



Addison

DRYWALL, INC.

EST. 1980

EMPLOYMENT HANDBOOK

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INTRODUCTION & WELCOME TO ADDISON DRYWALL, INC.

Again, we welcome you and hope you will find your work with us stimulating and Welcome to Addison Drywall! We are very proud of our company and our people. Addison Drywall is a special “family” that believes in the success and welfare of each employee. We care about your personal and professional growth in addition to the skillsets and value that you bring to our team. Over half of our employees have been on our team from 5 years all the way up to 30+ years. Because we believe our people are one of our greatest assets, we trust that you will also find a long-term career at Addison Drywall, in part due to the environment and company culture that we have created here.

Our hope is that this would be a place for you to grow in your skillsets, take advantage of opportunities for personal growth, take ownership, and pride in your work, and find value and benefit in being a team player. Addison Drywall has grown over the years to the company it is today because it was founded on things like integrity, attention to detail, customer service and customer satisfaction. However, the only way we keep that momentum going is if those qualities are also realized within each of our employees and their work. We hope you will choose to lead and work each day with these qualities in mind so that together we can be proud of being a leader in our industry!

Being in the custom home market in many exclusive communities in South Florida has afforded us a lot of exciting opportunities to expand our services and participate in many innovative designs and drywall-related specialties and unique metal framing. We trust that providing these unique opportunities for growth in expertise and skillsets will help you find your work with us inspiring and rewarding.

Very truly yours,

Stephen Addison

Stephen Addison
President, Addison Drywall, Inc.

P.S. If you aren't as familiar with our story and who we are, we also wanted to include a little more “about us” so that you could better know the family and team in which you are joining!

WHO IS ADDISON DRYWALL?

For over 40 years Addison Drywall, Inc. has provided the highest quality and customer service in metal framing and drywall. We specialize in custom homes, specialty finishes, and repairs. We pride ourselves in integrity, quality of work, and customer satisfaction.

After being in business for some time, Addison Drywall, Inc. entered the custom home market in 1991 and have since become a leader in custom drywall and metal framing in some of the most exclusive developments such as Sewall's Point, Sailfish Point, Loblolly Pines, Palm Beach, Admirals Cove, and Jupiter Island.

In the year 1980 with no more than a Volkswagen 1972 Beetle with a wash tub in the trunk for drywall supplies, an entrepreneurial spirit, and the awareness of the need for quality drywall services with a customer service mindset in the Martin County area initially, Addison Drywall was born!

Even though the fleet has gone from one 1972 VW Bug to just under 50 fleet vehicles, and the team continues to grow in order to meet our client's needs, the core values and focus on customer service has not been lost. In fact, it's not the growing number of trucks on the road or the advertising that has created so much momentum and growth at Addison Drywall, but we firmly believe it is our service-oriented focus on the client and their needs, delivering a quality product, and the years of industry experience and skillsets that have been passed down through our team that has created such a strong reputation for Addison Drywall.

This handbook is designed to be a summary of personnel policies and practices as they apply to all **Addison Drywall** employees, unless otherwise noted. Although this handbook is not a contract or legal document, it does provide a working guide for use in understanding and applying all of **Addison Drywall's** policies and practices. Please understand that circumstances may arise requiring changes in the policies, practices and benefits described in this manual. Accordingly, **Addison Drywall** reserves the right to change, delete, or amend any statement made in this booklet unilaterally and without notice.

This manual does not constitute a contract of employment.

All employees of Addison Drywall, Inc. are employees at-will. This means that Addison Drywall, Inc. as the employer, or you as the employee, can terminate the employment relationship at any time, for a good reason, a bad reason, or for no reason at all without legal consequences. This employee handbook contains a general outline of Addison Drywall, Inc.'s policies and procedures and its contents do not give rise to any enforceable, contractual rights related to continuing employment or receipt of benefits between Addison Drywall, Inc. and its employees. Employment at Addison Drywall, Inc. does not mean that you are guaranteed a job for a specific period of time or until you retire. Likewise, you do not commit yourself to Addison Drywall, Inc. for any specific length of time. You and Addison Drywall, Inc. reserve the right to discontinue your employment with the company at any time, for any reason, and without notice or cause.

WHAT YOU CAN EXPECT FROM ADDISON DRYWALL, INC.

Addison Drywall believes in creating a harmonious working relationship among all employees. In pursuit of this goal, **Addison Drywall** has created the following employee relations objectives:

1. Provide a challenging and rewarding workplace and experience.
2. Select qualified people on the basis of skill, training, ability, attitude and character regardless of age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, affectional preference, physical or mental disability, veteran status, or any other classification protected by law.
3. Review wages, employee benefits and working conditions with the objective of being competitive in these areas consistent with sound business practices.
4. Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with the Management, to the extent practicable.

5. Take prompt and remedial action in response to complaints brought to the attention of supervisory personnel and the Management, to the extent practicable.
6. Respect individual rights and treat all employees with dignity and respect.
7. Maintain mutual respect in our working relationship.
8. Provide a workplace that is orderly and safe.
9. Promote employees on the basis of their ability and merit.
10. Keep employees informed of the progress of **Addison Drywall** as well as its overall goals and objectives.
11. Promote an atmosphere in keeping with **Addison Drywall's** vision, mission and goals.

WHAT ADDISON DRYWALL, INC. EXPECTS FROM YOU

Addison Drywall, Inc. needs your help in making each working day as safe, satisfying and rewarding as possible. Your first responsibility is to know your own duties and how to do them promptly, correctly and professionally. Secondly, you are expected to cooperate with management and your fellow employees which includes maintaining a good team attitude.

How you interact with fellow employees and the clients and customers that **Addison Drywall** serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by **Addison Drywall**. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp the opportunities for personal development that are offered to you. This Employee Handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed **Addison Drywall's** expectations.

Addison Drywall expects all employees to be responsible for their own actions and to maintain standards of performance and behavior that reflects **Addison Drywall's** status in the industry. It is your responsibility to make sure you understand the standard of performance and behavior expected, and to conduct yourself accordingly.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are

dedicated to making **Addison Drywall** a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of **Addison Drywall** and its product. We are all human, so please communicate with each other and with management.

Remember, you help create the pleasant and safe working conditions that **Addison Drywall** intends for you. The result will be better performance for **Addison Drywall** overall, and more personal satisfaction for you.

EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY

Addison Drywall's continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, veteran status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of the employment relationships, including applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, layoff and rehires, termination of employment, recreation programs, and the application of services, retirement, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law.

Addison Drywall, as part of its commitment to Equal Employment Opportunity, adheres to all City, State and Federal laws with respect to Equal Employment Opportunity.

However, if anyone feels that they have been treated unfairly in any aspect of their employment, we want to assure you that you have an opportunity to present your concerns. The Management for **Addison Drywall** will make special efforts to ensure that all supervisory personnel understand and effectively implement this policy. Supervisory employees will be evaluated on their adherence and commitment to this policy.

Further, all complaints of discriminatory treatment in violation of this policy must be brought to the attention of the Management so that an internal

investigation may be promptly undertaken. At the conclusion of an investigation and/or within a reasonable time thereafter, the Management will contact the employee(s) and communicate their findings, if appropriate. Any employee, including managers, involved in, or condoning, discriminatory practices will be disciplined **up to and including termination.**

We must all realize that it is the responsibility of each and every employee of **Addison Drywall** to give our policy of Equal Employment Opportunity real meaning through our full support.

All members of management are primarily responsible for seeing that **Addison Drywall's** Equal Employment policies are implemented, but **all staff** share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

B. IMMIGRATION LAW COMPLIANCE

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, **Addison Drywall** will be required to terminate your employment and take such other action as required by law.

C. EQUAL OPPORTUNITY AND FREEDOM FROM HARASSMENT

Respect for the dignity and worth of every individual is a core and central tenet of the existence and operation of **Addison Drywall**. Every individual has the right to work and live in an environment conducive to equal opportunity and free from discriminatory practices.

Addison Drywall does not and will not tolerate harassment on the basis of race, national origin, sex, sexual orientation, religion, age, or physical or mental disability. As an employer and a member of the community, **Addison Drywall** is committed to eradicating harassment and other discrimination on the basis of race, national origin, sex, sexual orientation, religion, age, and physical or mental disability. Harassment in the workplace based on an individual's race, national origin, sex, sexual orientation, religion, age, or physical or mental disability, is a form of employment

discrimination and is prohibited by law. This policy covers all employees of **Addison Drywall**, full time and part time, regular and temporary, and all applicants for employment. **Addison Drywall has Zero Tolerance for workplace harassment based upon an individual's race, national origin, sex, sexual orientation, religion, age, or physical or mental disability. Harassment of any sort - verbal - physical - visual – will not be tolerated.**

1. What is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking the place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

No employee shall harass any other employee on the basis of race, national origin, sex, sexual preference, religion, age, or physical or mental disability when:

- a. Submission to such conduct is made either an explicit or implicit condition of employment; or
- b. Submission to, or rejection of, such conduct is used as the basis for any employment decision affecting the harassed employee; or
- c. Such conduct has a purpose or effect of interfering with an employee's work performance; or
- d. A hostile or intimidating work environment is created for an employee.

2. Definition of Sexual Harassment

A few additional words on sexual harassment, which is a form of sexual discrimination, are in order. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever:

- a. Submission to the conduct is made either an explicit or implicit condition of employment;

- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- c. Harassing conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

3. Examples of Conduct Constituting Sexual Harassment

Sexual harassment can involve an almost infinite variety of conduct. A man as well as a woman may be the victim of sexual harassment. A woman as well as a man may be the harasser. The victim does not have to be of the opposite sex as the harasser. The victim may be someone who is affected by the harassing conduct, even if it is directed towards another person. Sexual harassment can occur between individuals of equal or unequal status or rank. Such examples include but are not limited to the following:

- a. Unwelcome physical contact with sexual overtones;
- b. Sexually offensive comments such as slurs, jokes, epithets, and innuendo;
- c. Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions;
- d. Inappropriate or suggestive comments about another person's physical appearance, characteristics or dress;
- e. Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or
- f. Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor.

4. Applicability of Policy

Addison Drywall's Zero Tolerance policy against harassment on the basis of race, national origin, sex, sexual orientation, religion, age, or physical or mental disability, including prohibition against sexual harassment applies to **EVERYONE** - managers, supervisors, salaried and hourly workers, temporary employees, contractors, vendors, and visitors. **Addison Drywall** will not tolerate harassment of any kind by **ANYONE**, including harassment from persons outside of **Addison Drywall** such as third-party vendors or subcontractors.

5. Reporting Harassment, Including Sexual Harassment

Any employee or employees who believe that they have been harassed based upon their race, national origin, sex, sexual preference, religion, age, or physical or mental disability, **MUST** report the harassment or incidents to their immediate supervisor. **There are no exceptions.** If you feel that reporting such harassment to your immediate supervisor is inappropriate under the circumstances, you may bypass your supervisor and report the incident directly to Stephen Addison.

Complaints of unlawful harassment, including sexual harassment will be investigated thoroughly and quickly and **Addison Drywall** will take such corrective action as warranted. In determining whether the alleged conduct constitutes harassment, **Addison Drywall** will look at the record as a whole and the totality of the circumstances. When appropriate, disciplinary action will be taken against the harassing employee or individual, up to and including termination. **Addison Drywall** will also take appropriate action to deter further harassment, including sexual harassment. You will be advised of the results of the investigation and of any action taken, if appropriate.

Employees, supervisors, and managers **MUST** report any incident of unlawful harassment, including sexual harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of unlawful harassment, including sexual harassment.

6. Confidentiality

Any allegation of unlawful harassment, including sexual harassment brought to the attention of their immediate supervisor or to Management will be promptly investigated. Confidentiality will be maintained throughout the investigatory process, to the extent practicable under the circumstances.

7. Discipline for Engaging in Unlawful Harassment, Including Sexual Harassment

Any employee found to have engaged in misconduct constituting unlawful harassment, including sexual harassment will be subject to appropriate discipline, up to and including termination. Additional action may include: referral to

counseling, withholding of a promotion, reassignment, temporary suspension without pay or financial penalties.

This policy is designed to protect all employees from unlawful harassment, including sexual harassment in any way associated with the workplace or work environment, regardless of the identity or status of the harasser. Although **Addison Drywall**'s ability to discipline a non-employee harasser may be limited by the degree of control, if any, that it has over the alleged harasser, any employee who believes that they have been subjected to unlawful harassment, including sexual harassment must file a complaint and be assured that appropriate action will be taken. Further, any employee who refuses to fully cooperate and/or participate in any investigation conducted by **Addison Drywall** shall be disciplined up to and including termination of employment.

8. Violence in the Workplace

Addison Drywall strives to maintain an environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening, or hostile behaviors; physical abuse; vandalism; arson; sabotage; use of weapons, or carrying weapons of any kind onto any Addison Drywall property, vehicles or jobsite; or any other act which, in management's opinion, is inappropriate in the workplace. Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to the President. Complaints will be investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate. Employees who observe or have knowledge of any violation of this policy should immediately report the violation to Company management.

9. Protection Against Retaliation

Both federal and Florida law protect an employee who in good faith opposes unlawful discrimination and harassment by complaining of such harassment or who participates in any investigation or any administrative or court proceeding regarding such unlawful discrimination and/or harassment. **Addison Drywall** will not in any way retaliate against any employee who makes a complaint of unlawful harassment, including sexual harassment or against any participant in the investigation, nor will **Addison Drywall** permit any supervisor or employee to do so. Retaliation in any form against anyone who exercises his or her right to make a complaint under this policy and/or participates in any investigation or proceeding

is strictly prohibited and will itself be cause for disciplinary action up to and including termination. Retaliation is a serious violation of **Addison Drywall's** policy against unlawful harassment, including sexual harassment policy and must be reported immediately. Again, any employee found to have retaliated against another employee for reporting or being involved in a proceeding involving unlawful harassment and/or sexual harassment will be subject to the same disciplinary action described above.

Additionally, any employee who makes an intentional or reckless false complaint of unlawful harassment, including sexual harassment will be subject to the same disciplinary action as described above. Should anyone have any questions concerning **Addison Drywall** policy prohibiting discrimination and/or harassment, including sexual harassment, you should immediately contact Stephen Addison.

D. REASONABLE ACCOMMODATIONS FOR EMPLOYEES WHO HAVE PHYSICAL AND/OR MENTAL DISABILITIES

As part of **Addison Drywall's** policy to afford equal employment opportunity to all qualified individuals, **Addison Drywall** will reasonably accommodate the known physical or mental limitations of an otherwise qualified applicant or employee with a disability. An employee with a physical and/or mental disability will still need to be able to perform the essential functions of the position, with or without a reasonable accommodation. A reasonable accommodation is a vehicle to remove or alleviate barriers to equal employment opportunities for individuals with disabilities. The term reasonable accommodation may include making existing facilities used by employee's readily accessible to and useable by individuals with disabilities and/or job restructuring, part time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examination, training materials or policies or other similar accommodations for individuals with disabilities.

Addison Drywall will make an accommodation only to the known limitations of an otherwise qualified individual with a disability. It is the responsibility of the applicant or employee with a disability to advise **Addison Drywall** both orally and in writing (using an accommodation form from **Addison Drywall**) that he/she needs an accommodation to participate in the application process, perform the essential job functions of the job, or to

receive equal benefits and privileges of employment. All such requests for an accommodation should be directed to Stephen Addison.

Once a qualified individual with a disability has requested a reasonable accommodation to assist in applying for or performing a given job **Addison Drywall**, using a problem solving approach will:

1. Look at the particular job involved and ascertain its purpose and essential functions;
2. Consult with the individual with a disability to find out his or her specific physical or mental abilities and limitations as they pertain to the essential job functions;
3. Along with the individual with the disability, identify potential accommodations and examine the effectiveness each accommodation would have in enabling the individual to perform the position's essential functions; and
4. Consider the preference of the individual to be accommodated and select an accommodation which is most appropriate for both the individual and **Addison Drywall**, however, **Addison Drywall** is not obligated to provide the best possible accommodation, but only a reasonable accommodation that will enable the employee to apply or to perform the essential functions of the job. **Addison Drywall** has the ultimate discretion to choose between effective accommodations and may choose the most cost effective accommodation or an accommodation that is easier to provide.

Addison Drywall will provide a reasonable accommodation to qualified individuals with a mental or physical disability unless such a reasonable accommodation would impose an undue hardship on **Addison Drywall**. Further, **Addison Drywall** will provide a reasonable accommodation to a qualified individual with a known physical or mental disability unless such individual poses a threat to himself/herself or to other employees. Nothing in this policy requires **Addison Drywall** to accommodate an applicant and/or employee to an extent greater than that required by federal and/or Florida law.

E. ACCOMMODATION OF RELIGIOUS BELIEFS

As part of its commitment to equal employment opportunity, **Addison Drywall** will provide a reasonable accommodation to an individual's bona fide religious beliefs to the extent required by federal and/or Florida law.

F. WORK HOURS, EMPLOYEE SCHEDULING, PAY AND TIME RECORDS

Work Hours and Scheduling:

As an employee of **Addison Drywall**, your work hours may vary to accommodate the municipality or homeowner. Some job sites may permit work to begin early and some may not. **Addison Drywall** start and ending times will vary to accommodate the job site you are assigned to. As an employee you must be available to start and end jobs within the time allotted by General Contractor or homeowner. Most jobs will be within the 8 AM to 5 PM time range. From time to time, your work schedule may be changed to meet business needs or to assist another team member. You will be told as soon as possible of any change, but it is your responsibility to check daily for updates or changes to your schedule.

You are expected to come to work on time every day and work your entire shift. **Addison Drywall** deems that it is an essential function of every employment position (including but not limited to hangers, framers, finishers and punch out workers) for each employee to show up for work on time each day and to perform the assigned job tasks without delay. Showing up for work late and/or unexcused absences are not acceptable. Of course, we do not expect you to attend work with a serious illness, but we do expect you to tell your manager in advance—at least one hour before the start of the workday-- if you will be late or absent from work because of illness or another good reason. It is each employee's responsibility to *personally* contact your manager or the dispatcher directly by phone or by text (provided that you are available for a follow up text or call from your manager) and not count on anyone else to pass on your message. Emailing your manager is not permitted. Unexplained and/or unexcused absences or tardiness cause problems

for your co-workers and the company and may result in discipline up through and including your termination.

Overtime:

Employees may be scheduled to work overtime hours. Overtime work must always be preapproved by your supervisor. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour regulations. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime will only be paid after forty (40) hours of work are performed in a work week. Failure to work scheduled overtime or working overtime without preapproval from authorized Management may result in disciplinary action, up to and including termination of employment.

Mandatory Meal/Rest Periods:

Addison Drywall believes that it is the best interest and health of employees to receive and enjoy a daily break for lunch and/or for rest. Accordingly, all non-exempt employees shall be required to take a lunch break during mid-day to eat lunch and/or rest. During such period, no employee shall be permitted to work or perform any work activities. In the unanticipated and rare event an employee is required to perform work during his/her unpaid meal/rest break, that employee shall advise their supervisor as well as **Addison Drywall's** Office manager on the day that such break time work is required to be performed so that the employee's time can be adjusted appropriately by the Office Manager. In lieu of each employee logging in and out of the uAttend or other time system then being utilized each day for such mandatory lunch/rest break, thirty (30) minutes shall be deducted from each employee's daily time records each day. Employees are not permitted to "accumulate" meal periods or use such mandatory meal/rest periods in order to leave work early, or to extend daily meal/rest periods. Violations of any of the provisions of this policy may result in discipline up to and including termination.

Time Records:

Keeping accurate record of the hours you work is very important to us and to you. Your time records **MUST** accurately reflect all the hours you work each day and **MUST** never be altered, even in the smallest way, if this would misrepresent the hours you actually worked. All employees including management and exempt employees under the Fair Labor Standards Act are required to maintain current and accurate time records of hours worked. Altering, falsifying, tampering with your time records, or recording time for another employee may result in disciplinary action, up to and including termination of employment.

In order to keep and record all time worked, **ADDISON DRYWALL** uses the uAttend time keeping system. At the beginning and end of each shift, you must log yourself in and out in person (or if approved by a supervisor, by remote login) on the uAttend time keeping system. Unless a supervisor has given an employee specific permission, no employee shall be permitted to perform any work or work activities and/or log in to the uAttend time system prior to 7:45 AM. Logging in early shall be considered a disciplinary offense and may result in disciplinary action, up to and including termination of employment. No employee shall be on the jobsite until the start of their shift and after logging in to the uAttend system. Accordingly, unless you have been specifically requested by a supervisor to come in early, you must log in at your designated time which is 7:45 AM.

At the end of each weekly pay period, all employees will be required to attest to the hours worked during such weekly pay period to include: that all hours worked have been accurately recorded by the employee; that any and all overtime hours (including work time during lunch/rest breaks) have been accurately recorded by the employee; and, that the employee has subtracted any time or logged out should employee have left the worksite for reasons other than assigned work duties.

Pay:

All employees are paid on a weekly basis (i.e. every Friday), for the pay period of the preceding Wednesday through Tuesday. In the unlikely event that there is any error in the amount of pay and/or the amount of hours you have worked, all employees must promptly bring the discrepancy to the attention of **Addison Drywall's** Office Manager so that an

investigation and any necessary corrections can be made as quickly as possible. Such error or discrepancy must be brought by you to the attention of **Addison Drywall's** Office Manager before the start of the next payroll period.

Your pay does not always represent the full amount of your earnings because **Addison Drywall** is required to make certain deductions. As an example, **Addison Drywall** is required to deduct federal withholding tax (income tax) from your earnings. This deducted amount is turned over to the U.S. Treasury and you receive credit for it on your income tax at the end of the year. Your earnings and the number of your dependents determine the amount of your tax deduction. Each year you will receive a W-2 slip showing your total earnings for the year and the amount of taxes withheld. Employees are responsible for the proper completion of their W-4 forms. Also, deductions for Social Security come out of your paycheck at the rate established by law. As you know, this rate can change frequently, depending on Congressional action. The Company pays part of your total Social Security tax and you pay the other part.

In no event will **Addison Drywall** retaliate against any employee who complains or questions the amount or nature of their wages, including overtime pay. Any employee who feels that they have been treated unfairly, discriminated, or harassed because of such complaint, shall follow the reporting procedures outlined in the policy prohibiting harassment and/or discrimination.

G. TIME OFF AND LEAVES OF ABSENCE

1. Training Period.

Your first ninety (90) days of employment are considered your probation/training period. During this time, your manager and co-workers will make every effort to help you achieve a satisfactory job performance. Should your employment be terminated prior to the end of such probation/training period, you will not be entitled to any unemployment benefits.

2. Leave of Absence.

a. Unpaid Leave of Absence:

Under emergency circumstances for medical, personal, or other reasons, an employee may need to be temporarily released from their job duties with **Addison Drywall**. It is the policy of **Addison Drywall** to allow its employees to apply for and be considered for certain specific leaves of absence. Except as otherwise noted within this personnel/policy handbook, time off from a working day for any

reason (including absences for sickness) will mean no pay for that specific day or partial day.

Failure to return to work as scheduled from an approved leave of absence or to inform Stephen Addison of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be made in writing and approved by management. All such requests shall be made on the form supplied by **Addison Drywall**. Each request shall provide sufficient details such as the reason for the leave and the expected duration of the leave. Leaves of absence, including the duration, may be granted to an employee at the sole discretion of **Addison Drywall**, upon completion of the employee's ninety (90) day training period, unless such leave is a reasonable accommodation for an employee with a disability.

b. Family and Medical Leave of Absence (FMLA):

The federal Family and Medical Leave Act of 1993 (the "FMLA") provides eligible employees with certain leave rights as summarized below. FMLA leave rights, however, only exist if an Employer is a "Covered Employer" by virtue of employing 50 or more employees in 20 or more workweeks in the current or previous calendar year. **Addison Drywall** may or may not be a "Covered Employer" depending upon the number of employees it employs at any given time. Upon an eligible employee providing a request for or notice of the need for leave, **Addison Drywall** will notify an employee seeking FMLA leave of whether it is a "Covered Employer" and therefore whether the employee is entitled to leave protected by the FMLA. Should **Addison Drywall** be covered by the FMLA, **Addison Drywall** is committed to compliance with the Family and Medical Leave Act. This policy is designed to provide employees with a basic understanding of their rights and obligations under the FMLA.

Who is governed by this policy and Eligibility Requirements:

Employees are eligible for FMLA leave if they have been employed with **Addison Drywall** for at least 12 months and has worked at least 1,250 hours during the 12-month period before a request for FMLA leave. Paid absences (including Workers'

Compensation, Temporary Seasonal Shutdown, any Short Term Disability, and other paid or unpaid time off) prior to taking FMLA, are not included in the 1,250 work hours referenced above.

Policy statement:

Provided that **Addison Drywall** is a “covered Employer” (that **Addison Drywall** employs 50 or more employees* in 20 or more workweeks in the current or previous calendar year)

Addison Drywall will grant eligible employees leave under the FMLA ("Family Medical Leave" or "FMLA leave") for up to 12 workweeks during any 12-month period.

Basic Leave Entitlement:

An eligible employee is entitled to take up to 12 weeks of job-protected FMLA leave for the following reasons:

- Because they are unable to perform their job due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent, who has a “serious health condition”; or
- For a “serious health condition” that makes the employee unable to perform the employee's job.

Serious Health Condition defined:

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by

a period of incapacity (inability to work) of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may also meet the definition of continuing treatment.

Military Family Leave Entitlements:

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain "qualifying exigencies." Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. (Note, the FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of serious health condition).

FMLA "Leave Year":

For the purposes of this policy, **Addison Drywall** will use the 12-month period measured forward. The 12-month period measured forward uses the first date an employee takes FMLA leave. The next 12-month period would begin the first time

FMLA leave is taken after completion of the prior 12-month period. For example, if a covered employee's FMLA leave begins on November 6, 2012, the 12-month period is November 6, 2012 through November 5, 2013.

Employee Benefits during FMLA leave and Job Restoration after FMLA leave:

Health Insurance: During an employee's FMLA leave, **Addison Drywall** will maintain health insurance and any other group health benefits on the same conditions as if the employee was working subject to applicable plan documents and law. If the employee wants benefits to continue during FMLA leave, he/she must continue to pay the share of the premiums for those benefits at the same contribution rate as if he/she were an active employee. If any portion of FMLA leave is paid, the employee's share of the benefit premiums will be paid through automatic payroll deductions. For unpaid FMLA leave, the employee will be billed and must make payments for his or her share of the premiums on a monthly basis. **Addison Drywall's** obligations to maintain health benefits cease if an employee fails to pay his/her share of premiums for which he/she is billed.

Accrual of Vacation, Personal and Sick Leave during FMLA leave: Consistent with **Addison Drywall's** policy for all types of leave, employees will not accrue vacation or other benefits while on unpaid FMLA leave.

Holidays during FMLA leave: Employees will not be paid for holidays that fall during FMLA leave unless the holiday falls on a day covered by accruals (i.e., vacation leave, sick leave or a personal day).

Job Restoration: Employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms after the end of FMLA leave. Prior to returning to work, an employee may be required to provide a certification from their physician that they are capable of performing all of the essential functions of their employment position.

Benefits Accrued Before FMLA Leave: Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the leave.

Use of Leave:

An employee does not need to use FMLA leave in one block. Leave can be taken intermittently or on a reduced leave schedule but only when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt **Addison Drywall** operations. This may include scheduling medical appointments at the start or end of the work day, or after the workday. Employees may also take leave due to "qualifying exigencies" (defined above) or "bonding leave" (leave to bond with a newborn child or newly-adopted child) on an intermittent basis.

Pay During FMLA leave:

Under the FMLA, Family Medical Leave generally is unpaid. However, employees shall receive pay during FMLA leave, but only under the following circumstances:

Sick Leave: An employee must use his/her accrued sick leave concurrently with FMLA leave;

Vacation and Personal Leave: An employee must use accrued vacation and personal days concurrently with FMLA leave.

Workers Compensation "Lost Time": FMLA runs concurrently with Workers' Compensation Lost Time if the basis for the Lost Time also meets the definition of a "serious health condition" under the FMLA.

How to Request Leave:

An employee must provide thirty (30) days advance notice to his or her manager of the need to take FMLA leave when the need for leave is foreseeable.

When 30 days' notice is not possible, the employee must provide notice to his or her manager as soon as practicable and must comply with **Addison Drywall's** normal call-in procedures during the leave period. Employees requesting FMLA leave will also be required to complete the FMLA Request Form and return it to **Addison Drywall's** Office Manager.

Addison Drywall's Office Manager will inform employees of additional obligations, including the need for a medical certification supporting the need for FMLA leave.

Generally, when requesting FMLA leave, employees must be prepared to provide sufficient information for **Addison Drywall** to determine if the leave is covered by the FMLA and the anticipated timing and duration of the leave. Sufficient information may include the following: whether the employee is unable to perform job functions; whether the employee's family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, whether the leave is for a reason for which the employee previously took FMLA leave, and/or the circumstances supporting the need for military family leave.

Addison Drywall's Responsibilities:

Addison Drywall will inform an employee requesting Family Medical Leave whether he or she is eligible under FMLA.

If he or she is eligible, **Addison Drywall** will notify the employee of any additional information required as well as the employee's rights and responsibilities.

If **Addison Drywall** determines that the leave is not FMLA-protected, it will notify the employee and provide a reason for ineligibility.

Addison Drywall will also inform an employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA entitlement.

The Employee's Responsibilities:

Consistent with **Addison Drywall's** policy regarding all types of leave, the following conduct is strictly prohibited in relation to FMLA leave:

- Engaging in fraud, misrepresentation or providing false information to **Addison Drywall** or any health care provider;

- Having other employment during the leave, without prior written approval from **Addison Drywall**;
- Failure to comply with the employee's obligations under this policy; or
- Failure to timely return from the leave.

Employees who engage in conduct described above will be subject to loss of benefits, denial or termination of leave, and/or corrective action, up to and including termination.

Addison Drywall's Commitment:

Addison Drywall will not interfere with, restrain, or deny the exercise of any right provided by the FMLA, nor will it discharge or discriminate against any individual for opposing any practice or involvement in any proceeding relating to the FMLA or the taking of FMLA leave.

c. Disability Leaves of Absence (Including Leaves of Absence Due to Maternity or pregnancy):

Addison Drywall, may grant an unpaid leave of absence for an employee's illness, disability, and/or pregnancy. To request such a leave of absence from **Addison Drywall**, the employee must submit a statement of illness or disability from his/her treating physician. Pregnancy is treated, for the purposes of this policy, the same as an illness or disability. Whenever possible, all employees are required to give as much notice as possible of your pending need for disability leave or absence.

An employee requesting a leave of absence due to disability, illness, or pregnancy, must inform Stephen Addison as soon as possible of the date that you and your physician anticipate that you will begin your leave and when your leave will end. An employee who has a mental or physical disability may use a leave of absence as a reasonable accommodation to enable such employee to perform the essential functions of his job. However, all leaves of absence under this policy, shall not exceed six (6) months in duration.

Employees who remain off from work for more than the period of time allowed, as set forth above, will be considered terminated from employment. Such employees are welcome to reapply to **Addison Drywall**, subject to **Addison Drywall's** usual hiring policies.

For employee's who are nursing for their children, **Addison Drywall** will provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk, and will provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk.

d. Bereavement Leave:

Recognizing that a time of bereavement is very difficult, every effort will be made to ensure that a bereaved employee is able to attend to family matters. Employees must notify their immediate supervisor of this situation immediately or at least within forty-eight (48) hours within the time that you know of the need to take bereavement leave.

Absence due to a death in the immediate family (i.e., father, mother, son, daughter, brother, sister, wife, husband, or grandparents) will be paid to regular full-time employees for one (1) day per year, with such pay calculated at the regular straight time rate of pay. Again, this applies only to the employees who have completed the ninety (90) day probation/ training period.

e. Jury Duty:

Addison Drywall encourages all employees to fulfill their civic responsibility by serving on a jury when required to do so.

If an employee is called for jury duty, the employee must notify his/her immediate supervisor within forty-eight (48) hours of receipt of the jury summons so that arrangements can be made to accommodate the absence. All employees are expected to report to work whenever the court schedule permits. Management may also require that employees in jury duty telephone them daily to discuss work issues.

In no event will **Addison Drywall** retaliate against any employee who serves on county, federal, and/or state jury. Any employee who feels that they have been treated unfairly, discriminated, or harassed because of serving on such jury duty, shall follow the reporting procedures outlined in the policy prohibiting harassment and/or discrimination.

f. National Guard or Military Leave.

If an employee is a member of a National Guard or Reserve Unit, the employee may take the time required for training. Leave is normally for two weeks, but in exceptional cases may be as long as seventeen calendar days. Leave of this nature is unpaid.

An employee may also take military leave in accordance with applicable law if the employee is inducted into or enlisted in the Armed Forces of the United States or is called to active duty as a member of a Reserve Unit.

An employee must inform his/her immediate supervisor of the need for National Guard or Military Reserve Leave, as far in advance as possible.

According to this policy, and consistent with state and federal law, time spent on military leave will be counted as continuous service for the purpose of determining your eligibility for various benefits plans. However, some of your benefits may be affected by your leave, as follows:

Job Reinstatement: Following a military leave and application for reinstatement, every effort will be made to reinstate an employee to the same job or job level the employee would have reached had military leave not occurred. This is in accordance with applicable federal and state laws. If no such position is available, **Addison Drywall** will attempt to place an employee in a similar assignment with another department. If this is impossible, an employee must be re-employed on an overstaff basis until an appropriate position is available with **Addison Drywall**.

Medical Examination: After reinstatement, an employee may be required to have an evaluation to update his/her medical history.

In no event will **Addison Drywall** retaliate against any employee who serves in the National Guard or Military and who needs leave. Any employee who feels that they have been treated unfairly, discriminated, or harassed because of taking such leave, shall follow the reporting procedures outlined in the policy prohibiting harassment and/or discrimination.

H. BENEFITS

Vacation

Addison Drywall will provide all full-time employees (40 hours per week) who have completed one year of employment with paid vacation of one week per year. Such vacation leave and accompanying pay must be utilized in the year it accrues and if not used such vacation leave and accompanying pay will expire or terminate for **such year**. In other words, vacation leave and pay does not accrue year to year. Further, should an employee terminate employment for whatever reason during the year, any unused vacation leave and pay for that year (or any portion thereof) will not be paid or payable to such terminated employee.

Holiday Pay

Our company observes the following holidays and employees will receive holiday pay for these holidays our company observes: Independence Day, Christmas Day. Non-exempt employees are entitled to receive holiday pay in addition to their regular compensation after they have been with us for more than three months on a full-time basis.

Health Insurance

Addison Drywall offers a limited health insurance policy to full-time employees, after they have been employed for 60 days. Benefits information will be provided to the employee at the time of their eligibility by the office; however, health insurance program information is available at any time from the office, upon request. Outside of an employee's initial eligibility period, there is a once-a-year open enrollment period in which changes can be made or employees who are not enrolled in the plan can join. Employees will be notified in advance of the open enrollment period and provided plan information and updates at that time.

Continuation of Benefits (COBRA and Mini COBRA)

Addison Drywall complies with federal and /or state law which requires employers sponsoring group health plans to offer employees and their families the opportunity to elect a temporary extension of health coverage (called “continuation coverage” or “COBRA coverage” for the federal program and “Mini COBRA” for the state program) in certain instances where coverage under the plan would otherwise end. Employee data such as home address, telephone number, emergency contact, marital status, number of dependents, and tax withholding information must be kept accurate and up-to-date. Employees and their qualified dependents are responsible for notifying Addison Drywall of any change in address or status (e.g., divorce, insurance eligibility, child becoming ineligible due to age, etc.) within 30 days of the event. All COBRA notices will be sent to the employee’s “last known address.”

Simple IRA

Addison Drywall offers a Simple IRA plan for retirement saving that is available to full-time employees, after they have been employed for 60 days. Contributions made into the plan by the employee are pre-tax, which means it provides a tax benefit to the employee by reducing their taxable income. Employees may choose to enroll in the plan at any time.

As of April 2022, Addison Drywall will match up to 3% of annual income. (Employees can contribute more than 3% but Addison Drywall will match up to the first 3%.) If the employee chooses to contribute less than 3%, Addison Drywall will match the lesser percentage. If the employee chooses to contribute more than 3%, Addison Drywall will only match the first 3%. Contribution limits may vary from year to year; For example, for 2022, the contribution limit is \$13,500 unless the employee is 50 years of age or older, in which they can contribute an additional \$3,000. Employees may increase, reduce, or stop the contributions at any time (by filling out an updated “salary reduction agreement form”). Money contributed/matched by the employer is immediately vested (which means there’s no waiting period for the money to be 100% the employees).

I. EMPLOYEE ABSENTEEISM POLICY

Addison Drywall’s policy on absenteeism: First, absenteeism in most cases is controllable; second, there is no reason why all employees cannot be at work on time, all the time; and last, a few employees cause most of the lost time. **Addison Drywall**

considers showing up for work on time and regular attendance to be an essential function of each employee's job.

An absence is defined as failure to report and remain at work as scheduled. This includes late arrival at work and leaving early from work as well. Absence includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions to this definition of absence are holidays, vacations, death in the immediate family, worker's compensation cases, approved leaves of absence, FMLA leave, jury duty, military leave, days for which no work is scheduled, and accommodations that may need to be made due to an employee's physical or mental disability.

All employees are expected to report to work on time, on a regular basis. Unnecessary absenteeism and lateness is expensive, disruptive, and places an unfair burden on other employees and all supervisors. Again, **Addison Drywall** considers an employee being at work on time to be an essential job function for all employees. Unsatisfactory attendance will result in disciplinary action, including but not limited to suspension and termination.

If you are going to be late or absent for any reason, you are required to notify your supervisor or dispatcher as far in advance as possible. At the minimum, if you are going to be late or absent for the day, **Addison Drywall** is to be notified by telephone (NOT by email) at least one (1) hour before your scheduled start of the workday. You **MUST** Contact your immediate supervisor or dispatcher and explain why you are going to be absent and when you expect to return to work. **It is your responsibility to ensure that proper notification is given. Asking another employee, friend, or relative to give this notification is not considered proper, except under emergency conditions.**

Any employee who fails to give such notification will be charged with an unexcused absence. If an employee is absent for two (2) consecutive days without notifying **Addison Drywall**, he or she is subject to disciplinary action up to and including termination. If notice is given and **Addison Drywall** does not believe it justifies the absence, it will be considered unexcused.

If you are absent because of an illness for two (2) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without approval will be considered a “lateness pattern” and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

J. WORKER’S COMPENSATION

All employees are entitled to worker’s compensation benefits when hurt at work. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by **Addison Drywall**. If you cannot work due to a job-related injury or illness, worker’s compensation insurance pays for authorized medical treatment in accordance with Florida’s Workers Compensation law and provides a portion of your income until you can return to work.

Prompt reporting is the key to prompt worker’s compensation benefits. Benefits are automatic, but nothing can happen until **Addison Drywall** knows about the injury.

*All injuries or illnesses arising out of the scope of your employment **MUST** be reported to your immediate supervisor immediately and in any event, your on-the-job injury **MUST** be reported within 24 hours. You must report all injuries even if you feel the injury is minor and will heal itself on its own.*

You will be required to submit to drug testing immediately or at least within 24 hours of any accident requiring medical care or treatment. Delaying treatment to avoid drug testing will not be tolerated. Workers’ Compensation is for your benefit. **Addison Drywall** maintains a strict policy prohibiting any retaliation whatsoever including threats and/or coercion against any employee who seeks or files a valid claim for workers’ compensation benefits. Any employee who feels that they have been treated unfairly, discriminated, or harassed because of reporting an injury, shall follow the reporting procedures outlined in the policy prohibiting harassment and/or discrimination. Notwithstanding **Addison**

Drywall's strict policy prohibiting retaliation against an employee who validly seeks workers' compensation benefits, **Addison Drywall** maintains the right and shall discipline an employee, up to and including termination, for late and/or failing to timely report an on-the-job injury, for making any material misrepresentation concerning a claim for workers' compensation benefits, for refusing or failing to timely submit to post accident drug testing and/or any misconduct or violation of safety rules which cause or contribute to an accident or injury.

K. DRUG FREE WORKPLACE

1. Statement of Policy

Addison Drywall Inc. recognizes that drug and alcohol abuse is a social problem, as well as a problem on the job site. Many jobs that **Addison Drywall** performs involve work at heights and/or under busy or potentially hazardous conditions. The abuse of alcohol and use of illegal drugs and/or improper use of legal drugs endangers the health and safety of the abusers as well as others in the immediate area and on the job site. Therefore, **Addison Drywall, Inc.** has implemented a Drug-Free Workplace to promote the health and safety of our employees, customers and clients in accordance with Florida Statute 440.101 and 440.102.

As an employee of **Addison Drywall**, the use, possession, sale or transfer of illegal drugs, whether or not such activities occur during working hours, is strictly prohibited. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company vehicle or on company premises or at a jobsite is prohibited. **Addison Drywall** is not required to establish actual "impairment" by illegal drugs or alcohol or misuse of prescription medications in order to discipline any employee for violation of this policy.

If you use or plan on using illegal drugs, you should immediately resign from and not continue employment at **Addison Drywall**.

The proper use of medication prescribed by your physician or nonprescription medication is not prohibited; however, **Addison Drywall** does prohibit misuse of prescribed or nonprescribed medications. Prescription and nonprescription drugs may also affect the safety of the employee, fellow employees, or member of the public. Therefore, any employee who is taking any prescription or nonprescription drug which may impair safety, performance or any motor functions must advise his or her supervisor before reporting to work under the influence of such prescription or nonprescription drugs. Failure to do so will result in disciplinary action. It is the employee's responsibility to determine from his or her physician whether a prescribed or non-prescribed drug may impair job performance. Further, any employee who must use prescription or non-prescription drugs which may

impair perceptions, reactions, movement or other job related activities, is required to furnish to management, upon request, a physician's note which expressly acknowledges the person's specific job duties and states that the person can safely perform those duties while under the influence of such prescribed or non-prescribed drugs.

Improper use of prescription or non-prescription drugs is prohibited and may result in disciplinary action, up to and including termination. Prescription medication must be kept in its original container if such medication is taken during working hour while performing company business or while in a company vehicle, on company premises or at a jobsite.

It is not the intention of **Addison Drywall** to discriminate against any employee with a disability or medical problem, only to assure that illegal and/or legal drugs do not compromise the safety of all in the workplace.

If **Addison Drywall** determines that such use of prescription or non-prescription medication does not pose a safety risk, the employee will be permitted to work. If such use impairs the employee's ability to safely and effectively perform his or her job, **Addison Drywall** may at its sole discretion, temporarily reassign the employee or grant a leave of absence during the period of treatment

Any employee who is perceived to be under the influence of alcohol or any drug will be removed immediately from the workplace and may be evaluated by medical personnel, if reasonably available.

2. Definitions Under Policy

a) "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl isopropyl alcohol.

b) "Alcohol Use" means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

c) "Collection Site" means a place where individuals present themselves for the purpose of providing a specimen to be analyzed for the presence of drugs or alcohol.

d) "Confirmation Test" for alcohol testing means a second test, following a screening test, which provides quantitative data of alcohol concentration. For controlled substances testing, confirmation testing means a second analytical procedure to identify the presence

of a specific drug or metabolite in a specimen which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test to ensure reliability and accuracy.

e) "Controlled Substance" is a drug with the potential for abuse or a substance having properties of a central nervous stimulant or depressant or a hallucinogen. Any Substance named or described in Schedules I –V of Section 893.03, Florida Statutes is a controlled substance.

f) "Drug" means alcohol, including distilled spirit, wine, a malt beverage or an Intoxicating liquor, an amphetamine, cannabinoid, cocaine, opiates, phencyclidine (PCP), hallucinogens, methaqualone, barbiturates, benzodiazepines, a synthetic narcotic, a designer drug or a metabolite of any of the substances listed in this paragraph.

NOTE WELL: **Addison Drywall Inc.** is in agreement with the federal government that marijuana is a controlled substance and will not recognize medical marijuana as a legitimate prescription. A positive test for marijuana will be treated the same as any other positive test result for an illegal drug, even if an applicant or employee has a medical marijuana prescription.

g) "Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional.

NOTE WELL: **Addison Drywall Inc.** is in agreement with the federal government that marijuana is a controlled substance and will not recognize medical marijuana as a legitimate prescription. A positive test for marijuana will be treated the same as any other positive test result for an illegal drug, even if an applicant or employee has a medical marijuana prescription.

h) "Drug Test" means any chemical, biological, or physical instrumental analysis, administered by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.

i) "Initial Drug Test" means a sensitive, rapid, and reliable procedure to identify Negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in cost-effective form.

j) "Medical Review Officer" or "MRO" means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.

k) "Nonprescription medication" means a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

l) "Prescription medication or drug" means any drug or medication legally attainable only by prescription.

m) "Refusal to Submit" to a test may include, but is not limited to, the following: the failure to appear for any test within a reasonable time, failure to remain at the testing site until the process is complete, failure to provide a sufficient amount of specimen without adequate medical explanation, failure to permit observation or monitoring when required, providing a negative dilute sample without adequate medical explanation to the MRO, failure to undergo a medical examination as directed by the MRO as part of the verification process, having a verified adulterated or substituted test result as reported by the MRO, or failure to cooperate with any part of the testing procedure

3. BEFORE A POSITIVE DRUG TEST RESULT

Addison Drywall strongly encourages employees with drug problems to seek professional help. Securing and paying for such counseling is the sole responsibility of the employee. Addison Drywall will not discharge, discipline, or discriminate against an employee because the employee has voluntarily come forth to seek treatment for a drug-related problem if the employee has not previously tested positive for drug use. Although employees will not be terminated solely for seeking professional treatment, securing counseling in no way alters or minimizes the right of **Addison Drywall** to test for drugs or to discipline employees for violating this policy.

Employees who are experiencing problems with drugs or alcohol, are encouraged to contact any available Employee Assistance Program or other facility or program for evaluation and treatment. Some local treatment programs include:

Startliving
9250 Alternate A1A
West Palm Beach, FL – 33403
(561) 543-1028

Palm Beach Institute
310 10th Street
West Palm Beach, FL - 33401
(561) 833-7553

Rally Point
1130 Elizabeth Avenue
West Palm Beach, FL - 33401
(888) 797-2559

Club Oasis Inc
10859 Prosperity Farms Rd,
Palm Beach Gardens, FL 33410
(561) 694-1949

Again, if an employee voluntarily come forward and seek help prior to being required to submit to a drug or alcohol test, no disciplinary action will be taken against you. However, you will still be expected to perform your job and report to work unless your treatment program counselor requires you to miss work. Enrollment in a treatment program or attending counseling will not grant you a license to violate any **Addison Drywall** policies or shield you from disciplinary action for such violations. Addison Drywall reserves the right under certain circumstances to reassign you to another position.

4.Types of Testing Under Policy

Addison Drywall will pay for all drug tests which it requires. An employee/job applicant must pay for all drug tests not required by Addison Drywall. **Addison Drywall** will conduct the following drug testing:

a. Job Applicant Testing

Any person applying for a position with **Addison Drywall** will be required to pass a drug test as a condition of employment. An applicant will be given only one opportunity to pass the drug test. Any applicant testing positive for illegal drugs will not be considered for employment. Any applicant who refuses to submit to an initial drug test will not be considered for employment.

b. Post-Accident/Reasonable Suspicion Testing

Any employee who is injured on the job and/or for which there is reasonable suspicion of drug and/or alcohol use, shall be required to immediately submit to substance screening by urinalysis for drugs and/or blood for alcohol.

“Reasonable-suspicion” drug testing means drug testing based on a belief that an employee is using or has used drugs in violation of the employer’s policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:

- Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug;
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- A report of drug use, provided by a reliable and credible source;
- Evidence that an individual has tampered with a drug test during his or her employment;
- Information that an employee has caused, contributed to, or been involved in an accident while at work; and/or,
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer’s premises or while operating the employer’s vehicle, machinery, or equipment.

All employees, as a condition of continued employment, shall sign a written authorization documenting their consent to post-accident drug/alcohol testing after every accidental work injury, regardless of whether the employee is able to give consent at that time. Such written authorization will provide that, if such employee is not able to give renewed consent due to his/her injury or condition, such employee expressly gives consent for, and/or has directed his/her spouse, family member, guardian or other designated person to provide full written consent for, any drug testing that is requested.

Post-accident/reasonable suspicion testing must take place as soon as possible following an accident but in no event later than 24 hours after an accident. Refusal to submit to testing by an employee will be treated as a positive test result and will result in immediate termination of employment.

If drug testing is performed based on "reasonable suspicion," **Addison Drywall** will outline and detail in writing the circumstances surrounding the determination that this type of testing is warranted. A copy will be provided to the employee upon request. The original documentation will be kept by **Addison Drywall** for a period of at least one (1) year and will be kept confidential.

c. Routine Fitness For Duty Drug Testing

Addison Drywall requires all employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of **Addison Drywall's** established policy or that is scheduled routinely for all members of an employment classification or group.

d. Followup Drug Testing

Any employee who enters into a drug rehabilitation program while employed by **Addison Drywall** will be required to submit to and pass a drug test at the conclusion of any such program and on a quarterly, semiannual and annual basis for two years thereafter.

5. CONSEQUENCES OF TESTING POSITIVE OR REFUSAL TO SUBMIT TO TEST

Job applicants: An applicant who refuses a drug test will be disqualified from employment. An applicant who submits to a drug test which is both positive and confirmed as positive will be disqualified from employment.

Employees who have not been injured: An employee who has not been injured refuses to submit to a drug test or is tested positive and confirmed positive will be terminated from employment.

Employees who sustain accidents with injuries: An employee who is injured in the course and scope of their employment and who refuses to submit to a drug test or who submits and is tested pursuant to this policy and who has a positive confirmation of a drug may:

- Forfeit their eligibility for medical and indemnity benefits under the Worker's Compensation Act.
- Forfeit their eligibility for unemployment benefits.

Such employees will be terminated from employment.

6. Drugs to be Tested

ALCOHOL: (including a distilled spirit, wine, a malt beverage or an intoxicating liquor)
AMPHETAMINES: (Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Lonamine, Fastin)
CANNABINOID: (Marijuana, THC, Pot)
COCAINE PHENCYCLIDINE (PCP)
METHAQUALONE OPIATES: (Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine Expectorant, Dilaudid (Hysdromophone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tuss-Organidin, etc.)
BARBITURATES: (Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phreninlin, Triad, etc.)
BENZODIAZEPINES: (Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax)
METHADONE
PROPOXYPHENE: (Darvocet, Darvon N, Dolene, etc.)
METABOLITE of any of the substances listed above.

7. Common Medications which may Alter or Affect a Drug Test

The following list includes the most common medications, by brand name or common name, as well as by chemical name, which may alter or affect a drug test:

ALCOHOL: All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
AMPHETAMINES: Obetrol, Biphedamine, Desoxyn, Dexedrine, Diddrex, Lonamine, Fastin.
CANNABINOID: Marinol (Dronabinol, THC)
COCAINE: Cocaine HCl topical solution (Roxanne)
PHENCYCLIDINE: Not legal by prescription.
METHAQUALONE: Not legal by prescription.
OPIATES: Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.

BARBITURATES: Phenobarbital, Tuinal, Amytal, Nambutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.
BENZODIAZEPHINES: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax
METHADONE: Dolphine.
PROPOXYPHENE: Darvocet, Darvon N, Dolene, etc.

8. Specimen Collection and Testing Procedures

Addison Drywall is committed to following strict specimen collection and laboratory testing procedures to ensure the quality, integrity and authenticity of the specimen. All testing

and collection procedures will be administered in accordance with applicable state and federal laws.

Any employee who initially tests positive to any drug test will be retested using a different test methodology in order to confirm the accuracy of the initial test. The employee has five (5) working days, after receiving written notification of the test result, to contest or explain the results to the MRO. If the explanation is unsatisfactory to the MRO, the MRO shall report a positive drug test result to **Addison Drywall** and/or its agents. Employees and job applicants have a right to consult with the MRO for technical information regarding prescription and nonprescription medications. Further, employees and job applicants will be allowed to confidentially report the use of prescription or nonprescription medications to the MRO on forms provided. Collection site security and specimen collection are the responsibility of the collection site and its personnel. The City assumes no responsibility for specimen collection or transmittal errors incurred by the collection site, the laboratory, or their respective staffs

9. Challenges to Test Results

Within 5 working days after receipt of a positive confirmed test result from the MRO, Addison Drywall will inform the employee or job applicant in writing of the positive test result, the consequences of the positive test result, and the employee's available options. **Addison Drywall** will provide a copy of the test results to the employee/job applicant if the employee/job applicant requests a copy. Within five (5) working days after receiving notice of a positive confirmed test result, the employee or job applicant may submit information to **Addison Drywall** explaining or contesting the test result, and explaining why the result does not constitute a violation of **Addison Drywall's** policy.

If the employee's or job applicant's explanation or challenge of the positive test result is unsatisfactory to **Addison Drywall**, a written explanation as to why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive result, will be provided by **Addison Drywall** to the employee or job applicant; and all such documentation will be kept confidential and retained by **Addison Drywall** for at least 1 year.

An employee or job applicant may challenge a positive test result through an administrative challenge or resort to an applicable court. When an employee or applicant undertakes a challenge to the results of a test it shall be the employee's or applicant's responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is resolved. Applicants and employees are responsible for notifying the laboratory of any administrative or civil actions brought pursuant to Florida's Workers' Compensation Act.

If an employee was involved in an accident and denied medical benefits and/or indemnity benefits, an employee may file an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims. If no workplace injury occurred, the employee/job applicant may challenge the test result in a court of competent jurisdiction. If an employee/job applicant decides to challenge the test result, it is the employee/job applicant's responsibility to notify the laboratory that there is a challenge to the test result. The employee/job applicant will be solely responsible for all costs associated with such a challenge.

- Within 180 days after written notification of a positive test result, the applicant/employee shall be permitted to have a portion of the specimen re-tested, at the expense of the applicant/employee. This will be explained in the initial letter of notification to the applicant/employee.
- If the applicant/employee desires to have the specimen tested at another laboratory, he or she shall have the first laboratory transfer the specimen to the second laboratory.
- The employee/applicant can administratively challenge the results of a drug test by filing a claim with a Judge of Compensations Claims within thirty (30) days after receipt of the employer's response to his explanation.

10. Confidentiality/Employee Safeguards

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced will be treated in a confidential manner unless otherwise required by law.

11. Right to Search

Addison Drywall has the right to search lockers, handbags, lunch boxes, work spaces, vehicles or other containers in, on or at any **Addison Drywall** vehicle, premises or job site in the furtherance of this policy and as permitted by applicable law. Failure to cooperate with such a search is grounds for discipline, up to and including discharge.

12. Miscellaneous Provisions:

- a. All employees shall also sign a written authorization consenting to the results of any drug or alcohol tests being released to **Addison Drywall Inc.** and/or its authorized

representative by the Medical Review Officer (MRO). The results of such testing will not be released to any additional parties without the employee's written authorization, except all employees acknowledge that **Addison Drywall Inc.**, agents of **Addison Drywall Inc.** and the testing laboratory will have access to the test results that may disclose such results to its attorneys in connection with workers' compensation proceedings, and may use the test results when relevant to its defense in any civil or administrative matters.

b. **Addison Drywall** will turn over any and all evidence with regard to the sale or possession of illegal drugs by employees to the appropriate law enforcement agencies and will fully cooperate with all such agencies in their investigation of such activities.

c. Any employee who is arrested or convicted of any drug related crime (sale, use or possession) or any alcohol related criminal offense (including Driving Under the Influence or Unlawful Blood Alcohol) must notify **Addison Drywall's** President within 5 days of such arrest or conviction. Failure to notify **Addison Drywall** of such arrest and/or conviction is grounds for termination. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with **Addison Drywall**.

L. MISCELLANEOUS ADDISON DRYWALL POLICIES

1. E-mail Policy

Addison Drywall, Inc. assumes no responsibility for the content of emails or for maintaining their privacy, and **Addison Drywall, Inc.** employees have no expectation of any privacy or that **Addison Drywall** will maintain any privacy of any email sent or received over the email system. **Addison Drywall**, reserves the right to review, audit, interpret, access and disclose any messages created, received or sent over the email system for any purpose. Confidentiality of e-mail communications should not be assumed.

No email messages should be created, sent or forwarded which may be deemed to be intimidating, hostile or offensive in nature, or which is discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability or any other basis that is unlawful under applicable state or federal law. Nor should any obscene, profane, abusive or offensive language be transmitted or received.

Any employee who violates this policy or uses the email system for improper purposes as determined by management shall be subject to discipline, up to and including discharge.

2. Internet, Intranet and Extranet Policy

As with e-mail, **Addison Drywall** provides Internet access solely to facilitate the conduct of **Addison Drywall's** business. Access to the Internet, Intranet and Extranet may be limited at **Addison Drywall's** sole discretion. Employees are expected to use the internet, intranet and extranet at all times in a manner that benefits **Addison Drywall, Inc.** and not for personal use. Employees should have no expectation of privacy for their use of the Internet, Intranet and Extranet and **Addison Drywall** may monitor employees use to insure compliance with this policy. Use of Internet, Intranet and Extranet in a manner which violates this policy as determined by management may result in disciplinary action, up to and including discharge. Examples of conduct which are specifically forbidden include but are not limited to:

- Using the Internet, Intranet and Extranet for personal gain or for commercial activity unrelated to **Addison Drywall, Inc.**
- Sending, reviewing or viewing material or information that is threatening, intimidating, hostile, harassing, offensive or discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability and or any other basis prohibited by applicable law. In addition, the receipt of such material and/or showing such materials to coworkers is strictly prohibited.
- Using the Internet, Intranet or Extranet for any activities not specified here that are in violation of federal, state or local laws.

3. Tool & Equipment Policy

Employees of Addison Drywall, whose essential job function is to perform drywall services, are required to provide their own hand tools. Exception is given on occasion to specialty tools, equipment, and resources that are needed for specific jobs. In such cases and at the discretion and approval of a supervisor or project manager, these items will be provided by Addison Drywall.

Any tools or equipment that are in need of repair or broken, must be reported to the office within 24 hours and further direction will be provided by the office as to a replacement tool or repair turnaround.

4. Outside Employment Policy (“Side Work”)

Addison Drywall, Inc. recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Employees of Addison Drywall are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Addison Drywall applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- Work-related activities and conduct away from Addison Drywall must not compete with, conflict with, or compromise the company’s interests or adversely affect job performance and the ability to fulfill all responsibilities to Addison Drywall. Employees are prohibited from performing, or soliciting, any services for customers of Addison Drywall that are normally performed by Addison Drywall. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any company confidential information. In addition, employees may not solicit or conduct any outside business during work time for Addison Drywall.
- Addison Drywall employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Addison Drywall, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

5. Company Credit Card Policy

Our company may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us track and process our expenses, prevent fraud and make payments more efficiently. We want to make sure that employees who hold company credit cards will use them properly and will know their limitations and responsibilities.

If you have a company credit card, we expect you to:

- Protect it to the best of your ability. Don't leave it unattended.
- Report it stolen or lost as soon as possible.
- Use it only for approved reasons. Follow the instructions in this policy and don't use the card for personal or unauthorized expenses (e.g. food, soda, alcohol).
- Keep receipts and submit them within 24 hours of purchase, with the purpose of the expense written on the receipt.

We expect you to comply with this company credit card policy and we may need to take action if you violate them. For example:

- If you incur personal or unauthorized expenses, you'll need to pay them yourself. If you do this consistently, you may face disciplinary action that could include loss of the right to have a credit card or even termination depending on the amount and the type of expenses.
- If you lose a receipt, you'll need to inform the accounting department immediately. We may find a solution if this happens rarely, but if you fail to submit receipts consistently, you may lose the right to hold a company card.
- If you fail to submit expenses on time repeatedly will mean loss of the company credit card privileges.
- Giving a company credit card to unauthorized people or abusing the expense limits may result in suspension or termination.
- Our company has the right to review your credit card use and withdraw it if there's any inappropriate use.

6. Company Vehicle Usage Policy & Driving Safety

The company provides vehicles for business use to allow employees to drive on company-designated business and to reimburse employees for business use of personal vehicles according to the guidelines below. The company retains the right to amend or terminate this policy at any time.

- Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
- Employees who drive a vehicle on company business must exercise due diligence to drive safely, wear a safety (seat) belt at all times while driving, and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving. Infractions, while in a company vehicle, must be reported to the office.
- Employees must report any accident, theft or malicious damage involving a company vehicle to the office regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
- Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

RULES & REGULATIONS

A. TEAMWORK AND SERVICE TO THE CLIENT

As you learned from our Mission Statement, providing an excellent product and service to our clients is our primary goal. Our success is a result of consistently performing beyond our clients' expectations.

To perform at this level, it is essential that all **Addison Drywall** employees/departments operate as a team. Whatever your job function, you are a member of the team that services clients because all of our jobs are related to and dedicated to that end.

As a member of a team, you do not work in a vacuum because the quantity and quality of the work you do affects your co-workers and, ultimately, the client. We expect you to set high standards for yourself, in the job you do, the way you communicate and the manner in which you interact with others.

B. GUIDELINES FOR CONDUCT

Every organization requires a set of rules so that the group as a whole may operate smoothly and safely to accomplish its goals. This is particularly so at **Addison Drywall**, where any failure to adhere to high standards of conduct may affect the well being of co-employees, residents and customers. Because the safety and comfort of everyone depends on these rules, violators may be subject to discipline up to and including discharge. We ask the cooperation of all employees **Addison Drywall** in the observance of these policies.

Additional standards of conduct are contained elsewhere in this Employee Handbook. Obviously, it is not possible to list every type of conduct which may result in disciplinary action. You should, therefore, talk to your supervisor if you are unsure of what to do in a given situation. The following kinds of conduct are absolutely prohibited:

1. Abuse, mistreatment, harassment or threatening of a client, co-worker or another employee, either physical, verbal, or psychological.
2. Falsification of employment application or other employee records.

3. Insubordination.
4. Using foul and/or abusive language.
5. Smoking in any unauthorized area.
6. Loafing or sleeping on the job during the employee's working hours.
7. Unauthorized posting or removal of bulletins or notices.
8. Disregard of one's appearance, uniform, dress or personal hygiene.
9. Dishonesty.
10. Commission of a crime.
11. Violation of any and all safety rules.
12. Clocking in or out another employee on uAttend, reporting time of arrival or time of departure for another employee, or requesting another employee to register time for them in on uAttend.
13. Tardiness, absenteeism or unauthorized absence by an employee from the job site during an employee's working time.
14. Immoral, indecent or disorderly conduct of any nature on **Addison Drywall's** premises or on any **Addison Drywall** jobsite
15. Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on premises or during working hours.
16. Threatening, intimidating, coercing or fighting with another co-worker or employee by word or deed, whether on or off **Addison Drywall's** jobsite or premises.
17. Creating or contributing to an unsafe or unsanitary condition by act or omission or engaging in "horseplay" while on **Addison Drywall** property or on **Addison Drywall's** jobsite.
18. Unauthorized possession of property belonging to **Addison Drywall**, of another employee or of a customer or visitor to **Addison Drywall**.
19. Negligent or deliberate destruction of or misuse of property belonging to **Addison Drywall** or to a customer or visitor to **Addison Drywall, Inc.**

20. Unauthorized possession, use, copying or reading of **Addison Drywall's** records, or disclosure of information contained in such records to unauthorized persons.
21. Poor attitude or disrespect to management, supervisors or clients of **Addison Drywall**.
22. And any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in management's sole discretion, be grounds for disciplinary action and/or termination of employment.
23. Use of one's cell phone during work hours, except in the case of an emergency.
24. Disclosure of the identity of any **Addison's Drywall's** clients, or jobsite location of any of **Addison Drywall's** clients to any third parties outside of Addison Drywall including but not limited to social media posts on Facebook, Twitter, Instagram etc.
25. Any refusal of a request to submit to a drug test requested by management or violation of **Addison Drywall's** Drug Free Workplace Policy

C. GENERAL SAFETY RULES

1. Job safety is the responsibility of each individual team member. Job safety is often applying common sense to a situation. Use good common sense and stay alert on the job at all times.
2. **All injuries** must be reported to your supervisor immediately, even if the injury appears to be minor.
3. Submitting any false or fraudulent information when reporting an injury to **Addison Drywall** or its Workers Compensation Insurance Carrier is a third degree felony and will be cause for dismissal and denial of medical wage and loss benefits.
4. Employees under the influence of or physically impaired in the slightest by drugs or alcohol on-the-job will be subject to immediate discharge. Employees taking prescribed medication should advise the supervisor prior to the start of the shift.
5. If when reporting for work you feel ill or are emotionally upset due to personal problems, discuss them with your supervisor before starting work.
6. Report any unsafe conditions to your supervisor immediately, regardless if the unsafe condition directly affects you.

7. If at any time you are not sure of how to perform the job you have been instructed to do: STOP AND CHECK WITH YOUR SUPERVISOR. This is for your safety and for that of your fellow team members.
8. Do not start or operate any equipment when guards or other safety devices are not in place.
9. Do not attempt to repair or tamper with equipment not working properly. Report the condition to your supervisor immediately.
10. Any employee who is furnished safety equipment will be required to use such equipment while doing the work for which the equipment was furnished.
11. Use the correct method of lifting objects. Lifting with your legs, not your back. If a load is too heavy or awkward, ask for assistance.
12. All electrical power tools and cords must have an operational third wire positive ground. Electrical tools and cords without positive grounding should not be used. Double insulated tools must be so marked.
13. Do not use flammable liquids, toxic materials, chemicals or acids unless authorized and instructed in the proper procedures.
14. Do not smoke in areas that are not specifically designated as smoking areas.
15. All employees who drive or are passengers while on company business must wear their seat belts at all times.
16. Obey all safety and warning signs at all times.

D. SAFETY

General Employee Safety

Addison Drywall is committed to the safety and health of all employees and recognizes the need to comply with regulations governing Injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Addison Drywall will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job,

it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Reporting Safety Issues

Again, **All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor.** If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The State Workers' Compensation Act may also require that you report any workplace illness or injury, *no matter how slight*. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

SEPARATION OF EMPLOYMENT

A. Termination of Employment

Addison Drywall operates under the principle of employment at-will. This means that neither you nor **Addison Drywall** has entered into a contract regarding the duration of your employment. You are free to terminate your employment at any time, with or without reason. Likewise, **Addison Drywall** has the right to terminate your employment, or otherwise discipline, transfer, or change your position at any time, with or without reason, consistent with applicable state and federal law.

Occasionally, we must release employees for poor performance, violation of our standards of conduct, or other reasons. If we terminate your employment, we will try to make the termination in a respectful and professional manner.

B. Resignation

If you choose to leave **Addison Drywall**, we would appreciate two-week notice. Let your immediate supervisor know exactly why you are leaving. It may help him or her correct an unsatisfactory condition.

No paid time off or other accrued benefit, if any, will be paid out at the time of employment separation, either by termination or resignation.

C. Exit Interviews

At separation of employment, **Addison Drywall's** management may request an exit interview to discuss your reasons for leaving and any other impressions that you may have. Your insights would be helpful. Every attempt will be made to keep all information confidential.

D. Return of Addison Drywall's Property

Any property issued to you during your employment is the property of **Addison Drywall** and must be returned at the time of your separation of employment. You will be responsible for any lost or damaged items.

CLOSING STATEMENT

The Management of **Addison Drywall, Inc.** thanks you for taking the time to thoroughly read our Employee Handbook.

The Management expects everyone to abide and follow the policies as set forth and described. However all employees are encouraged to bring forward their suggestions and good ideas about how **Addison Drywall** can be made a better place to work, our jobs improved, and our services to our clients enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. They can help you bring your idea to the attention of the people in **Addison Drywall** who will be responsible for possibly implementing it. All suggestions are valued and will be listened to.

Very truly yours,

Stephen Addison

Stephen Addison
President, Addison Drywall, Inc.

EMPLOYEMENT HANDBOOK RECEIPT

I, _____ (print name) hereby certify that I have received and reviewed (or have been shown a copy) of the **Addison Drywall, Inc.** Employment Handbook and know where it is kept for all employees' use.

I understand that this handbook is provided for information purposes only and is not an employment agreement and that my employment is at will. Furthermore, I understand that the organization reserves the right to amend, suspend, or abandon any or all of the provisions set forth in this handbook without prior notice.

I understand and agree to conform to the policies, rules and regulations of **Addison Drywall, Inc.** I understand that my employment and compensation can be terminated, with or without cause, with or without notice, at any time, at the option of the organization or myself.

Employee Signature _____ Date _____

I understand and agree to the following:

1. All accidents must be immediately reported to my supervisor. ----- (initials)

2. Addison Drywall will arrange for medical assistance at their designated medical treatment center. -----(initials)

3. I acknowledge that Addison Drywall has a Drug Free Workplace Policy and t agree to follow this policy and agree to timely submit to required drug testing including post accident/reasonable suspicion testing as required by this policy. I understand that if I refuse to submit to such testing or if I have a confirmed positive drug test including for medical marijuana, any workers compensation claim I may bring may be denied and that violation of the Drug Free Workplace Policy will result in my immediate termination from employment. ----- (initials)

4. I acknowledge that Addison Drywall is committed to maintaining a safe working environment with no discrimination for race, sex, sexual preference, religion, nationality, disability, or age. Should I encounter or observe any unlawful discrimination or unlawful harassment directed to myself or another employee, I shall immediately report such unlawful actions to management per the policies contained in the Employment Handbook. ----- (initials)