

Employee Hiring & Training – *Employee Handbook*

Section I. Acknowledgement

HOME WORKS PAINTING LLC
14240 Sullyfield Circle Suite T
Chantilly, VA 20151
www.homeworkspainting.com

ACKNOWLEDGEMENT

This handbook is not part of a contract. No employee has any contractual right to the matters in this handbook. Your employment is "at will". You are free to voluntarily end your employment at any time. All employees go through a 10-day or 80 hours trial week before full employment is offered and 90 days before benefits can take effect and you are eligible to use the PTO you've accrued. Home Works Painting, LLC ("Home Works Painting" or the "Company") retains the right to end employment with or without cause as it sees necessary. Only the President of the Company has the authority to agree to employment for any specified period of time or to make any agreement differences to the handbook.

By signing my name below, I specifically acknowledge, agree and represent that I have received a copy of the employee handbook and all safety documents, benefits plan summary, and T-Sheets instructions. I understand and acknowledge that I am responsible for reading the personnel policies and practices described within them. I understand that this handbook replaces any and all prior handbooks, policies, and practices of **Home Works Painting**. I will abide by the policies and procedures contained within the handbook. I understand that the policies and benefits contained in this handbook may be changed by **Home Works Painting** at any time. I understand that neither this manual, nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that this handbook is for informational purposes only. I also understand that **Home Works Painting** employs its employees on an at-will basis, which permits it or the employee to terminate the employment relationship at any time, for any reason, with or without notice. I acknowledge that neither **Home Works Painting** nor I have entered into an employment agreement for a specified period of time, that only the President may make any agreement contrary to the at-will policy, and that any such agreement must be in writing, signed by myself and the President.

Signed

Date

Section II. INTRODUCTION

At **Home Works Painting** we realize that any successful business enterprise requires good working conditions where both management and employees know each other's general expectations.

Home Works Painting prefers to deal with its employees directly, rather than through a third party. We feel that we can deal with issues on a direct contact basis or through our communication process that stresses an open-door policy. We encourage you to use your supervisor when you have questions or problems.

Keeping this in mind, it is easy to see why you have an important role to play in this organization. We will sincerely try to help you reach your goals and by becoming a part of this organization, you will be provided with opportunities based on your abilities and efforts.

As we work together, the sincere interest and continued effort you put into your job will largely determine your success, like the success of **Home Works Painting**.

It is intended that this handbook will provide a framework within which to conduct the Company's policies. This handbook explains the benefits and obligations of employment with the Company. This handbook has deliberately been written in broad terms to allow for management flexibility, since it is impossible to foresee every situation that could arise. Each employee's needs and problems are unique and require managerial judgment. This handbook does not attempt to anticipate every situation or circumstance that may arise and treatment or action in particular cases may vary from these general guidelines.

This handbook describes the policies, rules, procedures and benefits guiding the actions of **Home Works Painting** with regard to personnel matters. The contents of this handbook are general statements of the Company's policies, rules, procedures and benefits. However, this handbook is not intended to be exhaustive and is subject to change. **Home Works Painting** reserves the right to make these changes, to update, to delete, or to add to these policies, rules, procedures and benefits at any time. The President of the Company can only make such changes and those changes will only be considered binding on either or both parties if made in writing and signed by the President.

This handbook is being provided to you as a reference guide during your employment with the Company. If you have any questions or need clarification on specific policies or procedures, please ask your supervisor for clarification.

None of the language in this handbook will be deemed to grant any broader benefits than those stated in the health insurance or other benefit plans. Wherever a health insurance or other benefit plan is referred to herein, the actual terms of that plan are referred to herein; the actual terms of that plan will prevail in the case of a conflict.

In the event of the amendment of any ordinance or law incorporated in this document, or upon which these provisions rely, these policies, rules, procedures and benefits will be or should be construed as creating a contract or any vested contractual right in any employee, nor to limit the power of the President to repeal or modify any provision of this handbook.

Employee Hiring & Training – *Employee Handbook*

This handbook supersedes all previous policies, rules, procedures and benefits of **Home Works Painting** both oral and written and all past practices. The only exceptions are individual written contracts that have been signed by the employee and the company President.

The policies, rules, procedures and benefits contained in this handbook are subject to change, exception, and interpretation by the Company as needs and problems dictate.

Under no circumstances will this document or any statement contained herein constitute or create a contract of employment for a definite term or establish an expressed term. All employment is entirely "At-Will", which means you may voluntarily terminate the employment relationship at any time and for any reason with or without notice and the Company retains the same right.

No one other than the President has the authority to advise an employee that he or she will be employed for any specific length of time or otherwise modify or amend the "At-Will" employment relationship. Any such modification or amendment on the part of the President in order to be valid must be in writing and signed by the President.

As described and acknowledged above, nothing in this handbook, including, but not limited to the itemization of particular acts or omissions that may result in discipline or discharge, is intended or should be understood to alter in any way the "At-Will" employment relationship.

CUSTOMER RELATIONS POLICY

Customer satisfaction is vital to the success of Home Works Painting. We strive to produce the highest quality work and be the most professional painting company our clients will ever deal with. **Our goal is 100% Customer Satisfaction 100% of the time.** With these goals in mind, we offer different warranties on work performed, therefore all work must be done right the first time (no-one gets paid for call-backs). Please always observe the following when working with our clients:

- **CUSTOMERS are important people in our business.**
- **CUSTOMERS are deserving of polite, courteous, and attentive treatment.**
- **CUSTOMERS are not someone to argue with or match wits against.**

SECTION III. EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

Home Works Painting is an equal opportunity employer with a standing policy of nondiscrimination. This means that all qualified persons are accorded an equal opportunity for employment or promotion without regard to race, religion, color, national origin, ancestry, disability, medical condition, pregnancy or pregnancy-related condition, marital status, sex, age, or any other protected status.

Employee Hiring & Training – *Employee Handbook*

Home Works Painting will comply with all fair employment laws and will take affirmative measures to eliminate or prevent illegal discrimination.

This policy applies to all personnel actions in all job classifications, as well as to all privileges and conditions of employment. It includes, but is not limited to, such areas as hiring, training, promotion, discipline, compensation, termination, benefits, transfer, layoff, recall, and recreational programs.

Overall responsibility for implementing these policies is that of the President of the company. However, all supervisors are responsible for ensuring that these policies are adhered to in their individual work crews.

If you have any questions regarding this policy or if you feel you have been a victim of discrimination, please contact your supervisor or the President of the company immediately.

PROOF OF WORK ELIGIBILITY

Prior to or on the first day of your employment you must complete the Federal Form I-9, and within 2 business days of beginning your employment, you must provide documentation proving your identity and your eligibility to work in the United States.

If you have worked for the Company previously, you need only provide this information if it has been more than three years since you last completed an I-9 Form, any of your documentation has expired or if your current I-9 Form is no longer valid.

TRAINING

All employees may take advantage of our Training Program as outlined by the Company. Each employee may have different starting points based on previous experience, but all are required to study and pass all sections involving safety training and follow the Core Responsibilities per their Job Description. On the job training as well as tests and written evaluations are a part of this program. There are goals set for each section of the Training Program.

SAFETY

It is the policy of the Company to provide safe working conditions for all employees and to establish the safety regulations necessary to ensure that safe working conditions are maintained. It is also our policy to comply with all Federal, State, and local regulations.

Accidents have no place in Company operations. They can unnecessarily destroy tools, equipment, machinery, and, more importantly, the lives and futures of our employees. It is the obligation of every employee to observe the safety rules as well. If you have a safety suggestion, please pass it on to your supervisor. Remember that safety is mainly common sense!

General Safety Rules

Home Works Painting follows the safety rules required by OSHA. General safety rules included below, but are not limited to:

Employee Hiring & Training – *Employee Handbook*

- Report all injuries to your supervisor immediately - no matter how minor.
- The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work and will be terminated.
- Never remove or bypass safety devices.
- Obey safety signs and tags.
- Do not remove or alter manufactured safety guards on equipment.
- Appropriate clothing and footwear must be worn on the job at all times.
- Horseplay is prohibited at all time.
- Maintain a general condition of good housekeeping in all work areas at all times.
- When riding in a company vehicle, the vehicle's seat belt shall be worn at all times.
- If you do not have current First Aid training, do not move or treat an injured person unless there is an immediate danger, call 911.
- Always perform your assigned task in a safe and proper manner, do not take shortcuts.
- Each employee's safety is their own responsibility.

Home Works Painting may be required by law to report occurrences of occupational illness and injury. When an injury occurs, no matter how minor, employees must inform their supervisors immediately. The employee or supervisor must notify the President of the company within 24 hours of the injury or illness.

Supervisors must submit a written report of any injury or work-related illness to the President of the company within the 24-hour period following the incident. This report shall include:

- Physical hazards requiring correction
- Employee safety violations, if any, which would result in or require retraining,
- Counseling or disciplinary action.
- Documentation or corrective action.

Every precaution will be taken to ensure that you may perform your duties in a safe environment. However, the ultimate responsibility for safety is with each employee. Any employee who engages in work behavior that could result in injury to self or others will face disciplinary action up to and including immediate discharge.

No weapons are allowed in our workplace or at our job sites. Weapons include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives. If your work requires you to use an item that might qualify as a weapon, you must receive authorization from your supervisor to bring that item to work or use it in the workplace. Any employee found with an unauthorized or illegal weapon in the workplace will be subject to discipline, up to and including termination.

If you must make a work-related call while driving, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work-related call while driving, you must ask the caller to wait while you pull over safely and stop the car. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so. This includes texting and emails.

Updated January 2019

Employee Hiring & Training – *Employee Handbook*

Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. Employees are expected to keep these calls brief. If, because of weather or traffic conditions or for any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call. **If you have an accident in a Company vehicle, the Company has the right to check your phone to see if you were on it.** Those who violate this policy will be subject to discipline, up to and including termination.

SECTION IV. STANDARDS OF CONDUCT

One of the most costly and disruptive problems in our business is absenteeism and tardiness. Full-time employment is 40 hours per week and is mandatory to maintain "full-time" status and benefits. Although certain absences occur which are beyond the employee's control, the Company and your fellow employees have the right to expect regular attendance. Failure to adhere to the attendance standards outlined may lead to disciplinary action up to and including termination.

Exceptions: Absences, tardiness or leaving early for any one of the following reasons shall not be considered an occurrence:

- Work related injury
- Vacation (Submit for vacation at least 2 weeks in advance)
- Jury duty
- Military duty
- Authorized leave of absence (other than sick leave)
- Hospital confinement (including pre-admittance and recuperation time, childbirth)
- Death in immediate family

Any employee who is not in attendance for any one of these 7 reasons, and who desires that it not be considered as an occurrence, must advise your supervisor of the reason as soon as possible. **If the reason is due to sickness/illness a doctor's note is required for 3 or more days off work.**

HOURS OF OPERATION

Our standard hours of operation are from 8:00 am until 5:00pm, Monday thru Friday. It is your responsibility to be at the job site and ready to work at 8:00am. Your time begins when you begin working. It is the same when leaving the job site at the end of the day. Please be aware that you may be asked to work overtime in cases where the job has not yet been completed. Please be aware that it is part of employment at

Home Works Painting.

If you must leave early, you need to tell the operations manager and your crew leader the day before. Failure to give proper notification may result in disciplinary actions or termination. If you are going to be late or absent, call the office / operations manager no later than 7:30am. Leave a message if no one answers.

BREAKS / LUNCH

Lunch breaks are 30 minutes and are automatically deducted after working 5 + hours.

Please notify the operations manager if a lunch break was not taken that day. It is strongly suggested that all bring their lunch. However, in the case where someone needs to leave the job site to pick up lunch, they must go alone.

Try to bring your snacks in the morning with you for the whole day.

If you smoke and need a break throughout the day, our company policy is up to three breaks throughout the day. You can break up the 15-minute break how you would like, but no more than 3 breaks. If you need to take more than 3 breaks throughout the work day, there will be a 15-minute deduction from your time that day.

HARASSMENT

Home Works Painting will not tolerate any form of employee harassment, either verbal or physical, based on race, color, religion, sex, national origin, age, disability, medical condition, or marital status, or any other protected class. It is the intent of the Company that all employees will work in an environment that is free from harassment of any employee by another employee, supervisor, contractor, client or customer.

It is a specific policy of **Home Works Painting** to provide a work environment that is free of sexual harassment. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Should an employee be found to have exhibited harassing behavior, disciplinary actions up to and including discharge will occur. Examples of such harassing behavior include, but are not limited to:
 - Sexual flirtations, advances, or propositions which are not freely and mutually acceptable to both parties.
 - Verbal abuse of sexual nature sexually related comments and joking, graphic or degrading comments about an employee's appearance.
- Any physical contact or touching, such as patting, pinching, brushing against another's body, impeding or blocking movement, or any physical interference with normal work or movement when directed at any individual.
- Verbal harassment regarding the individual's race, sex, color, national origin, religion, age, or any other characteristics such as, but not limited to, name

calling, derogatory comments or slurs, profanity, gestures, racist jokes, or forms of address.

- Visual forms of harassment such as derogatory posters sexually oriented cartoons, pictures, drawings or the display of sexually suggestive objects or pictures in the workplace.
- Undesirable work assignments based on race, color, sex, national origin, age, religion, etc.
- The use of sexual behavior to implicitly or explicitly threaten coerces, influence or affect the employment, job status, salary or performance of another employee.

If any employee believes that he/she has been the victim of sexual or other harassment, the matter should immediately be reported to a supervisor, manager, or the President of the company. Employees are assured that they will not be retaliated against for bringing any incident of harassment to the attention of the employer. Complaints will be investigated promptly and will be kept as confidential as reasonably possible consistent with the need to investigate and remedy the complaint. Any harassment found would be stopped and appropriate disciplinary action will be taken against any employee found to have engaged in harassment. There will be no retaliation as a result of harassment being brought to the attention of the employer.

Failure on the part of a supervisor to report allegations of harassment to the President will lead to disciplinary action if it is determined that a supervisor had knowledge but did not report the harassment to the President.

CONFIDENTIALITY OF COMPANY INFORMATION

All records, papers, computer data, information and documents to which any employee may have access in the course of his/her employment are considered confidential by the Company and will be treated as such by all employees during and after the term of employment. All such records, papers, computer data, information and documents and records, papers, computer data, information and documents developed and generated by employees are and remain the property of **Home Works Painting** during and after the term of employment of any and all employees. Employees will not be permitted, either directly or indirectly, under any circumstances or at any time, to disclose to any person, firm, association or corporation any confidential or proprietary information acquired in the course of employment with the Company. Any or all information relating to: ideas, concepts, discoveries, improvements, devices, processes, products, computer programs, customer lists, prospect lists, and/or any other information gained by the employee or developed by the employee during the time of employment, or received from third parties by the Company, are included within the scope of this restriction.

The Company reserves the right to access, review, copy, and modify any information on Company property.

DRESS CODE

Please understand that you are expected to dress and groom yourself in accordance with

Employee Hiring & Training – Employee Handbook

accepted social and business standards, particularly if your job involves dealing with customers or visitors in person

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing Home Works Painting. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our company image.

Personal appearance should be a matter of concern for each employee. If we feel your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

All employees must show up to the job site with clean painter pants and a Home Works Painting shirt. Also, please note: Work clothes must be clean when work in- a13 - public place. Clothing with the Home Works Painting logo is not to be worn to either bars or non-work-related functions at any time.

Pants: *Painters' pants or shorts or tan dress khakis or shorts (not cut-offs)*

* Pants must fit around the waist (may not be low slung on hips)

Shirts: *All field employees must wear COMPANY T-shirts or COMPANY Sweatshirts.*

Footwear: *Sneakers or boots are the only acceptable footwear on the job site.*

Hats: *Home Works Painting or paint store hats preferred.*

Earrings/Jewelry/Body Piercing: *No earrings will be allowed at any time, even at the shop. No visible body piercing of any kind.*

SUBSTANCE ABUSE POLICY

Any prospective employee may be asked to pass a pre-employment drug test before beginning work. It is the policy of the Company to provide a safe and productive work environment for its employees that is free from drug and alcohol use. While we have no desire to interfere with the private lives of our employees, it is expected that all employees will report to work in a condition ready to perform their duties.

This policy applies to all employees, including the probation period before full employment, when they are on Company time wherever they are performing Company business or on "Company premises" including but not limited to all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and other vehicles, whether owned, leased, or used by the Company.

The policy also prohibits the use or ingestion of "prohibited substances" while off Company premises if such use or ingestion in any way affects or may affect the employee's ability to safely or competently perform his/her job, or if such use or ingestion results in the presence or detectable levels of prohibited substances in the body while on Company time or premises.

No employee shall report to work while under the influence of drugs and/or alcohol and no employee shall operate, use, or drive any equipment, machinery, or vehicle of the Company, or operate, use or drive a personal, rental or other vehicle on Company business under the influence of drugs and/or alcohol. Likewise, the use, sale, transfer or

Updated January 2019

Employee Hiring & Training – *Employee Handbook*

possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives or controlled substances on Company property, in Company vehicles, or on Company paid time is prohibited. This includes the misuse of prescription drugs or any mood-altering substance while on the Company paid time or in circumstances the Company believes will adversely affect the Company's operations or safety. Any violation of this policy will lead to disciplinary action, up to and including immediate discharge.

Employees are under an affirmative duty to notify his/her supervisor immediately that he/she is not in an appropriate mental or physical condition to operate, use, or drive equipment, machinery, or vehicles, whether or not belonging to the Company.

The Company may notify the appropriate law enforcement agency when it believes that an employee may have illegal drugs in his or her possession or is involved in other illegal conduct.

Employees who are taking any medication, on the advice of a doctor or over the counter, which could impair an individual's work performance, must follow this procedure:

- Advise the management to determine whether the employee can work without posing a safety hazard to him / herself or others.
- Prescription must be in the employee's name and be no older than one year from the date issued, unless the employee can establish that it is for an ongoing illness.

Employee shall only possess enough medication for their scheduled work shift. NOTE: The Company expressly reserves the right to have a physician determine if a prescription drug or medication produces potentially hazardous effects.

SMOKING

Employees that smoke may do so only during breaks and lunch. Smoking is never allowed in a client's home or within the job site. Butts are to be disposed of properly, not thrown in bushes, on a lawn, into the street, or customer's garbage can. Due to EPA regulations starting in April 2010, smoking cannot take place within the work area of a Lead Safe project. Be courteous of non-smoking customers and co-workers.

PERSONAL TELEPHONE CALLS

In order to keep our telephones available for business purposes, employees are required to keep personal phone calls to an absolute minimum.

Home Works Painting reserves the right to monitor employee telephone calls and computerized communications activity. Any such monitoring will be restricted to the ordinary course of the employer's business.

Personal calls while on job site are prohibited. We cannot afford to pay people to talk on the phone while they should be working. Personal calls should be made during breaks, lunch or for emergency use only and not in the presence of customers.

All ringers, alerts and notifications should be set on silent/vibrate as a courtesy to our

Updated January 2019

Employee Hiring & Training – *Employee Handbook*

customers.

SEARCHES OF COMPANY AND EMPLOYEE PROPERTY

Employees do not have a right to privacy in their workspaces or in any other property belonging to the Company.

In order to ensure the safety of the work force and the security of Company premises, **Home Works Painting** reserves the right to search all Company property, vehicles, structures, furniture and equipment including but not limited to offices desks, file cabinets, and computers for legitimate business reasons at any time and for any reason. All employees are therefore encouraged to refrain from storing on or in Company owned property any personal article (including personal correspondence) they wish to protect from inspection from Company officials. This policy also includes Company property that may be found in an unauthorized location. Refusal to allow a search, or hindrance of a search, will result in disciplinary action, up to and including termination.

In addition, employee personal items such as lunch boxes, purses, backpacks, vehicles, briefcases, etc. are subject to search when brought onto Company premises whenever management believes there is reasonable grounds for suspecting that the search will uncover evidence showing that the employee is guilty of work related misconduct or when the employer, not engaged in an investigation, needs to retrieve a work related file. This type of search will only be conducted with the knowledge and consent of the employee. However, refusal to allow such a search, or hindrance of such a search, will result in disciplinary action up to and including termination.

Should a search uncover a substance that appears to be a prohibited substance as defined in the Substance Abuse section of this policy manual, the proper authorities will be notified, and the substance will be turned over for identification. If the substance is found to be a prohibited substance, the employee will be subject to disciplinary action up to and including termination.

The Company also reserves the right to monitor calls made from or received on Company telephones. Therefore, no employee should expect that conversations made on Company telephones will be private.

PARKING

Company assumes no responsibility for theft, loss, tickets, or damage that occurs while the vehicles are parked on any job site or at our shop. When required, Home Works Painting may reimburse parking fees if other options are unavailable or limited.

CLEAN UP

Client's homes are to be left at least as clean as when we arrived.

Clean supplies every day so they will last longer.

Drop cloths are to be shaken clean and folded after every job. Please
clean latex brushes with water.

Oil brushes are to be rinsed with thinner.

Updated January 2019

Employee Hiring & Training – *Employee Handbook*

Do not use the kitchen sink for cleaning purposes. If it is used for any reason, the damages incurred are the employee's responsibility.

Never pour paint thinner on the ground, at the job site or at the office. Always empty thinner into "spit" buckets for proper disposal.

Clean all other paint equipment in the clean-up area. Do not leave any paint equipment unclean.

TOOLS AND SUPPLIES

You are responsible for the care and protection of the tools in your bag. Payments can be set up for the purchase of tools through the Company. You will not be allowed to purchase tools through the Company until you have enough hours to pay for your tools.

You may bring your own tools if you desire.

Absolutely do not try to purchase tools on our account at any paint store without approval from your Crew Leader, Operations Manager, or Owner.

Please clean and take care of your tools so they will last longer.

If you lose your tools or they are stolen, you are responsible to replace them at your own expense.

These are the tools that every painter will carry for daily use.

Equipment List for each painter

Putty knife

Brushes

Small handle for mini roller

Razor Knife

Whizz handle 5

on 1 tools

Oil based brush

All tools and supplies owned by the Company must be returned at the termination of employment. Your final check will not be issued until all loaned tools are turned in or paid for.

SIDE JOBS

Side jobs may put you in competition with **Home Works Painting**. It is our policy that anyone found to be working on a job that is determined by the Company to be in competition with the Company will be terminated immediately. **Be Careful!!!!!!!!!!!!!!**

Examples of jobs that may be in competition with the Company are, but not limited to, working for:

- General contractors of any sort
- Employees of general contractors

Updated January 2019

- Our residential customers
- Friends, neighbors or relatives of our residential or commercial customer
- Friends, neighbors or relatives of our suppliers
- Any job that was bid by the Company
- Any job that the Company was invited to bid on
- Working for competitors

Please don't allow any side job to interfere with your employment here. This will not be tolerated. As stated in section IV. Bonus' for any job you bring to Home Works Painting will be rewarded.

No paint company will let you charge any paint to our company. Our account and pricing are not available for any use outside of **Home Works Painting** jobs.

EQUIPMENT RENTAL POLICY

To prevent various problems with renting our equipment for side jobs, we do not allow any employee to rent any of our equipment.

BEHAVIOR AND DISCIPLINE

It is the policy of the Company that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Company and for the benefit and protection of rights and safety of all. Conduct that interferes with operations, brings discredit to the Company, or is offensive to customers or fellow employees will not be tolerated.

All employees are expected to conduct themselves and behave in a manner that supports the efficient operation of the Company. Such conduct includes:

1. Report to work punctually as scheduled, ready to work, at the assigned starting time.
2. Have all necessary tools and supplies on site at the starting time.
3. Notify your supervisor when you will be absent from work, or unable to report for work on time.
4. Wear clothing appropriate for the work being performed.
5. Perform assigned tasks efficiently.
6. Maintain work area and break area -- CLEANLINESS AND ORDERLINESS. Treat all customers, visitors and co-workers with respect.
7. Refrain from behavior, language, or conduct deemed offensive or undesirable.
8. Property damage without disclosure.

Discipline will be viewed as a three-strike policy. First a Verbal Warning Log will be issued. Second is a Written Discipline Warning. Third and final is a Notice of Dismissal. All warnings are to be discussed in private and signed by both parties (employee / President or Field Supervisor).

Home Works Painting reserves the right to send any employee home without pay if the employee exhibits behaviors unfit for work or violates any section laid out in the employee handbook. They may also be placed on unpaid leave if deemed necessary. This action may be imposed by any member of the HWP office staff or the on site Crew leader.

Employee Hiring & Training – Employee Handbook

DISCHARGE

Employment and compensation with **Home Works Painting** follows the policy of employment-at-will, which means that employees can be terminated and can terminate with or without cause, and with or without notice, at the option of either the Company or the employee, except as prohibited by law.

Home Works Painting may also deem it necessary to immediately discharge an employee for the certain acts that will not require the employee to go through any disciplinary procedure.

SECTION V. COMPENSATION POLICIES

PAY PROCEDURES

The workweek begins on Monday and ends on Friday. Weekly time-sheets, via T Sheets, are to be approved no later than Monday each week. Paydays are on the Friday following each two-week pay period. There is no exception to receiving your paycheck earlier than this time. We use direct deposit.

OVERTIME

Each employee may be required to work overtime (over 80 hours in a pay period). Any employee that works over 80 hours in a pay period will be paid time and a half for every hour of overtime worked. *Exempt employees will not be paid for working beyond their scheduled hours.*

PAYROLL DEDUCTIONS

Each pay period your deductions will be listed with your check. Social security and income taxes are deductions by law. These deductions depend upon earnings and the number of dependents claimed by you. Any changes in name, address, marital status, or number of dependents must be reported to the company immediately to insure proper credit for tax purposes.

Home Works Painting offers employee's health insurance after 90 days but is at the expense of the employee. If enrolled in health insurance, it will be deducted from your bi-weekly paycheck. Other payroll deductions are voluntary and are made only with written employee authorization.

Federal and state laws require the Company to report basic information about new employees, including your name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send an order requiring the Company to withhold money from your paycheck to pay your child support obligations.

TIME RECORDS

Home Works Painting will comply with all federal and state requirements to maintain records of the hours worked by its employees.

Updated January 2019

Complete clocking in and out of T Sheets at each point of the day as needed, including time out for lunch. Please don't wait until the end of the day to inform the office that you forgot to clock in/out. Call the office as soon as you realize you did not clock in and this can be entered and updated to allow you to complete clocking in/out yourself the rest of the day. If your time is not accurate on the job, it will cost everyone in the end. All time entries will be reviewed by the Operations Manager and the office for job code and time accuracy.

Because time records are legal documents by both federal and state agencies, you should ensure that your time is recorded accurately by completing it correctly every day. You have access at any time to all of your own time-sheets on T Sheets.

Notify your operations manager immediately of any discrepancy you find between your time records and your paycheck that you believe is an error or otherwise incorrect.

FALSIFICATION OF TIME RECORDS IS PROHIBITED AND IS GROUNDS FOR DISCIPLINARY ACTION AND POSSIBLE TERMINATION OF EMPLOYMENT.

SECTION VI. GROUP HEALTH AND RELATED BENEFITS

QUICK OVERVIEW

- After 90 days employee is eligible for health benefits
- After 90 days employee is eligible for our group rates for Aflac's various policies and offers payroll deduction for those premiums (wholly paid by employee)
- After the first day employees start accruing vacation (see PTO below)
- After 90 days employee can start using vacation as accrued
- After 90 days employee can set up an IRA plan with company matching your contributions up to 3%.

GROUP INSURANCE

This company offers, medical, vision, dental, and life insurance to all full-time employees, after 90 days of employment paid 100% by the employee. 100% of the health premium will be deducted from biweekly paycheck if enrolled.

BONUS AND PROFIT SHARING PROGRAM

A Simple-IRA plan is offered to employees after 90 days. Home Works Painting matches your contributions, up to 3% of total yearly salary, within this program.

Employee Hiring & Training – *Employee Handbook*

Crew Leaders are eligible for bonuses for Online reviews from customers. Please speak to the operations manager for more details.

There are bonuses in place for all employees who refer others for potential employment. Please ask for more details from the office manager or operations manager.

SECTION VII. TIME OFF BENEFITS

HOLIDAYS

Company days off are New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day.

PAID TIME OFF - Vacation/Sick Pay

Eligibility

- Employees will begin to accrue .04 hours per pay period with a max of 40 hours per year for Paid Time Off.
- Eligible to start accruing after 1st day of work including the trial week.

When hours can be used

- Employee can start using any accrued hours after 90 days or 520 working hours.
- Must request Paid Time Off through Smart Sheets with at least one week notice.
- Must give at least two weeks' notice and be approved by the Operations Manager, to use a full 40 hours of vacation at one time.
- To use PTO as a sick day, the employee must call crew leader, and the operations manager. If 3 or more days are needed for sick days, you must provide a doctor's note.

How hours can be used

- Hours can be used in full hour increments, half days, sick days or vacation days.
- Cannot use more than 40 hours at a time.
- Hours are paid out at straight time only; no overtime will be given if vacation days are used.

Termination/Laid off/Leave the company

- Hours cannot be exchanged for cash.
- Hours are forfeited if employee is terminated for misconduct.

In Summary

Home Works Painting LLC looks forward to the future and the success that lies ahead. We need the very best employees with the highest level of dedication and professionalism, along with the highest level of TEAMWORK possible. With your best efforts, professionalism and dedication, along with our sincerity to help you reach your personal goals, and the desire to build the best painting company possible, we can and will achieve greatness together.

To achieve this success, we must have clear and concise rules, guidelines, and expectations. This handbook will assist you and the Company through our day-to-day processes. Please keep this handbook on hand for future reference, and if you have any questions concerning this handbook, please don't hesitate to ask.

We look forward to a long, rewarding and prosperous professional relationship with all employees of the Company.

Sincerely,



Mike Katounas
Owner & President