

Kircher Construction, Inc.

Employee Policies

➤ Introduction

The following Guide is intended to provide direction and guidelines for employees and should not be viewed as legally binding terms and conditions of employment. If you should have any questions involving this policy and employment as needed in order to conduct it's work in a manner that is beneficial to the employee, customers, and the company please see someone in management.

These employment policies also summarize the current benefit plans maintained by the company. It is not contractual in nature and does not guarantee any continuation of benefits.

➤ Equal Employment Opportunity

This company will not discriminate against, but not limited to, veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age, for recruiting, hiring, promotion, compensation and professional development.

➤ Employment

Full time and part-time employees are on an introductory period during their first 6 months of employment. During this time, your supervisor will have an opportunity to evaluate your work performance and you will determine if your job is suitable for yourself. However, the completion of the introductory period does not guarantee employment for any period of time thereafter.

Salaried employees regularly work at least 40 hours per week year-round and are eligible for our fringe benefits. Part time employees work hourly each week and are not eligible for benefits. For continued employment you must keep a clean license. Kircher has the right to obtain your DMV records at any point during your employment for verification of your license record.

➤ Recording Your Time

You must get the tsheet app on your smart phone to record all time. You must record labor classification codes, job numbers and all hours worked on the tsheets application. If errors or missions occur in the recording of your time it must be identified to HR within 24 hours of the work day or pay item in question. Each week your supervisor will review your time in tsheets and approve or edit any necessary items.

➤ Compensation

Employees will be paid weekly on Friday for the period which has ended on the previous Sunday. When payday falls on a holiday, you will be pad on the previous working day.

Raises will normally be on an annual basis. Pay raises depend upon your performance, attitude and our company's profitability.

If the company has an exceptional year employee bonuses are likely.

Your compensation is confidential and should not be discussed with other employees.

➤ Holidays

Our company will observe six holidays during the year.

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

If one of the above holidays falls on Saturday, it will be observed on the preceding Friday; if one falls on Sunday, it normally will be observed on the following Monday. Only salaried employees are eligible for paid holidays.

➤ Medical Insurance

This company does offer medical insurance to eligible employees. Any premiums are paid through payroll deductions. Kircher offers one plan with the option for a health savings account. You can make pretax contributions to your HSA with a payroll deduction.

➤ Jury Duty

Employees receive the necessary time off unpaid. Arrangements must be made with your supervisor as soon as summons is received. Employees are expected to return to work if you are excused from jury duty during your regular working hours.

➤ Military Leave

Employees who are required to serve in any branch of the Armed Forces of the United States or are engaged in state military service will be given the necessary time off, without pay.

➤ Retirement Plan

The company offers a SIMPLE retirement plan. To qualify for this plan you must be eligible. For more details please ask for packet of information.

➤ Attendance and Punctuality

Attendance and punctuality are important factors for your success and the company's success. Attendance and punctuality are mandatory for employment. If you are going to be late for work or absent you must notify your direct supervisor within one hour of the start of the workday.

➤ Workweek

Normal assignments will be assigned by your supervisor. Once you have begun an assignment, you will report directly to your supervisor for all matters relating to its completion. Schedules will be posted on the tsheets app. Refer to this schedule for where and when to report to work.

➤ Work Assignments

Work assignments will be assigned by your supervisor. Once you have begun an assignment, you will report directly to your supervisor for all matters relating to its completion.

➤ Contact with the Company

The receptionist should be notified of your whereabouts outside the office during working hours.

➤ Standards of Conduct

Every employee must adhere to the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal or written warning, suspension without pay, or discharge. The disciplinary action imposed will be determined by the company.

The following are examples that will result in disciplinary action, up to and including discharge: violation of the company's policies or safety rules, insubordination, poor attendance, possession, use or sale of alcohol or controlled substances on work premises or during working hours, unauthorized possession use or sale of weapons, firearms or explosives on work premises, poor performance, theft or dishonesty, physical harassment, sexual harassment or disrespect toward fellow employees, visitors or other members of the public. These examples are not all inclusive.

➤ Sexual Harassment

Sexual Harassment in the workplace will not be tolerated. This includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual Harassment includes but is not

limited to unwelcome conduct, either of a sexual nature or of which is directed at an individual because of that individual's sex. Harassing a person because that person does not conform to gender stereotypes is sexual harassment.

Supervisors and managers are required to report any and all harassment reported to them or which they observe. Supervisors and managers will be subject to discipline for failing to report suspected sexual harassment.

If you feel you've been harassed contact James Olverd immediately

If you feel you've witnessed sexual harassment report it to your manager, or office manager immediately.

Anyone who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, possible termination.

Any harassment or discrimination based on a protected characteristic is prohibited in the workplace and may lead to disciplinary action against the perpetrator.

Age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

➤ Confidentiality: Customer and Public Relations

All employees are expected to observe basic rules of personal conduct. Any violation of rules regarding professional ethics and confidentiality is grounds for immediate dismissal.

All employees are to keep all associated company business in confidence. This is to include customer workload and relations. Job status and concerns are to be dealt with internally only.

All employees must use extreme caution to ensure that client information in our possession doesn't become available to anyone not entitled to receive it.

➤ Protecting Company Information

It is in every employee's best interest as well as responsibility to protect the company's information and making sure that it is not improperly or accidentally disclosed. You may be asked to sign a separate confidentiality agreement based on job classification.

➤ Solicitation and Distribution

Solicitation or distribution by an employee of another employee is prohibited while either person is on working time or company premises

➤ Changes in Personal Data

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be taken care of promptly.

➤ Care of Equipment

Equipment and/or tools will not be removed from the office without written authorization of management. If you lose, break or damage any property, you may be financially responsible depending on circumstances.

➤ Reimbursable

All reimbursable items must have prior approval from your supervisor. Receipts must be turned in on at a weekly basis to the office. All receipts and purchase orders must be properly coded and fuel receipts must have vehicle description and mileage.

➤ Personal Telephone Calls/hand held devices

Phone lines should be free for customer calls. All phone calls on office business phones cost the company money, local or free calls do not exist. If a company phone is used, the company will be reimbursed for personal calls made.

Personal use of personal phones is not allowed during work hours.

All employees must be able to perceive hazards, not be distracted from their tasks, and are not creating hazard(s) through the use of personal entertainment devices (smart phones). Employees are only allowed to use portable phones, two-way radios, and other communication devices for performing work tasks. Flaggers shall use portable phones, two-way radios, and other communication devices only to communicate with other flaggers, workers or supervisors regarding flagging operations. Equipment operators shall use portable phones, two-way radios or other communication devices while actively operating equipment only for communicating with workers performing directly related work tasks. Truck drivers shall use hands free technology for all calls. Portable phones, two –way radios, and other communication devices shall be equipped with hands-free technology whenever practicable. Workers shall not use personal entertainment devices with earphones such as radios, iPods, MP3 players, media players, or other personal listening devices while working.

Supervisors/Management has the right to review employee's personal phone usage if employee is in misconduct of this policy. Based on the usage of phone during working hours a monetary reimbursement will be required. If persistent usage of personal phones continues disciplinary action will be taken, up to and including termination.

➤ Dress Policy

Office employees will dress with proper office attire. Field employees will dress in a clean, neat professional appearance (no shorts, tank tops, or sneakers). All job sites are required to wear safety glasses at all times and hard hats when necessary.

➤ Outside Employment

Full time employees may not accept outside work for compensation without previous written permission from management. Working for competitors or an ownership position with competitors is strictly forbidden.

➤ Parking

This company is not responsible for loss, damage or theft of your vehicle.

➤ Kitchen

A small kitchenette is available. Employees' are expected to pick up after using this area. It should always be kept clean for the next person's use.

➤ Good Housekeeping

Employees' are expected to keep their workplace clean and organized. All confidential materials should be put away when leaving your office area.

➤ Travel

Employees' are paid straight time for travel on emergency jobs in excess of 35 miles. Overtime will not be paid regardless of how many hours worked during the pay period.

➤ Smoking

Smoking is not permitted in the office, job site offices or company vehicles

➤ Substance Abuse

No employee shall report to work or be present on company premises, in company vehicles or engage in company activities while under the influence of alcohol or controlled substances which affects job safety or performance.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of the employees' personal property in certain circumstances, as well as, company-issued lockers, desks or other suspected areas of concealment. We also reserve the right for drug testing at any time. Immediate testing with over the counter test kit if necessary. Disciplinary action will be decided upon with positive test results. Full compliance with this substance abuse policy is a condition of employment and continued employment.

See the Drug-Free Work policy attached.

➤ If You Must Leave

If an employee must leave it is a requirement to provide your supervisor with at least two weeks notice. This will be greatly appreciated, as well as, look favorably if reapplying for employment with this company or for future references.

Sincerely,

James F. Olverd, President

Please sign below that you have received, read and agree to the company policies. Thank you.

Signature: _____

Date of Hire: _____ / _____ / _____

Today's Date: _____/_____/_____