glass of any type must be secured by a rope or a glass rack clamp, sufficient enough to prevent movement, at all times after it is loaded & before it is removed for use. ***This includes glass placed on any type of rack, stationary or movable.*** Failure to comply will result in a warning report & possible termination.

CRATES

Glass crates are to be loaded and unloaded in a safe manner. Under no circumstances are crates to be left standing without support either by steel post or securing to another crate.

INJURIES

All injuries should be reported immediately to the office. The manager, assistant manager, or office manager will take the steps he/she feels necessary to secure proper first aid or other treatment for the injured employee.

All eligible charges for hospital care, emergency treatment, doctors' fees, surgery charges, or any other medical expenses, resulting from an accidental, on the job injury will be paid entirely by the Workmen's Compensation Insurance.

Injuries or medical problems not job related will be covered by the Major Medical Insurance Company according to their policies, if the employee has the proper coverage.

DRESS CODE

All employees will be required to dress and maintain a clean and neat appearance at all times. Hair shall be kept at a length that will not cause safety problems while operating machinery and other electrical equipment. Clothing with offensive writing is not permissible. NorTex Glass must be represented in a professional manner.

All full-time, hourly paid personnel **will** be required to wear a uniform (company t-shirt) as picked out by the management. This requirement will begin immediately.

If employment is terminated for any reason prior to the completion of six (6) months employment, then one half (1/2) of the cost of the uniforms shall be deducted from the employees last check.

GROUND FOR TERMINATION

1. Unauthorized use of company premises, facilities, or equipment.
2. Conviction of a criminal offense causing lost time from work.
3. Theft
4. Insubordination: including failure to follow instructions, threatening, cursing, or slandering supervisors or any other employee.
5. Possession of or under the influence of alcoholic beverages or drugs while on duty. This includes during lunch and breaks or when on the company premises at any time.
6. Attempting to restrict production.
7. Deliberate destruction of company facilities, equipment or contents.
8. Excessive tardiness or absences.
9. Failure to follow safety measures.
10. Fighting or any other act of willful misconduct.
11. Unsatisfactory work.
12. Continued violation of company rules.
13. Inability to work well with others.
14. Intentional mistakes.
15. Suspended driver's license.

16. Profanity
17. Running personal errands on Company time.
18. Any type of theft of Company time.
19. Employees dropped from our insurance plan for any reason.

DEFINITIONS

FULL TIME EMPLOYEE: A person who works a regular work week of thirty (30) hours or more and has not checked the "Part-time Employee" selection box below.

OVERTIME: When an hourly paid employee works over forty (40) hours on the job or in the shop in one regular week, not including driving time (See: Driving Time). Overtime pay will be 1-1/2 times the regular pay. (See: Payroll).

PAY PERIOD: Friday through Thursday, 6:00 A.M. – 4:00 P.M. under normal conditions.

IMMEDIATE FAMILY: Spouse, Mother, Father, Son, Daughter, Brother, Sister, Grandmother, or Grandfather.

RESIGNATION: An employee who wishes to leave the employment of the company shall give at least two (2) weeks' notice to the manager before the effective date of resignation. Written notice is required and should state reasons for and the date of the resignation. **Failure to give this notice will result in a total loss of all benefits the employee might have coming.**

MERIT INCREASES: Pay increases for employees shall not be automatic but shall be based on merit and shall reward employees for ability, and efficiency in performing his/her duties. **Length of service is not considered a valid reason for requesting merit increases.**

PAID VACATIONS: Vacation will not be taken in periods of more than one (1) week, five (5) working days, except with approval of management. Vacations should be taken during a twelve (12) month period after vacation days are accrued.

Vacation time selected must be approved by the manager so as to not interfere with the work flow of the Company. A minimum of two (2) full weeks' notice must be given to the manager before vacation time can be taken. Vacation time may not be taken until it has been fully earned. Vacation time earned but not taken will be either taken at the end of the year or transferred to the following year.

SICK PAY: Upon completion of one (1) full year of service an employee is entitled to five (5) days sick pay. **(This benefit is pro-rated the first eligible year).** Any sick pay not used by December 31, will be transferred to the following year. Sick time cannot be taken for vacation time or when one just needs a day off. In case of necessity, sick leave will be paid if the employee must take off because of the sickness or disability of a member of the employee's immediate family.

Sick leave absences must be reported to the manager the day before the absence or at least before 6:00 AM on the day of his/her absence. Notification can be made during off hours to the Manager's voice mail (469.815.4283).

EVIDENCE OF ILLNESS: Any illness causing an absence in excess of three (3) days shall require a doctor's statement. The manager reserves the right to negate this requirement if he feels the absence does not require a doctor's statement.

MERCHANDISE PURCHASED BY EMPLOYEE/EMPLOYEE PAYROLL ADVANCES

All merchandise purchased by employees must be paid in full within 30 days of the date of purchase. If invoices/advances are not paid in full within thirty (30) days, the employee agrees to a deduction, for the full amount of the unpaid invoices/advances, from his/her payroll check. Any ordered materials must be paid for in advance.

All merchandise purchased at employee's discount is to be for personal use only and are not to be resold.

TOOLS:

Company Supplied Tools:

1. All power tools
2. Suction cups
3. Glass cutters
4. Levels
5. Water containers

6. Glass gloves
7. Safety & fall protection equipment
8. Tools required specific to a particular job & approved by the manager.
9. Drill bits, counter sinks, & screwdriver tips
10. Hearing & eye protection
11. Hard hats

Employee Supplied Tools:

1. All hand tools (including battery operated tools)
2. Padded or protective clothing (i.e.: knee pads)
3. Anything not listed as supplied by the Company
4. Rain wear

24 HOUR EMERGENCY CALLS:

All hourly paid employees will be required to be on 24 hour emergency call on a weekly rotation. A payment of \$100.00 will be paid for each billable emergency service call. In order to be paid this \$100.00 payment, the employee must collect this payment the night of the emergency call. Failure to collect payment from the customer will result in forfeiture of payment. Employees who are on call on paid holidays will receive \$50 whether they run a service call or not. The manager must be notified within 2 weeks of such holiday for the employee to receive this benefit.

NO WEAPONS POLICY:

Effective immediately, all applicants, prospective employees, employees, contractors, subcontractors and persons are prohibited from using, possessing or concealing any weapons, concealed or otherwise, while on the premises of the Company (before, after, or during working hours) or while engaged in the business of the Company. The Company also prohibits the use, possession or concealment of any weapons at Company related activities.

DRUG FREE WORKPLACE PROGRAM:

POLICY:

NORTEX GLASS & MIRROR, Inc. is concerned with the safety and well-being of its employees. The successful accomplishment of its mission and the need to maintain employee productivity is our goal. The intent of this policy is to have a drug free work place and to offer a helping hand to

those who need it, while sending a clear message that any illegal drug use, alcoholic beverage use as well as inhalants use is, quite simply, incompatible with NORTEX GLASS & MIRROR policy.

NATURE AND FREQUENCY OF TESTING:

NORTEX GLASS & MIRROR drug free policy includes the following types of testing.

1. Applicant testing
2. Random testing
3. Reasonable suspicion testing
4. Accident or unsafe practice testing

NORTEX GLASS & MIRROR reserves the right to increase or decrease the frequency of testing based upon mission, need, availability of resources and experience in the program consistent with the duty to achieve a drug free workplace.

DRUGS FOR WHICH INDIVIDUALS ARE TESTED:

| | | |
|------------------|----------------|------------|
| Amphetamines | Barbiturates | Benzedrine |
| Benzoyllecgonine | Cannon, | Methadone, |
| Methamphetamines | Methazualone | Opiates |
| Phencyclidine | Serum Ethanol. | |

CONSEQUENCES FOR DRUG USE:

- 1st Offense – 2 (two) days off without pay
- 2nd Offense – 1 (one) week off without pay
- 3rd Offense – Termination

DEFINITIONS:

Applicant means any individual tentatively selected for employment.

Random testing means a system of drug testing imposed without individual suspicion that a particular individual is using illegal drugs and may be either:

1. Uniform unannounced testing of testing designated employees occupying a special area or job location, element or position or

2. A statistically random sampling or such employees based on neutral criteria, such as social security number.

Supervisor means an employee having authority to hire, direct, assign, promote, reward, transfer, lay-off, recall, discipline or remove other employees.

A drug includes those drugs listed above and includes alcohol beverages and inhalants.

SPECIAL DUTIES AND RESPONSIBILITIES:

COORDINATOR:

The manager shall be assigned to carry out the purpose of this plan. The manager will be responsible for implementing, directing, administering, and managing the program. The manager shall serve as the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of the program.

NOTICE:

SIGNED ACKNOWLEDGMENT

Each employee is subject to testing for drugs either by random testing or reasonable suspicion testing, accident or unsafe practices testing. Refusal for an employee to submit to testing will result in initiation of disciplinary action, up to and including dismissal. If the employee refuses to sign the acknowledgment, the refusal will be so noted. An employee's failure to sign the notice shall not preclude testing that employee, or otherwise affect the implementation of this plan since the general notice in NORTEX GLASS & MIRROR safety program has previously notified all employees of drug free workplace.

FINDING OR DRUG USE & DISCIPLINARY CONSEQUENCES:

DETERMINATION:

An employee may be found to use illegal drugs or alcohol on the basis of any appropriate evidence including but not limited to:

1. Direct observation
2. Evidence obtained from arrest or criminal conviction
3. A verified positive test result
4. An employee's voluntary admission

ADMINISTRATION ACTION:

An employee found to use illegal drugs will be removed from employment. At the discretion of the manager of NORTEX GLASS & MIRROR the employee may be returned to duty if the employee's return to work would not damage public health or safety.

RANGE OF CONSEQUENCES:

Disciplinary action taken against an employee found to use illegal drugs may include the full range of disciplinary action including removal from employment.

The severity of the action chosen will depend on the circumstances of each case. Such disciplinary action may include any of the following:

1. Suspending the employee until the employee successfully completes a rehabilitation program or until a determination is made that action other than suspension is more appropriate.
2. Removing the employee from employment with NORTEX GLASS & MIRROR.

REFUSAL TO TAKE DRUG TEST WHEN REQUIRED:

An employee who refuses to be tested when so required will be subject to the full range of disciplinary action including dismissal. No applicant who refuses to be tested shall be extended an offer of employment.

Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test when required.

RANDOM TESTING:

The means of random selection will be evaluated periodically to determine whether the numbers of employees tested and that the frequencies with which those tests will be administered satisfy NORTEX GLASS & MIRROR'S duty to achieve a drug free work place. The means of random selection will remain confidential.

An individual selected for random testing shall be notified the same day that the test is scheduled, preferably, within two hours of the scheduled test.

The employee will be advised that the employee is under no suspicion of taking drugs or alcohol and that the employee's name was selected randomly.

REASONABLE SUSPICION TESTING:

Reasonably suspicion testing may be based upon:

1. Observable phenomena such as direct observation of drug use or possession and or the physical symptoms of being under the influence of a drug.
2. A pattern of abnormal conduct or erratic behavior
3. Arrest or conviction for a drug related offense, or the identification of an employee as the focus of a criminal investigation of illegal drug possession, use or trafficking.
4. Information provided either by reliable and credible sources or independently corroborated.
5. Newly discovered evidence that the employee has tampered with a previous drug test.

PROCEDURES:

If an employee is suspected of using illegal drugs which includes alcohol, all information, facts and circumstances leading to and supporting this suspicion will be gathered. This report will include the appropriate dates and times of reported drug related incidents, reliable sources of information and rationale leading to the test and the action taken.

The employee will be asked to provide the sample at an appropriate collection facility. Drug test will be made from a urine sample. Alcohol test will be made from a blood sample.

APPLICANT TESTING:

To maintain the high professional standards of NORTEX GLASS & MIRROR's workplace, it is imperative that individuals who use illegal drugs be screened out during the initial employment process before they are placed on the employment rolls. For this reason all applicants will be required to take a drug test. The applicant shall be directed to an appropriate collection facility. NORTEX GLASS & MIRROR will decline to extend a final offer of employment to any applicant with a verified positive test result and such applicant may not reapply for a period of six months. The applicant shall be informed that a confirmed presence of an illegal drug precludes the hiring of the applicant.

ADDITIONAL TYPES OF DRUG TESTS:

NORTEX GLASS & MIRROR is committed to providing a safe work place. Employees who engage in unsafe on duty job-related activities that pose

a danger to others or the overall operation of NORTEX GLASS & MIRROR may be subject to testing. Based on the circumstances of an accident or unsafe act, testing may be initiated for drugs or alcohol or both. Serum ethanol testing has been added to substances analyzed. This test will be made from a blood sample.

SEXUAL HARASSMENT POLICY:

NORTEX GLASS & MIRROR is committed to maintaining a healthy and productive environment for all employees. Sexual harassment subverts this mission. It is reprehensible and not tolerated at NORTEX GLASS & MIRROR.

Employees of NORTEX GLASS & MIRROR are prohibited from engaging in sexual harassment.

DEFINITION:

"Sexual harassment" means unwelcome sexual advances, requests, and other unwelcome behavior of a sexual nature. This includes but is not limited to sexual assault, threats related to reputation, employment, advances, propositions, demands, insinuations, explicit statements or jokes, unwelcome touching or other physical contact.

COMPLAINING ABOUT SEXUAL HARASSMENT:

Any complaints should be made verbally or in writing to the manager. The complaint should be made as promptly as possible.

COMPLAINT PROCESS:

Each case of sexual harassment will be investigated by the manager who will make the final determination. Total confidentiality will be maintained with all parties as much as possible.

FALSE COMPLAINTS:

Any person who knowingly files a false complaint will be subject to disciplinary actions up to and including termination.

DISCIPLINARY ACTIONS:

After extensive investigation by the manager the offending persons found guilty of sexual harassment will be subject to probation, suspension or termination. Disciplinary actions will be determined by the manager.

SMOKING & TOBACCO POLICY

OFFICE, SHOP FACILITIES & VEHICLES:

This company maintains a tobacco free environment in all areas. Tobacco use is permitted during the employees designated breaks in designated areas only. The designated areas are outside of all buildings and out of sight of customers. No company waste containers can be used as a spittoon receptacle or for tobacco disposal.

RESIDENTIAL JOB SITES:

Smoking at residential jobsites is strictly prohibited unless the owner has set up a designated smoking area. Leaving cigarette butts or tobacco waste on the job site is strictly forbidden.

COMMERCIAL JOB SITES:

Commercial job sites are considered nonsmoking areas. Smoking is forbidden. Outside smoking on the job site may be allowed if the general contractor's policy permits. In the case that the general contractor's policy prohibits smoking, then the employee must smoke off site at any public location during their designated break time only.

I have read & understand the Company Policy (Revised January 1, 2015) as stated above and agree to abide by it without exception:

Employee Print

Employee Sign

Employee Date

Manager, Josh Reid

Date

Newly Hired Full Time & Part-time Employees:

All newly hired employees will be subject to a 30 day probationary period beginning immediately upon employment. This will allow both the employee & management to insure the employment is mutually beneficial.

At any time during the first 90 days the employment may be terminated by either party.

Examples:

- Employee has a fear of heights
- Employee has a fear of power equipment
- Employee has a fear of glass products
- Employee is unable to grasp the mechanical nature of the job
- Employee is unable to learn basic skills such as glazing, de-glazing, caulking, cutting & seaming glass, etc.

Employee Sign

Employee Print

Date Signed

Part Time employees check this box & sign below.
You will not be eligible for any benefits offered to full-time employees.

Employee Sign

Employee Print

Date Signed