



GOOD'S MILLWORK

Employee Handbook

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Effective September 1, 2015

This employee handbook and any/all of its parts is not a contract of employment. Employment at The Company is “at-will.” That is, either you or The Company may terminate your employment at any time with or without cause. The policies set forth in this handbook are guidelines only and are not to be interpreted or considered as a contract or agreement for employment, express or implied.

None of the benefits or policies described in this handbook are intended, by any reason of their publication, to confer any rights or privileges upon you, or entitle you to be or remain employed by The Company. Employees are, of course, free to resign at any time, just as The Company is free to terminate your employment at any time.

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I. Introduction

A. Welcome

Welcome to Good's Millwork LLC. Throughout this handbook, Good's Millwork LLC will be referred to as "The Company." We are pleased to have you on our team. We are convinced that quality employees fill an outstanding role in the success of our company. You help us to remain a leader in this community and in our industry.

As an employee, you will want to know what you can expect from us and what we expect from you. This handbook outlines the benefits, practices, and policies of our business, which are important to you.

This handbook was designed to help you adapt to new employment as quickly and easily as possible. We have tried to answer many of the questions you might have as well as address many situations that may potentially come up in the future. The rules, policies, and procedures outlined in this handbook are in place in order to provide a safe, efficient, and productive work environment, and they will be administered and enforced in order to protect this environment.

Communication is as much your responsibility as it is ours. If you have any questions about the information contained in this handbook or about any other aspect of your employment, we welcome those questions.

Working together as a team is a vital part of making this an enjoyable place to work as well as making this an enjoyable place for our customers. Thank you for being a member of our team.

B. The Company Mission Statement

Just like a person, a business organization develops and displays a certain personality. The Company submits the following as a guide in the development of our personality and reputation:

Our Mission is to . . .

A) Maintain a profitable Company

B) Deliver the exact value the customer wants in a courteous and professional manner.

C) Provide an excellent employment opportunity that benefits our conservative Christian homes, churches, schools, and community.

C. Nature of Employment

This handbook does not constitute an express or implied employment contract between you and The Company. Your employment at The Company is "at-will." This means that you joined The Company voluntarily, and you may resign at any time and for any reason. Similarly, The Company may release or terminate you from employment whenever The Company believes it is in the best interest of The Company to do so, with or without cause and with or without notice, including, but not limited to, when required because of reorganization and/or economic conditions. This "at will" policy also applies to action, such as demotions or discipline that is less severe than termination. While we hope that our relationship will be a mutually

beneficial one, neither you nor The Company has entered into an express or implied contract of employment for any specific period.

D. Purpose of Handbook

This handbook is designed to acquaint you with The Company. It will give you a ready reference and answer most of your questions regarding your employment with us. We intend for this handbook to offer two-way communications: what you can expect from us, and what we expect from you. The Company reserves the right to revise, supplement, rescind, or delete any of the benefits and/or policies set forth in this handbook without prior notice.

The contents of this handbook, however, constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This handbook should not be construed as creating any kind of "employment contract," since The Company reserves the right to add, change, or delete wages, benefits, policies and any other items as it deems appropriate without obtaining another person's consent or agreement.

E. Customer Relations Policy

Our most important goal is customer satisfaction. Customers are the most important people in our business: without them we would not be here or receive a paycheck. Our job security increases when we offer our professional skills to our customers in a friendly, sensitive manner. Therefore, please observe the following RULES FOR CUSTOMER SUCCESS:

1. **CUSTOMERS** are the most important people in our business, whether we are dealing with them in person, in a telephone conversation, or by email or other electronic media.
2. **CUSTOMERS** are not dependent upon us. We are dependent upon them.
3. **CUSTOMERS** are not an interruption of our work. They are the purpose for it.
4. **CUSTOMERS** favor us with their patronage. We are doing them a favor by serving them.
5. **CUSTOMERS** are a part of our business. They are not outsiders.
6. **CUSTOMERS** are not cold statistics. They are human beings with feelings and emotions like our own.
7. **CUSTOMERS** are not an opponent to argue with or win against.
8. **CUSTOMERS** are people who bring us their wants and needs. It is our job to fill them.
9. **CUSTOMERS** are deserving of the most courteous treatment we can give them.
10. **CUSTOMERS ARE THE LIFE BLOOD OF OUR BUSINESS.**

F. Employee Relations Policy

We are dedicated to an excellent employee relations program. We will do our best to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

Please tell us if you have a problem. We think you'll find us to be receptive to your concerns. We are always looking for ways to make our company a better place to work. If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot help you unless you share your insight and tell us how we can help.

Problem-Solving Procedure

We offer all employees the freedom to discuss anything they wish with management by using our "Problem-Solving Procedure." If you have a problem, these steps can usually resolve it:

1. Any concern should first be discussed with your immediate supervisor.

2. If the nature of the problem makes it inappropriate to speak with your supervisor, or if you are not satisfied after following Step 1, you should speak to the general manager or the president of The Company.

When you inform us of your concern or problem, we will try to answer your concern or solve your problem as soon as possible under the circumstances. While we will make every effort to follow this problem- solving procedure, we do recognize that there are certain types of employee problems that are serious enough to warrant disciplinary action, including termination of employment, without use of the problem- solving procedure. Examples of such serious problems include, but are not limited to, employee violation of The Company's Drug and Alcohol Policy and No Harassment Policy.

No-Gossip Policy

Our dedication to excellent relations between employer and employees includes a No-Gossip Policy. We want our employees to refer problems directly to someone who can help solve them instead of adding to them with harmful gossip.

Gossip solves nothing; it pushes people apart, and it's unfair to everyone involved. It's unfair to the one gossiping because he or she must toil in a problem situation with no hope of resolution. And it's unfair to others who hear the gossip because it undermines their passion for their work and their confidence in the leadership. Gossip is also unfair to The Company because it is not given the opportunity to address problems.

Gossip is defined as discussing anything negative with someone who can't help solve the issue. Employees who are discovered gossiping will receive one written warning. Any gossip continued after a warning is considered grounds for immediate dismissal.

Negative things will happen in the workplace; that's inevitable. They could involve people or a process, but no matter who or what is involved in a negative situation, it needs to be handed up to a leader within The Company. If you can't discuss it with your manager, take the issue to another leader or supervisor. Complaining to team members is disloyal and fosters a negative spirit that can permeate the entire Company, causing irreparable damage. If negative items are reported up the chain of command, then positive results will come back to the employees. We like to say it this way: "Negatives go up; positives come down."

Company Objectives

The Company believes in maintaining a harmonious working relationship among all employees. In pursuit of this goal, the following employee relations are our objectives:

1. Provide a challenging, meaningful, and safe workplace and experience.
2. Hire people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance job functions.

3. Compensate all employees according to their skill level, character, and contribution to the fulfillment of the values of our business.
4. Ensure employees have an opportunity to discuss any issue or problem with management after first talking to their immediate supervisor.
5. Take prompt and fair action on legitimate complaints which may arise.
6. Respect the individual rights of employees and treat them with courtesy and respect, using the Golden Rule as our foundation.
7. Provide a facility that is clean, comfortable, orderly, and safe.
8. Promote employees on the basis of their skill, character, and fulfillment of core values.
9. Communicate the vision and progress of The Company as well as the overall goals and objectives.
10. Promote a Christian culture in keeping with the vision, mission, and strategies of The Company.

G. Confidentiality

All records, correspondence, documents, and files of The Company are property of The Company and are considered confidential. No employee is authorized to copy or disclose any file or record. Confidential information includes all information concerning prices, sales, customer lists, estimates given to customers, payroll or personnel records of past or present employees, financial records of The Company, all records pertaining to purchases from vendors or suppliers, correspondence and agreements with manufacturers or distributors, and documents concerning operating procedures of The Company.

Inquiries from anyone, including attorneys, insurance companies, or news media, regarding The Company, The Company's customers, or The Company's employees, should be directed to the general manager or the president.

II. The Company's Basic Policies

A. Policies Overview

Every city, nation, and society needs vision, procedures, rules, and norms for the orderly conduct of business. People cannot live and work together successfully and enjoyably without structure and leadership.

For these reasons, our company has outlined certain policies and rules for the conduct of our business. These basic rules should not be violated under any circumstances. Violation of these basic rules, the policies contained in this handbook, or any other policy of The Company, may lead to discipline, up to and including immediate termination. Obviously, this list is not all-inclusive, and there may be other circumstances for which employees may be disciplined, up to and including immediate termination. If you have any questions about these basic rules, or what we expect of you as one of our employees, please discuss them with your supervisor.

Identification of the following rules does not alter the "at will" nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and The Company has a similar right. Furthermore, the rules that follow should not be considered a complete statement of all policies and rules which apply to your employment with The Company.

Reason and Wisdom. Our most important rule is the "rule of reason and wisdom." This rule is the foundation of our policies and can be applied in every situation.

Substance Abuse. Substance abuse will not be tolerated on company property. Our Drug and Alcohol Policy contained in this handbook explains our position and policy regarding alcohol and drug use, as well as the use of other intoxicants and mind-altering substances.

Insubordination. We all have duties to perform and everyone, including your supervisor, must follow directions from someone. It is against our policy for an employee to refuse to follow the directions of a supervisor or management official or to treat a supervisor or management official in an insubordinate manner in any respect, unless the directive violates federal or state law.

Courtesy and Respect. "Treat others as you would like to be treated." The Golden Rule is our foundation for interpersonal relationships, and courtesy is the responsibility of every employee. Everyone is expected to be courteous, polite, and friendly to our customers as well as to their fellow employees. No one should be disrespectful. We prohibit the use of profanity or any language which harasses another or harms the image or reputation of our Company.

Respecting the Rights of Others. Employees are not permitted to meddle with the personal possessions of others. This includes rummaging through desks and lockers, copying personal documents, and removing any item belonging to another. Stealing, willfully damaging, or maliciously hiding any property of customers, employees, or The Company is expressly forbidden.

Housekeeping. The appearance of our facilities is important to us. In order to make your work area pleasant and safe, and to promote efficiency, it is necessary that we all work to keep the buildings and outside areas

clean and orderly. Please put all trash in containers provided and keep your area free of unnecessary clutter. Notify your manager of any conditions that may require special attention. A clean work site brings joy to employees and presents an image of quality to our customers.

Personal Quality Control. Quality control is everyone's responsibility. Each employee should continuously check his own work and do his part to help eliminate costly errors. Supervisors cannot concentrate on every detail of a job because of varied interruptions and administrative duties; therefore, we expect you to monitor your own work, to prevent and correct your own errors and those slipping in from another department. Ask questions about anything that does not seem right or reasonable to you. Taking extra time to prevent an error costs much less than correcting one.

Attitude. Every employee should display a positive attitude toward his or her job. A negative attitude creates a difficult working environment and prevents our company from providing quality service to our customers.

Theft. Our society has laws against theft and so do we. We discipline stealing, as well as obtaining property or money from The Company, its employees, or customers by fraudulent means or misrepresentation. To protect you, your co-workers, and The Company, we reserve the right to inspect all purses, briefcases, packages, toolboxes, lockers, and vehicles on company property. If you must remove company property from the premises, you must obtain permission in advance from your supervisor. Please leave valuable items at home. The Company cannot be responsible for the loss, theft, or damage of any property brought on our premises.

Damage and/or Misuse of Property. We have made a large investment in buildings and equipment in order to better serve our customers and to make your job easier. Deliberate or careless damage to property of The Company, your co-workers, or customers will not be tolerated. No employee should misuse or use without authorization any equipment, vehicles, or other property belonging to customers, vendors, other employees, or The Company.

OSHA/EPA. These regulations must be obeyed to the best of our knowledge and ability. Employees will receive OSHA/EPA regulation training that pertains to their specific jobs upon initial assignment and be refreshed annually thereafter. Compliance with these regulations is very important, and employees are required to adhere to them. If you are not offered an annual refresher course, please speak to your supervisor.

Harassment. Our policy strictly prohibits all forms of harassment. The Handbook contains a specific No Harassment Policy.

Absenteeism and Tardiness. The handbook contains a Tardiness and Absence Policy. Failure to comply with this policy may lead to discipline, up to and including, immediate termination.

Security. Each employee to whom a key and/or password is given is responsible for proper use of that key and/or password. A lost or misplaced key must be reported immediately to your supervisor. Never

duplicate or loan a key to anyone for any reason. See your supervisor if you need another key. All keys must be turned in before the release of an employee's final paycheck. Do not give out the password for our building locks to anyone without specific permission from your supervisor.

Fraud, Dishonesty, and False Statements. No employee or applicant should ever falsify any application, medical history record, invoice, paperwork, time sheet, time card, or any other document. If you observe any such violations, please report them to your supervisor immediately.

Personal Conduct. Employees are not permitted to engage in any kind of activity, either on or off Company time and property, which adversely affects The Company's reputation or that of its divisions. The public's perception of our company is an extremely valuable asset. When they consider us honest, ethical, and reliable, they are motivated to continue as one of our customers. If any of us weakens or destroys that trust, the Company's reputation and its sales are harmed. The average dissatisfied person influences 200 other people. Your actions should promote and protect the Company's good name.

Honesty. Our credibility is the most important element of our relationship with our customers. Misrepresentation to a customer is against Company policy and against the law. It is also a violation of Company policy to mislead or misrepresent any credit application or customer credit status to any financial institution. Any employee who violates this policy will be held personally liable according to the provisions of law.

Conflict of Interest. It is our policy to forbid employees to be involved in any business that competes with The Company. Also, our policy forbids a financial interest in an outside concern that is a competitor of The Company (except where such ownership consists of securities of a publicly-owned corporation regularly traded on the public stock market). Rendering any services to any outside concern, which is a competitor of The Company, except with the knowledge and written consent of the President, is also prohibited. If you have a possible conflict of interest, it is your responsibility to notify the President and obtain his approval in writing.

B. Equal Employment Opportunity Policy

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, religion, creed, color, sex, age, national origin, ancestry, citizenship status, handicap, disability and any other protected status in accordance with the requirements of all federal, state, and local laws.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the president. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

C. No Harassment Policy

We do not tolerate harassment of any of our employees, supervisors, or customers. Any form of harassment which violates federal, state, or local law, including, but not limited to, harassment related to an individual's

race, religion, creed, color, sex, age, national origin, ancestry, citizenship status, handicap, or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes slurs, offensive remarks, jokes and other verbal, graphic, or physical conduct. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature. Harassment of an employee by a non-employee may also be a violation of this policy. If you have any questions about what constitutes harassment, ask your supervisor.

In addition, verbal or physical conduct that disrespects or ridicules God, the Bible, or those who profess faith in God is considered a type of harassment and is strictly prohibited.

It is not considered harassment for The Company to enforce job performance and conduct standards in a fair and consistent manner. Employees who violate The Company's No Harassment Policy will be subject to disciplinary action, up to and including suspension or immediate termination.

We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are needed to correct the problem. If you feel that another employee is harassing you or if you observe the harassment of an employee, you should immediately notify your supervisor. If you do not feel that the matter can be discussed with your supervisor, you should contact the president and arrange for a meeting to discuss your complaint or observation. You may be assured that you will not be penalized in any way for reporting a harassment problem.

All complaints of harassment that are reported to management will be investigated as promptly as possible. All complaints of harassment that are reported to management will be treated with as much confidentiality as practical under the circumstances. If the investigation reveals that the complaint is valid, corrective action designed to stop the harassment and to prevent its recurrence will be taken immediately. The corrective action will take into account any employment benefits or opportunities determined to be lost because of the harassment.

Your status as an employee will be protected against acts or threats of coercion, retaliation, or discrimination for making a complaint or assisting in an investigation. However, making an accusation that is found to be deliberately false will subject you to disciplinary action as deemed appropriate by The Company.

D. Reasonable Accommodation Policy

To ensure nondiscrimination with respect to qualified individuals with disabilities, and to also ensure equal employment opportunities, The Company has adopted the following policy:

The Americans with Disabilities Act (ADA) requires employers to provide reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless the employer can show that the accommodation would impose an undue hardship. The ADA does not require The Company to make an accommodation for an individual who is not otherwise qualified for a position.

The reasonable accommodation obligation applies to all aspects of employment, and is therefore an ongoing responsibility that may arise at any time that the individual's disability changes, the job changes, or other factors in the workplace change.

A qualified individual with a disability has the right to refuse an accommodation. However, if the individual cannot perform the essential functions of the job without accommodation, he may not be qualified for his job. The Company is prepared to make whatever reasonable accommodation they deem necessary for disabled employees or applicants upon verification that a disability exists, unless that accommodation would impose an undue hardship on The Company.

E. Immigration Law Compliance

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with The Company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information about immigration law issues are encouraged to contact the president. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

F. Tardiness and Absence Policy

We expect regular, on-time attendance from all employees. It is your responsibility to arrive promptly each day, fully able and ready to work. We realize that there are circumstances that may cause an occasional late arrival or absence. However, it is vital that you recognize the importance of dependability. Here are some key points about our policy:

- We value dependability. It helps us carry out our mission to bless our community and our employees. Dependability is a quality we evaluate when we consider raises and promotions.
- If you are going to be late for work or absent, please notify your supervisor as soon as possible. We need time to arrange for other employees to cover your workload.
- If you develop a pattern of being late or absent, we may take disciplinary action, up to and including termination.
- If you are absent from work for three (3) days in a row without notifying your supervisor, we will assume that you have resigned and will end your employment with us as of the last day you worked.
- If you are on company time, you should be ready to work. Employees should prepare for their day before clocking in, including the preparation of coffee and/or other drinks.

G. Passenger Policy

UNAUTHORIZED PERSONS NOT TO BE TRANSPORTED

It will be the policy of this company that unless specifically authorized in writing, no driver shall transport any other person in a company vehicle. No written authorization, however, shall be necessary for the transportation of the following:

1. Employees or other persons assigned to a vehicle by The Company
2. Family members, if that individual waives liability
3. Any person transported when aid is being rendered in case of an accident or other emergency

H. Visitor Policy

The Company welcomes guests but asks that advance notice of their arrival be given. When making arrangements for visitors, employees should request that visitors enter through the main reception area and wait for their host. Visitors may enter the shop and manufacturing areas only if accompanied by an employee and authorized by management.

I. Travel & Education Policy

This policy establishes the guidelines for off-site training, sales, and service meetings, etc. It is our intention to support only those training activities that are for our personal, as well as intellectual, welfare.

Transportation. All transportation expenses will be paid by The Company for the trainee. Any family members who also travel will do so at their own expense. Transportation expenses will be paid according to the economical method of travel in relation to the time involved. Employees may use the dollar value of that travel method to cover expenses for another method of traveling; for example, if travel by airplane is the most economical method, but an employee wishes to travel by bus, he may use the dollar value of the airplane ticket for a bus ticket.

Rental cars. The Company will pay for a rental car for personal use only if attending the training session involves a weekend away from home. Any expenses such as fuel, mileage, etc. will be a personal expense.

Meeting expenses. The Company will pay for all educational classes and/or meeting expenses. This includes the training session as well as any support materials that may be required.

Meals. The Company will pay for two meals per day for the employee and their spouse. All children's meals are a personal expense.

Lodging. The Company will pay for any lodging required, including any additional charges for private rooms, or charges for additional adults in the same room. The Company will also cover any lodging expenses necessary to avoid Sunday travel. Lodging requirements for children will be a personal expense.

Time. Travel time is not considered Company time and will not be compensated.

J. Health and Safety Policy

The Company is committed to providing employees with safe, sanitary, and healthful working conditions. Through your adherence to The Company's safety programs and procedures, injury to you and your co-workers, and damage to company-owned property due to job-related accidents can be minimized.

Supervisors are responsible for instructing and informing their employees in the safety procedures pertinent to their specific work areas and work assignments. The supervisor is also directly responsible for seeking to promptly correct observed and/or reported unsafe working practices and conditions.

You are responsible for performing job-related activities in the safest possible manner; for using safety devices, equipment, and clothing that are provided and required on the job; and for immediately reporting any unsafe working practices and conditions or occupational accidents to your supervisor.

K. Drug and Alcohol Policy

We will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. Our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests, and medical examinations under the following circumstances:

- a) When an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system.
- b) When an employee suffers an on-the-job injury or is involved in an accident while at work.
- c) When an employee returns to work after a leave of absence of two weeks or more.
- d) On a random or periodic basis.

The presence of 0.05% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of an employee to undergo or cooperate fully with any of these tests is also a violation of our policy. All testing will be done in accordance with applicable law.

Our employees are also prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances on company property or in company vehicles. Likewise, possessing, using, selling, or purchasing these types of substances off The Company premises is prohibited in order protect the Company's reputation.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or nonprescription drugs that could affect their ability to perform their job in a safe and efficient manner must notify their supervisor of this fact.

In order to protect the safety and property of all employees, The Company reserves the right to inspect employee's lockers, tool boxes, desks and cabinets, purses, packages, and other containers of individuals entering, leaving, or located on The Company property, as well as motor vehicles and any other personal

belongings brought onto The Company property. Violation of any aspect of The Company's Drug and Alcohol Policy will result in discipline, up to and including immediate termination.

Drivers of company vehicles of over 26,000 GVW or vehicles hauling placarded loads of hazardous materials are subject to the Department of Transportation's regulations regarding Drugs & Alcohol. If you are a driver operating under these conditions, you should have a Drug and Alcohol Policy in your possession in addition to this policy. If you do not, please notify your supervisor immediately.

L. Smoking & Tobacco Policy

Smoking and the use of tobacco are prohibited on all Company property and in company vehicles.

M. Firearms & Concealed Weapons

Firearms, concealed weapons, and other dangerous weapons are prohibited on company property and in company vehicles.

N. Mail, Email & Internet Use

Postal Mail. All postal mail delivered to The Company is presumed to be related to our business. Mail sent to you at The Company address will be opened by the office and routed to your department. If you do not wish to have your personal correspondence handled in this manner, please have it delivered to your personal residence.

Email. All email is considered the property of The Company. While supervisors do not regularly review an employee's email records, employees have no right or expectation of privacy in email, including all types of incoming or outgoing electronic transmissions. Personal use or access of emails is permitted only after hours or on lunch and safety breaks.

The Company treats email correspondence as formal business communication and part of the customer's records. Senders need to use formal business writing when creating emails and avoid using contractions, slang, abbreviations, and other informal communication. Always run a spell/grammar check on your writing before sending it. Remember that all customer-related correspondence becomes part of the customer's records. Your email correspondence will reflect on the Company's values and character. Write well.

The Company recognizes that the ever-increasing volume of email can cause a loss in productivity if it is not managed well. The following are suggestions for managing email with efficiency:

- Identify the name of the customer in the subject line if you need a quick response.
- Clarify items that are clearly action items versus those for informational purposes.
- When necessary, forward email to administrative personnel for action and response.
- To limit distractions, turn off email notifications and check email every two (2) to three (3) hours.

- Personnel should consult with a supervisor if the volume of email becomes too heavy to maintain a timely response.

Internet. Employees are responsible for using the internet in a manner that is ethical and lawful. All internet connections of the company must be content filtered. However, a filter may permit access to content that is inappropriate, unethical, or unlawful and should not be used as the sole determination of acceptable content. Internet use must be limited to business use during work hours and must not interfere with employee productivity. The Company reserves the right to monitor internet activity. Reasonable Personal use after work hours or on breaks is acceptable.

O. Use of Personal Vehicles

As a general rule, employees will not be reimbursed for using their personal vehicles for company-related use, unless authorization is received in advance. Authorization is sometimes made when The Company vehicles are not available or when the use of personal vehicles serves for greater efficiency; however, a personal motorcycle is never acceptable or authorized for company business. Vehicle reimbursement is made on a flat rate of fifty (50) cents per mile. The Company does not have insurance to cover employees' private automobiles while being used for company business.

P. Company Vehicles & Equipment – Personal Use

Only employees authorized by their supervisor may use company vehicles. If a company vehicle is damaged while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately.

You must hold a valid driver's license for the class of vehicle you are driving. Also, you may never use a motorcycle while on company business. All people in company vehicles are required to use their seatbelts. Not using seatbelts in a company vehicle may lead to disciplinary action, up to and including termination.

Be sure to refer to the Passenger Policy for a detailed explanation of company policy regarding passengers in company vehicles.

Any employee whose duties include the operation of company or customer vehicles who is cited for DUI or for any other serious moving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review. The Company must be notified immediately of any change in the status of your driving record.

If an employee receives a traffic citation while operating a company vehicle, the employee will be responsible for paying any fine or penalty. If an employee is involved in a traffic accident while operating a company vehicle, the employee is required to call a police officer to the scene of the accident.

Texting and cell phone use while driving a Company vehicle is not permitted. Cell Phone calls with a hands free headset or other hands free device is acceptable.

Smoking is prohibited in all company vehicles.

Equipment and tools owned by The Company may be used from time to time by employees for personal use. However, The Company will not be held responsible for any damages or personal injury caused by the use of the equipment or tools. Equipment and tools are not to be removed from the premises, other than items carried in company vehicles, without permission from your supervisor. If an equipment item or tool is damaged while being used for personal use, the employee is responsible to cover the cost of the damage.

III. Employment

A. Employee Classifications

Full-time: Full-time employees are employees who are normally scheduled to work at least forty (40) hours in a one-week pay period. Full-time employees are eligible for all of the benefits set forth in the following pages.

Part-time: Part-time employees are those who regularly work between 20 and 39 hours in a one-week pay period. Part-time employees are eligible for limited benefits.

Short-time: Short-time employees are those who regularly work an average of less than 20 hours in a one-week pay period, or those who are employed for a specified period of time. Short-time employees are not eligible for benefits.

Exempt/Non-Exempt: Each employee is designated as "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. As a general rule, employees who are paid on an hourly basis are considered non-exempt employees, and employees who are paid on a salary basis are considered exempt employees. Non-exempt employees are entitled to be paid time and a half for all overtime hours worked. Exempt employees are not eligible for overtime pay and their schedule will not necessarily be limited to forty (40) hours per week. Employees who are employed in jobs that are considered supervisory, professional or administrative, as those terms are defined by applicable law, are exempt from the requirement of overtime pay.

If you have any questions concerning your employee classification or the benefits for which you qualify, please consult your supervisor.

NOTE: Certain other restrictions apply to the receipt of certain benefits. Please refer to the other sections of this Employee Handbook for a more complete description of the Company's benefits and their respective restrictions.

B. Work Hours & Breaks

Employees whose classification is full-time are expected to work a minimum of forty (40) hours per work week unless other arrangements have been made. Employees will receive a paid safety break of ten

minutes twice a day, at 9:30 AM and 3:00 PM. Lunch breaks are not paid and employees should clock out for lunch. All employees are encouraged to take a thirty (30) minute lunch break.

C. Hiring

All hiring will be done according to our Equal Employment Opportunity Policy as found in this handbook. We are committed to maintaining a high quality workforce of motivated and dedicated employees. We reserve the right to perform skills-based interviewing. A skills-based interview involves the applicant in performing sample job duties in an effort to determine his or her ability to perform the job being applied for. The Company is not responsible for any personal injury associated with such an interview.

D. Layoff

The Company strives to provide a secure job opportunity and to minimize layoffs whenever possible. However, if layoffs become unavoidable, the following procedures will be followed:

- (1) Consideration will be given to uniformly reducing the hours of everyone in the department. Hours will not be reduced to less than 30 hours per week per employee.
- (2) If the action taken under paragraph one above is not sufficient to meet the situation, employee(s) will be laid off as necessary. The Company reserves the right to lay off any and/or all employees regardless of position, length of service, or any other criteria. However, in the absence of other issues, preference will be given to employees with longer terms of service.
- (3) Any employees who are laid off may apply for the next open position.

E. Employment Termination

Termination of employment is an inevitable part of personnel activities in any organization, including The Company. Since your employment with The Company is "at will," either you or The Company may terminate the employment relationship at any time, with or without cause. The most common circumstances under which employment is terminated are these:

- Resignation - voluntary employment termination initiated by the employee
- Discharge - involuntary employment termination initiated by The Company
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from The Company

NOTICE OF RESIGNATION

If you choose to resign from your position, we ask that you give us at least a two week notice. Whenever practical, a four week notice is appreciated.

PLEASE NOTE: Your Employee Agreement may specify a specific notification period which will supersede the above guidelines.

You are responsible for returning any company property in your possession.

F. Employee Records

Employees are expected to notify their supervisor promptly of any change of name, address, phone number, marital status, number of dependents, or other applicable information. This is needed to keep your personnel records up to date, to ensure that The Company has the ability to contact you, and to ensure that we can comply with tax laws. (See Employee Information Form)

G. Probationary Period

The probationary period is intended to give new employees and newly promoted or transferred employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets the expectations of the employee and of The Company. The Company uses this period to evaluate employee capabilities, work habits, and overall performance. During this period the supervisor to whom the new or promoted/transferred employee is assigned will closely observe the employee's work and assist in securing the most effective adjustment of a new or promoted/transferred employee to the position. Either the employee or The Company may end the employment relationship "at will" at any time during or after the probationary period, with or without cause.

Duration

The probationary period shall be for a period of three (3) months. The general manager or the president may, upon the written request of a supervisor, extend the duration of such period. No extension will be allowed which would extend the probationary period beyond one year.

Rights and Benefits of a Probationary Employee

During the probationary period an employee will be entitled to participate in all employee benefit plans for which he or she is eligible. No employee will receive any salary adjustment during his or her probationary period. At the end of the probationary period the department manager and/or president of The Company will review the employee's performance. The probationary Employee is not eligible for unemployment benefits.

H. Progressive Discipline

The purpose of this policy is to state The Company's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Company's own best interest lies in ensuring fair treatment of all employees and in making certain disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written

warning; another offense may lead to suspension; and still another offense may then lead to termination of employment.

The Company recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and The Company.

IV. Compensation & Benefits

A. Your Pay and Deductions

Your pay plan will be determined upon your employment, by your supervisor. Your pay period covers a one-week period, ending every Saturday at midnight. Paychecks are distributed by the noon break on Friday.

Your paycheck stub contains a cumulative account of your accrued taxes, and all relevant payroll data. If an error in pay occurs, it should be brought to the attention of your supervisor as soon as possible. Any error will be corrected by an adjustment to your next regularly scheduled pay. Employees are asked to refrain from discussing any pay-related issues with employees other than the General Manager.

The Company does not cash employee payroll checks.

The law requires that The Company make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Company also must deduct Social Security/Medicare taxes as stipulated by federal law. The Company matches the amount of Social Security/Medicare taxes paid by each employee.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

B. Timekeeping Procedures

Unless otherwise notified, each employee is required to record the hours they work for The Company using The Company time clock, if available. Accurate recording of all of your time is required in order to be sure that you are paid for all hours worked, and to meet the requirements of wage and hour laws. The hours you work must be recorded on your time slip at the end of each working day. An exception will be made for occasions when an employee does not return to his or her office before quitting for the day. It is important to record your time promptly, since any delay greatly increases the chance of error. Failure to accurately record your time may result in discipline, up to and including termination.

C. Pay Advances

Experience in business teaches that advances in pay do little, in the long run, to help any employee meet his or her financial obligations. At the same time, The Company may be put in a very difficult and unpleasant position if we are required to collect a past-due advance. For these reasons, it is our policy not to make advances of pay to employees.

D. Employee Benefits

Full-time employees are eligible to participate in a wide range of benefit plans. A number of benefit programs, including Social Security, Workers' Compensation Insurance, and Unemployment Insurance cover all employees, full-time, part-time, and short-time, in a manner prescribed by law.

WORKERS' COMPENSATION

Workers' Compensation Insurance is provided for all employees who do not have an active Form 4029 (Social Security Exemption) as required by the Workers' Compensation Laws of the states in which we operate.

Any employee who sustains a work-related injury or illness should notify their supervisor immediately. In no event should the employee delay notification longer than twenty-four (24) hours. The Company reserves the right to choose the health service provider for an injured employee.

Further detailed information regarding Workers' Compensation may be obtained from your supervisor.

HOLIDAYS

The following days are recognized by The Company as company holidays:

- Good Friday
- Thanksgiving Day
- Christmas Day

The following national holidays are also recognized:

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day

The Company does not offer paid holidays. If you would like to work on these days, contact your supervisor and consideration will be given to your request.

E. Leaves of Absence

MILITARY LEAVE OF ABSENCE

Employees who require time off from work for military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify your supervisor of upcoming military duty by providing us with a copy of your orders as soon as possible.

MEDICAL LEAVE OF ABSENCE

We recognize that you can do your best work when you're healthy and undistracted by personal concerns. You may be provided with unpaid, job-protected leave for certain medical reasons. If you require medical leave, contact your supervisor immediately for further information, expectations, and obligations.

Employees must request a leave of absence if they will be unable to work for medical reasons for a period in excess of five (5) consecutive days. Such requests are subject to management approval and must be made as soon as possible. A statement, acceptable to The Company, from the employee's physician, must accompany each request, indicating that the employee is unable to return to work. The Company reserves the right to have employees on a medical leave of absence be examined by a physician of The Company's choice. In no event may an employee's total medical leave of absence exceed six (6) months in any twelve-month period. The Company reserves the right to require periodic physician's verification of the employee's inability to work.

Upon the employee's return from a medical leave of absence, we will attempt to return the employee to his or her regular job if it is available. If it is not available, the employee will be placed in a similar job for which the employee is deemed by management to be qualified if such a job is available. If no jobs are available at the time, the returning employee will be given preferential consideration for any position for which he or she applies and for which he or she is deemed by management to be qualified. A returning employee will be given such preferential consideration for a period of sixty (60) days following his or her notifying The Company in writing that he or she is ready and able to return to work. Failure to report to work as scheduled following a leave of absence can result in dismissal. Employees who are out on leave of absence will not accrue such benefits as vacation or holiday pay during their leave of absence.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their workday, if possible. The supervisor must also be contacted on each additional day of absence.

FAMILY AND MEDICAL LEAVE ACT

Availability of Leave

In keeping with the requirements of the Family and Medical Leave Act of 1993 (FMLA), an eligible employee may take up to twelve* work weeks of family and/or medical leave (FMLA leave) in any twelve-month period for one or more of the following purposes:

- To care for a newborn son or daughter, a recently adopted child, or a recently placed foster child; or
- To care for a spouse, child, or parent who has a serious health condition; or
- Because of a serious health condition that makes the employee unable to perform the functions of the job.

*In certain situations, members of the military or their family members may take up to 26 work weeks of leave in a 12-month period.

Employees who wish to take FMLA leave on an intermittent basis or to stretch their leave by working on a reduced schedule need to show medical necessity or otherwise obtain the consent of their supervisor. When employees request intermittent leave because of a birth or because of the placement of a child with them for adoption or foster care, supervisors will consider how the request for intermittent leave or reduced hours will affect the work output of the units they supervise.

Special Rule: The twelve-week maximum per employee per year applies to couples, rather than individual employees, if both members of a married couple work for The Company AND the leave is for the purpose of caring for a new family member or sick parent.

Example: Joe and Jane Jeffries both work at The Company and have not used any family leave in the last twelve months. To stay with their newly adopted child, they may each take six weeks leave (not twelve each), or one of them can take ten weeks and the other up to two weeks, or some other allocation that totals twelve weeks.

A leave requested because of an employee's own ill health or one requested to care for the employee's sick spouse or child is NOT subject to this "Special Rule" limitation.

Eligibility

To be eligible for leave, an employee must have worked at The Company for one full year and have worked a total of at least 1,250 hours during the twelve months preceding the leave.

Giving Notice of Need for Leave

When possible, employees are required to give their supervisor thirty days' notice of their expected need for family leave. Employees themselves who did not receive thirty days' notice of their need for leave are required to give their supervisor as much notice as is practicable.

Employees on leave shall call their supervisor periodically to report on their expected return dates.

Providing Evidence of Need for Leave

Every employee requesting leave will complete an FMLA leave request form. If leave is needed because of the employee's or a family member's health condition, the form must be accompanied by a doctor's certificate. We may request a second opinion in some cases.

Pay During Leave

A family or medical leave will not be paid time.

Return From Leave

Employees returning from leave will be restored to their previous jobs and pay, wherever practicable, and receive all accrued benefits. If an employee's previous job is not available, the employee shall be restored to an equivalent position. The Company reserves the right not to rehire a key employee if rehire would cause substantial economic harm to our business.

Fitness-to-Work Certificate: Employees who take leave because of personal health problems may be required to provide certificates from their health care providers attesting that they are able to perform the essential functions of their jobs without injuring themselves or others, depending on the nature of their jobs.

Key Employees: Although higher paid employees – generally those in the top 10% by pay for their local area – are as eligible for family leave as other employees, The Company reserves the right under the law to deny reinstatement to key employees if their reinstatement would cause substantial and grievous economic injury. Employees whose job restoration is likely to be denied will be so informed when they request leave. If our judgment that reinstatement would cause the business economic injury is made after leave commences, the key employee will be so informed and will be given a reasonable opportunity to return to work at that time. Decisions will be made on a case-by-case basis and must take into account the impact on business operations that the absence would cause.

Taking More Than Twelve Weeks of Leave

It is not fair to our other employees or to our customers when we keep jobs open indefinitely. Ordinarily, unless state law requires otherwise, employees who fail to return to work after exhausting their twelve weeks of FMLA leave will be subject to discharge.

Extensions: Employees who, because of disability, remain temporarily unable to perform their jobs after exhausting FMLA leave may request extensions of leave beyond the twelve-week limit. Any extensions must have the written approval of the employee's supervisor. In accordance with the Americans with Disabilities Act, if an employee requests additional leave because of a disability, we will grant the leave if granting the extra leave will not cause our business undue hardship.

BEREAVEMENT LEAVE

The Company recognizes the need for an employee to be relieved of work responsibilities when the death of a loved one occurs. The Company will grant a bereavement leave of absence to participate in the visiting hours and burial services for an immediate family member (spouse, child, parent, brother, sister, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law and grandparent-in-law).

The employee will be given as much time off as reasonably necessary under the circumstances in consideration of the relationship between the employee and the deceased, and the distance to be traveled. Leave time will normally be limited to a maximum of three (3) unpaid days unless other arrangements are necessary.

MARRIAGE LEAVE

The Company believes that preparations for marriage and time away from work immediately following marriage are essential to build a solid marriage. The employee will be given as much time off as reasonably necessary under the circumstances. Leave time will normally be limited to a maximum of three (3) unpaid weeks unless other arrangements are necessary.

CIVIC DUTIES

Jury Duty – Employees may be off work to perform jury duty when requested. We request that you notify your supervisor immediately upon receipt of a jury duty summons.

Voting – Although polls are open for extended hours, we realize that in some instances our employees are required to work overtime and may find these hours are not sufficient to enable them to make it to the polls. If you have a problem in this respect, please let your supervisor know so that we can make arrangements for you to have the necessary time off to vote.

V. Miscellaneous

A. Outside Employment

There may be times when an employee has the need or opportunity to have two jobs at one time. It is important that such outside interests do not interfere with an employee's primary job with The Company. An employee should be careful that extra hours of work do not affect the safe operation of his regular job by leaving him tired and slow to react. If a second job could create a potential conflict of interest, such as working for a competitor, you are required to obtain written approval, in advance, from the general manager or the president.

B. Personal Business Activities

Personal business is defined as any activity not a part of your job at The Company, which is done at The Company for profit, wages, or other income. This includes manufacturing and assembling parts or products, receiving personal business phone calls, attempts to sell or solicit, and discussions pertaining to your personal business during scheduled work times. Such activities are not allowed unless authorized by the president of The Company. Receiving and distributing products, samples, literature, and similar items is also prohibited unless authorized by the President. It is almost impossible for any of us to concentrate completely on our job responsibilities when we are thinking about our personal business matters.

Personal business activity will generally be permitted during your normal lunch break, and with permission before and after your scheduled workday. When employees have a sideline business that does not conflict with the best interests of The Company, we are generally favorable to purchasing goods or services from our employees. The Company will maintain the same arms-length relationship with the employee vendor as with other suppliers. Any attempt to shortcut our normal purchasing procedure will not be allowed.

C. Professionalism

When interacting with customers, we should be friendly, but always keep the conversation business-like and professional. Joking and wisecracks can be offensive to customers and undermine their trust in the Company. Most of us would hesitate to return to a physician or attorney that joked and didn't appear to take his work seriously, and our customers are no different.

In addition, be discreet when talking to customers and avoid asking personal questions that a customer may find offensive. Customers are constantly forming their opinions of our company. Let's make sure those opinions are positive ones.

When there are no customers present, we can be more informal. However, chatter makes it difficult for others within hearing distance to concentrate on their work. If you aren't busy, please don't distract others. We should all reserve most of our stories and unnecessary chatter for off-duty hours.

D. Personal Appearance

We have a set of values that we want to communicate to our customers and a Christian culture and atmosphere to create for employees. Customers will form a partial judgment about the quality of our company based on the personal appearance of our employees. **You** represent The Company to the public. For this reason, we expect you to dress in an appropriate manner.

We also recognize that our employees come from different cultures with different customs in the area of attire. We want the clothing and personal hygiene of our employees to express an atmosphere of mutual respect, honor, and blessing in the workplace.

We expect all employees to present a neat, well-groomed appearance, and a courteous disposition. We believe that these qualities are effective in making a favorable impression on the public and your fellow workers.

Here are some common standards that all employees should follow:

- Wear modest, clean, and tasteful clothing.
- Practice good hygiene.
- Pants and dresses need to be a three-quarter (3/4) length or full-length; short pants or dresses are not acceptable.

- Skin-tight or see-through (sheer) clothing is not acceptable.
- Tank-tops or sleeveless shirts are unacceptable; all shirts and tops must have at least a one-fourth (1/4) sleeve and totally cover the abdomen.
- If a company shirt or uniform is issued to you, you are required to wear it during work hours.
- Shirt Tails are to be worn inside for safety and appearance.
- Hair must be kept short to ensure safety.
- All tattoos must be covered.
- Due to safety precautions we ask that no jewelry be worn.

Please avoid extremes in dress, hairstyles, and behavior. Flashy, skimpy, or revealing outfits and other clothing that is not in good business taste is unacceptable. Likewise, unprofessional behavior in the workplace, such as sexual-related conversations, inappropriate touching (i.e., kissing, hugging, massaging, sitting on laps) of another employee, and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

E. Electronic Media

Our policy regarding electronic media is designed to create an environment where employees with various religious beliefs can feel comfortable and to promote safety and efficiency within the Company.

Cell Phones. Personal cell phone use is permitted only during lunch and break times. To prevent distractions and ensure safety, employees should keep cell phones in the break room or their vehicle. If an exception is needed partime or full time- please contact your supervisor or General Manager for written approval.

Radios and Videos. Radios and entertainment videos are not permitted.

F. Computer System

This policy establishes guidelines for the use of the company's computer system.

- (1) The supervisor will be responsible to oversee the loading of all new programs, upgrade existing programs, and contract for any system maintenance and upgrades.
- (2) Other employees within the organization may not load programs onto the system network or onto their individual computers without the permission of their supervisor. We have plans for our computer system in relation to capacity and speed, and must guard against unnecessary or unwanted material being loaded onto the system.
- (3) Each employee is responsible to notify their supervisor if any unusual things occur with the system, such as error messages, slow response times, etc. Unless the user has been specifically instructed

as to how to deal with a specific error, he should not attempt to correct the error without the assistance of the supervisor.

- (4) No employee is allowed to make a connection to the internet and/or non-company email from any one of our computers unless authorized by their supervisor.
- (5) To minimize distractions, employees should refrain from using computer settings that include sounds, unusual screen savers, etc.
- (6) In the interest of computer system security, connection information and/or modem phone numbers may not be given to individuals outside The Company without specific permission from their supervisor. Qualified users will be given the information necessary to make a remote connection to our system.
- (7) In the event that an employee is authorized to install a personal program onto the computer system, The Company is in no way responsible for safety or security of the program or data. Our policy is to delete older files from time to time. Therefore, receiving permission to install a program shall not be construed to include any protection for the data files involved. The employee is always responsible to back-up or otherwise protect his information. An employee may never enter personal data into the computer system that is protected by the use of passwords, etc.
- (8) Computers, computer files, the email system, and software are Company property and are intended for business use. Authorization is necessary for employees to use passwords, access files, or retrieve any stored communication. The Company strives to maintain a workplace consistent with wholesome Christian culture. Therefore, The Company prohibits the use of computers and the email system in ways that are harmful to morale.
- (9) The Company purchases and licenses the use of various computer software programs for business purposes and care must be exercised to avoid violation of software license. Employees may only use software according to the software license agreement. Employees should notify their supervisor upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, including termination of employment.

In Summary

This Employee Handbook highlights your opportunities and responsibilities at The Company. These guidelines and policies are intended to empower and align your skills and talents. The Company desires that employees will experience their calling and deep fulfillment in the workplace. Once again, we're glad to have you as a dedicated employee, and we look forward to a continued relationship.

NOTICE & DISCLAIMER TO ALL EMPLOYEES

This handbook is intended to provide employees with a general introduction to The Company and its practices, procedures, and policies. However, this handbook does not constitute an express or implied employment contract between you and The Company. Employment at The Company is “at-will.” That is, either you or The Company may terminate your employment at any time with or without cause.

The policies and procedures contained in this handbook constitute general guidelines only. This handbook makes no contractual obligation regarding how individual employment actions can, should or will be handled by The Company. However, violations of The Company policies may result in disciplinary action, including termination. The Company is free not to follow the terms of this handbook or to modify, change, or eliminate any or all provisions of this handbook, with or without notice. As policies and benefits are revised, changes will be communicated through memoranda and postings. Advanced notice, however, may not always be possible. This handbook supersedes all previous handbooks, letters, and memoranda.

Employee Acknowledgment of Receipt of Employee Handbook

I have received a copy of the Employee Handbook of The Company. I acknowledge my obligation to read and understand its contents. In addition, I acknowledge that:

- This handbook supersedes and replaces any previous handbook that may have been issued by The Company.
- I have received and read the entire copy of the Employee Handbook for The Company. I understand that the policies, rules, and benefits described therein are subject to change at the sole discretion of The Company at any time.
- I am aware that during the course of my employment, confidential information will be disclosed to me; i.e., customer lists, pricing policies, vendor information, sales data, and other proprietary information. I understand that this proprietary information is critical to the success of The Company and must not be disseminated or used outside company premises. During my employment and in the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit proprietary information with any other individual or agency.
- I understand that if the content is changed in any way, The Company may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my employment with The Company is “at will” and nothing in this handbook creates or implies an employment contract. I recognize that my employment may be terminated at any time and that I may terminate my employment at any time.
- I also understand that if any provision of this handbook be found unenforceable and invalid, such finding does not invalidate the entire handbook, but only the faulty subject content.

Date

Print Employee Name

Signature