



## EMPLOYEE HANDBOOK

### TABLE OF CONTENTS

(CLICK ON CONTENTS TO JUMP TO SECTION)

#### **EMPLOYMENT PRACTICES**

- Equal Employment Opportunity Policy**
- Non-Discrimination and Anti-Harassment**
- Internal Investigations and Searches**
- Americans with Disabilities Act Policy**
- Whistleblower Protection**
- Conflict of Interest and Outside Employment**
- Employer Information and Property**
- Work Product Ownership**
- Confidential Nature of Work**
- Former or Current Employee Reference Checks**

#### **NEW EMPLOYEES**

- Employee Referral Program**
- Drug and Alcohol Testing Policy and Procedures**
- Initial Employment Period**
- Benefits Available**
- Access to Benefits**

#### **TIME KEEPING AND COMPENSATION**

- Employee Categories**
- Time Sheets**
- Travel Time**
- Attendance, Punctuality and Dependability**
- Payment of Wages**
- Process for Lost Paycheck or W-2**
- Overtime Pay**

#### **TIME OFF**

- Holidays**
- Paid Time Off**
- Bereavement**
- Time Off to Vote**
- Jury Duty**



**TYPES OF LEAVE**

- Family Medical Leave (FMLA)**
- Leave for Victims of Domestic Violence**
- Military Leave**
- Other Leaves of Absence**

**PERFORMANCE MANAGEMENT**

- Performance Management and Compensation Programs**
- Open Door Policy**

**ON THE JOB**

- Conduct**
- Appearance and Dress Code**
- Employee Personal Property**
- Accidents, Incidents, and Emergencies**
- Use of Personal Vehicle while on Company Business**
- Use of Company Vehicles**
- Travel and/or Overnight Stays**
- Use of Company Equipment and Property**
- Company Computer System/Email and Internet Usage**
- Violence in the Workplace**
- Personal Relationship Policy**
- Solicitations, Distributions, and Use of Bulletin Boards**
- Smoking Policy**
- Drug and Alcohol Abuse**

**LEAVING GREAT FALLS**

- Resignation**
- Dismissals**

**POST RESIGNATION/TERMINATION PROCEDURES**

**EMPLOYEE HANDBOOK ACKNOWLEDGMENT**



## INTRODUCTION

This Employee Handbook contains information about Great Falls Construction's employment policies and procedures. The policies and procedures in this Handbook are guidelines only. Great Falls Construction reserves the right to interpret and administer the provisions of this Handbook as needed. Except for the policy of at-will employment, which can only be changed in writing by the President, Great Falls Construction has the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time, with or without notice. However, oral statements or representations cannot supplement, change or modify the provisions in this Handbook.

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with Great Falls Construction's policies or procedures may result in discipline, up to and including termination of employment.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment, and this Handbook does not constitute a contract. This Handbook supersedes all prior versions published or distributed by Great Falls Construction and all inconsistent oral or written statements.

## EMPLOYMENT PRACTICES

### **Equal Employment Opportunity Policy**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Great Falls Construction, where employment is based upon individuals' qualifications without discrimination because of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, marital status, age, national origin, ancestry, physical or mental disability, genetic information or pre-disposition, veteran status, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action may be taken against any employee violating this policy.



## **Non-Discrimination and Anti-Harassment**

Great Falls Construction is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Great Falls Construction expects that all relationships among persons in the workplace will be business-like, professional and free of bias, prejudice and harassment.

Great Falls Construction prohibits and will not tolerate discrimination or harassment race, color, national origin, ancestry, religion, sex (including pregnancy), gender identity, age, physical or mental disability, marital status, sexual orientation, genetic information or pre-disposition, veteran status, or any other characteristic protected law.

The Company will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability or a person's diseases such as AIDS or AIDS-related virus, Sickle Cell Trait, Cancer, heart disease, or other life-threatening illnesses or diseases.

### **Definitions of Harassment**

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines and under Maine law, as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:
  - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - (ii) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - (iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

### **Great Falls Construction will not tolerate any form of sexual harassment.**

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text or other electronic device); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender.



- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, ancestry, age, gender identity, physical or mental disability, marital status, sexual orientation, genetic information or pre-disposition, veteran status, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:
- (i) Has the purpose or effect of creating and intimidating, hostile or offensive work environment, for the individual, or in general; or
  - (ii) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
  - (iii) Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, text, or other electronic means).

#### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Great Falls Construction (e.g., an outside vendor, subcontractor, client or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### **Retaliation Is Prohibited**

Great Falls Construction prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such report. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

#### **COMPLAINT PROCEDURE**

##### **Reporting an Incident of Harassment, Discrimination or Retaliation**

Great Falls Construction strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Great Falls Construction's policy or who have concerns about such matters should;



- File their complaints with their immediate supervisor OR any member of the Human Resources Department.
- If you are not comfortable bringing the incident to your supervisor, the conduct involves your supervisor, or if you are not satisfied with the response you have received, you should bring the matter directly to Human Resources or Company President, before the conduct becomes severe or pervasive.
- Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Great Falls Construction designated representatives identified above.

### **Important Notice to all Employees**

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of their complaint procedure. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, Great Falls Construction strongly urges the prompt reporting of complaints or concerns, from involved parties and/or witnesses, so that rapid and constructive action can be taken.

Great Falls Construction will make every effort to stop alleged harassment but can only do so with the cooperation of its employees. The availability of this complaint procedure does not preclude individuals who believe that they are being subjected to harassment and promptly advise the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

- Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially.
- The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- Confidentiality will be maintained throughout the investigator's process to the extent consistent with an adequate investigation and appropriate corrective action.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, but is not limited to;

- Training
- Referral to counseling
- Re-assignment
- Monitoring of the offender



- And/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Great Falls Construction believes appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with the Human Resources Department.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Great Falls Construction prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Finally, you should be aware that the Maine Human Rights Commission is the state agency charged with enforcing Maine's anti-discrimination laws and protects you against retaliation. You may also contact the Maine Human Rights Commission with any sexual harassment complaints at the following address:

**Maine Human Rights Commission**

51 State House Street  
Augusta, Maine 04333  
(207)-624-6050

**Open Door Policy**

To foster sound employee-employer relations through communication and reconciliation of work-related problems, Great Falls Construction provides employees with an established procedure for expressing employment related concerns.

In situations where employees feel a complaint is in order, the following steps should be taken:

- Attempt to resolve the issue(s) through discussions with his/her immediate supervisor and/or the other employee directly. If the situation is not resolved within five working days from the time the complaint is discussed with the employee's immediate supervisor and/or the other employee directly, barring extenuating circumstances;
- The matter should be brought to the attention of the next level supervisor and/or a representative in the Human Resources Department with written documentation.
- The Company will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent feasible.



## **Internal Investigations and Searches**

From time to time, Great Falls Construction may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations, if requested to do so.

Whenever necessary, at the Company's discretion, work areas (e.g., desks, file cabinets, etc.) and personal belongings (e.g., briefcases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate.

The Company will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings but may not always be able to do so.

## **Americans with Disabilities Act Policy**

The Company is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and applicable state law. It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA or applicable state law, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

### **Procedure for Requesting a Reasonable Accommodation**

- Employees, with a disability, as defined by the ADA or applicable state law, who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. Great Falls Construction encourages individuals with disabilities to come forward and request reasonable accommodation.
- Upon receipt of an accommodation request, a member of the Human Resources Department and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Great Falls Construction might make to help overcome those limitations.
- All requests for reasonable accommodation will be reviewed and responded to within ten (10) business days of the Human Resources' department receiving the request.
- In some instances, medical information may be necessary to allow the Company to evaluate an employee's request for reasonable accommodation.
- The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits an employer from requesting or requiring genetic information of employees or their family members. In order to comply with GINA, Great Falls Construction requests that neither you nor your health care provider include any genetic information when responding to a request for medical information needed to evaluate your request for reasonable accommodation. "Genetic information"



includes an employee's family medical history, the results of an employee's or employee's family member's genetic tests, the fact that an employee or the employee's family member sought or received genetic services, and genetic information of a fetus carried by an employee or the employee's family member or embryo lawfully held by an employee or the employee's family member receiving assistive reproductive services.

- Great Falls Construction will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature of the accommodation and the accommodation's impact on the operation of the Company, including cost, its impact on the ability of other employees to perform their duties, and on Great Falls Construction's ability to conduct business.
- Great Falls Construction will inform the employee of its decision regarding the requested accommodation and how the company plans to make a reasonable accommodation, via an interactive process. Great Falls Construction may also discuss with the employee alternatives to the requested accommodation to determine whether alternative accommodations would effectively accommodate the employee.
- If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. If the employee is unable to perform the essential functions of his or her position without the accommodation, Great Falls Construction will work with the employee to determine whether the employee can be reassigned or moved to another open position for which the employee is qualified.

Applicable law does not require Great Falls Construction to reallocate essential job functions or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

### **Whistleblower Protection**

Great Falls Construction will not discharge or discriminate against an employee because the employee reports in good faith to one or more parties specified in this policy any activity that he/she considers to be unsafe, illegal or dishonest. The employee is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials and the Human Resources department are charged with these responsibilities.

Examples of unsafe, illegal or dishonest activities include, but are not limited to:

- Violation of Federal, State or Local laws;
- Billing for services not performed or for goods not delivered;
- Any other fraudulent financial reporting



If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Human Resources Department and/or the Company President.

The employee should exercise sound judgment in reporting to avoid baseless allegations. This is not intended to discourage employees from reporting concerns, but rather to emphasize that employees should have a good faith belief that they are reporting illegal, dishonest, or fraudulent conduct. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including discharge.

Whistleblower protections are provided in two important areas; confidentiality and against retaliation. Whenever possible and reasonable, the confidentiality of the employee will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company, and its employees and representatives, will not retaliate against an employee who reports illegal, dishonest, or fraudulent conduct. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action, for making such a report, such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Department and/or the Company President immediately. The right of a whistleblower for protection against retaliation does not include any immunity for any personal wrongdoing that is alleged and investigated.

After receiving a report of illegal and dishonest activities, Human Resources Department and/or the President will promptly investigate the matter and, to the extent necessary, coordinate corrective action.

### **Conflict of Interest and Outside Employment**

The Company expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Company. Business dealings that appear to create a conflict between the interests of the employee and the Company are prohibited. However, the employee must disclose any possible conflicts so that the Company may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Company's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately



contact the Human Resources Department to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

### **Outside Employment**

Employees are required to obtain written approval from their supervisor before participating in outside work activities. Approval will be granted unless the activity conflicts with the Company's interest. In general, outside work activities are not allowed when they:

- I. Prevent the employee from fully performing work for which he or she is employed at the Company, including overtime assignments;
- II. Involve organizations that are doing or seek to do business with the Company, including actual or potential vendors or customers; or
- III. Violate provisions of the Company's policies or rules.

From time to time, Company employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Company must be given priority. Employees are hired and continue in Great Falls Construction's employ with the understanding that Great Falls Construction is their primary employer and that other employment or commercial involvement, which is in conflict with the business interest of Great Falls Construction, is strictly prohibited.

### **Financial Interest in Other Business**

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of the Company, except where such ownership or interest consists of securities in a publicly owned company and that securities are regularly traded on the open market.

### **Reporting Potential Conflicts**

An employee must promptly disclose actual or potential conflicts of interest, in writing, to the Human Resources department and/or Company President. The relationship will not interfere with the employees' duties and/or will not damage the Company's relationship.

### **Acceptance of Gifts**

No employee may solicit or accept gifts of significant value (i.e., in excess of \$50.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.



An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass or defame the Company. Any questions regarding this policy should be addressed to the Human Resources Department.

## **Employer Information and Property**

The protection of Great Falls Construction business information, property and all other Company assets are vital to the interest and success of Great Falls Construction. All property of Great Falls Construction is non-transferrable to other employees, or outside of the company, and can only be used by the named employee for the purposes that the company has authorized. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

In addition, when an employee leaves Great Falls Construction, the employee must return to the Company all Great Falls Construction related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer, in cloud storage, or on an external data storage device, supplies, branded clothing, and equipment or office supplies.

## **Work Product Ownership**

All Great Falls Construction employees must be aware that the Company retains legal ownership of the product of their work. No work product created while employed by Great Falls Construction can be claimed, construed, or presented as property of the individual, even after employment by Great Falls Construction has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for Great Falls Construction, regardless of whether the intellectual property is actually used by Great Falls Construction.

Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situation (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest.

In any event, it must always be made clear that work product is the sole and exclusive property of Great Falls Construction. Freelancers and temporary employees must be particularly careful not to release any work product or company secrets of Great Falls Construction in the course of any work they discuss doing, or actually do, for a competitor of Great Falls Construction.



## **Confidential Nature of Work**

All Great Falls Construction records and information relating to the Company or its customers are confidential, and employees must, therefore, treat all matters and intellectual data accordingly. No Company or Company related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Great Falls Construction) may be removed from Great Falls Construction's premises without permission from the President. Additionally, the content of Great Falls Construction's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose.

Employees are permitted to use a secure public or private Wi-Fi for the purposes of connecting to the Great Falls Construction server. Employees are responsible for any data accessed and/or transferred via these connections. Employees are prohibited from accessing, or storing, any Great Falls Construction data in an unprotected environment, locally on their hard drive, in personal cloud storage, or to an external data storage device. Employees must connect first through the secure server, with use of a password, before accessing any company data.

Employees must not disclose any confidential information, purposefully, via hard copy, electronic form, fax, or inadvertently (through casual conversation), to any unauthorized person inside or outside the Company. Employees who are unsure about the confidential nature of specific information should ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

## **Former or Current Employee Reference Checks**

All inquiries regarding a current or former Great Falls Construction employee must be referred to the Human Resources Department. Under no circumstances should any Great Falls Construction employee release any information about any current or former Great Falls Construction employee.

Should an employee receive a written or verbal request for a reference, he/she should refer the request to the Human Resources Department for processing. No Great Falls Construction employee may provide a verbal reference or issue a reference letter to any current or former employee without the permission of the Human Resources Department.

In response to an outside request for information regarding a current or former Great Falls Construction employee, the Human Resources Department will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former Great Falls Construction employee, or his/her employment with Great Falls Construction, will be furnished unless the employee authorized Great Falls Construction, in writing, to furnish this information and also releases Great Falls Construction from liability in connection with the furnishing of this information or information Great Falls Construction is required by law to furnish.



## NEW EMPLOYEES

### Employee Referral Program

Great Falls Construction is always looking for qualified employees and appreciates recommendations made by existing employees. If you recommend someone who is hired on a full-time, permanent basis and who is still employed by the Company after 90 days, you are eligible to be paid a recruiting bonus. The current referral fee for a full-time employee is \$100. We may from time to time pay a higher recruiting bonus for particular positions. Referrals are determined by the employee name provided on a candidate's application for employment with Great Falls Construction. Employees must contact the HR department with any questions regarding referrals made and bonus payments.

Additionally, the Company reserves the right to eliminate this program or change the recruiting bonus amount at any time depending on business needs and existing market conditions.

### Drug and Alcohol Testing Policy and Procedures

Great Falls Construction conducts pre-employment drug testing. This section contains information about the Company's testing policies and procedure.

#### A. Covered Establishment

Great Falls Construction  
20 Mechanic Street  
Gorham, ME 04038  
207-839-2744

Locations covered- 20 Mechanic Street, Gorham, Maine

This policy complies with the Maine Substance Abuse Testing Law (26M.R.S.A Sec. 681-690) and the Maine Department of Labor Rules relating to Substance Abuse Testing (adopted October 27, 1989).

Applicants will be notified at the time of initial application that they may be tested for Substance Abuse and will be advised where they may review the policy and statute.

Prior to testing, an applicant as defined in this policy shall be provided with a copy of the policy and statute.

#### B. Scope of Testing

Only individuals who are "applicants" as defined by this program and state law will be tested as "applicants." For the purpose of this program, an "applicant" will not be any person separated from employment by this employer while receiving a mandated benefit from or on account of this employer,



including but not limited to Workers Compensation, Unemployment Compensation and Family Medical Leave and for a period of 30 days beyond the termination of the benefit, nor will an “applicant” be any person separated from employment by this employer while receiving a mandated benefit from or on account of this employer, including but not limited to Workers Compensation, Unemployment Compensation and Family Medical Leave and for a period of 30 days beyond the termination of the benefit, nor will an “applicant” be any person separated from employment by this employer while receiving a non-mandated benefit from or on account of this employer for a period of 30 days beyond the separation.

1. Substances to be tested for
  - a. Test procedure to be used and cut off limit for positive screening test.
    - i. Screening will be the Emit (Enzyme Multiplied Immunoassay Test) methodology
    - ii. Substances screened- Concentration- Cut Off (in Urine)
      1. Alcohol- 0.02 G/100ML
      2. Amphetamine/Methamphetamine- 1000 NG/ML
      3. Barbiturates- 300 NG/ML
      4. Benzodiazepines- 300 NG/ML
      5. Cannabinoids- 50 NG/ML
      6. Cocaine and or Metabolites- 300 NG/ML
      7. Methadone- 300 NG/ML
      8. Methaqualone- 300 NG/ML
      9. Opiates- 2000 NG/ML
      10. Phencyclidine- 25 NG/ML
  - b. Test procedure to be used and cut off limit for positive confirmation test.
    - i. Confirmation test will be by GC/MS Gas Chromatography/Mass Spectrometry) Methodology
    - ii. Substances Confirmation- Concentration- Cut Off (in Urine)
      1. 6-acetyl morphine (only if morphine>2000) 10 NG/ML
      2. Alcohol 0.02 G/100 ML
      3. Amphetamine/Methamphetamine 500 NG/ML
      4. Barbiturates 300 NG/ML
      5. Benzodiazepines 200 NG/ML
      6. Cannabinoids 15 NG/ML
      7. Cocaine and/or Metabolites 150 NG/ML
      8. Methadone 300 NG/ML
      9. Methaqualone 300 NG/ML
      10. Opiates (Morphine, Codeine) 2000 NG/ML
      11. Phencyclidine 25 NG/ML
2. Testing of Applicants
  - a. Classifications or position titles to be tested:
    - i. Carpenters and other trade specific roles



- ii. Laborers
- iii. Project Managers
- iv. Site Supervisors/Superintendents
- v. Administrative Operations
- vi. Clerical Support

Substance abuse tests will be administered only to those applicants who are in the above classification or position titles who (1) have been offered employment with the Company (2) or who have been offered a position by the Company.

**C. Actions to be Taken**

- a. Action to be taken for refusal to submit to a test: APPLICANT WILL NOT BE HIRED
- b. Action to be taken between a test and receipt of test results: APPLICANT WILL NOT BE HIRED
- c. Action to be taken based on a confirmed positive result from a test of an applicant: APPLICANT WILL NOT BE HIRED

**D. Testing Procedures**

- a. Concentra Medical Centers  
85 Western Ave, South Portland, ME 04106  
Telephone 207-774-7751
- b. Method of Sample Collection
  - i. Procedure to segregate a portion of the sample at applicant's request:
    - 1. At the request of the applicant, at the time that test sample is taken, a portion of the sample collected, sealed, and labeled according to State regulations and these procedures, will be segregated for that person's own testing. This sample will be stored by the laboratory and the chain of custody shall be maintained as provided in this policy.
    - 2. Within 5 days after notice of the test result is given to the applicant, the applicant shall notify the employer and the facility of the testing laboratory selected for that person's own testing. The laboratory so selected must be licensed by the Maine Department of Human Services. The employer's laboratory shall promptly send the segregated portion of the specimen to the selected laboratory, subject to the same chain of custody and security requirements as observed for the employer's specimen.
    - 3. The applicant will be required to pay for the segregation of a second sample as well as the expense of said additional testing only if and when the applicant notifies the employer that the applicant actually wishes



the test to be made and the applicant notifies the employer of the choice of laboratory to which the second sample is to be sent.

- ii. Procedure to collect:
  1. The employer will not require an applicant to remove any clothing for the purpose of collecting a urine sample, except that the employer will require that an applicant leave any personal belongings other than clothing and any unnecessary coat, jackets, or similar outer garments outside the collection area
  2. No applicant may be required to provide a urine sample while being observed, directly or indirectly, by another individual.
- c. Storage of Sample
  - i. At Collection Point:
    1. Samples will be collected in new, clean containers manufactured for the purpose of urine collection. Immediately after assessment, the container will be sealed with tamper-proof tape and labeled in the presence of the applicant; the seal will cover the cap and extend over the sides of the container. The label will contain the date and time of collection, and the identifying number of the applicant. All information on the label will be written clearly and with indelible ink. Samples will be transported or shipped promptly to the testing laboratory in a secure fashion, so as to prevent tampering. If shipment of transport is not feasible, the specimen shall be refrigerated within one hour, at less than 6C for no more than three days, or frozen at -20C or less, for no more than two weeks before shipment.
  - ii. At Laboratory:
    - a. All positive specimens will be retained by the laboratory in the original containers in secure storage at freezing temperatures (-20C or less) for at least 6 months. Should legal challenge occur, the specimen will be retained throughout the period of the challenge and resolution.
- d. Chain of Custody
  1. Labeling and Packaging:
    - a. Immediately upon collection of each sample, a chain of custody record will be established for the sample, indicating the identity of each person having control over the sample, and the times and dates of all transfers or other actions pertaining to the sample.
  2. Transport:
    - a. Samples will be picked up from the facility within 24 hours of collecting the sample and will be transported in a secure fashion so as to avoid tampering. Each person who take custody of the



sample in the course of transport will record on the chain of custody log the date, time, transporter's name and employer's name, origin and destination of the sample.

3. At Lab:

- a. When a sample arrives at the lab, the person receiving the sample shall record the time of receipt and the location of each sample in the lab's storage system. Any technician or other person who removes the sample from storage or opens the sample shall record the date, time, their name and purpose for removal or opening of the sample.

e. Identify Testing Laboratory

Quest Diagnostics  
Kimberly Lynne Samano, Ph.D.  
10101 Renner Blvd.  
Lenexa, KS 66219  
(913) 577-1517

f. Procedure for notifying the applicant of the result:

- i. Great Falls Builders, Inc. will utilize the services of a Medical Review Officer (MRO), licensed physician who has knowledge of substance abuse disorders and is able to interpret and evaluate test results along with medical histories and other relevant biomedical information. The MRO will receive and review all laboratory test result prior to reporting any results to the employer.

The name and address of the MRO is:

Dr. Stephen Kracht  
8140 Ward Parkway Ste 275  
Kansas City, MO 64114  
888-382-2281

Upon receipt of a positive test result from the laboratory, the MRO will verify the forensic integrity of the record and will contact the applicant directly to interview him/her to determine if there is an alternative medical explanation for the positive result. The MRO will review all medical records made available by the individual when a positive test could have resulted from a legally prescribed medication. Only those laboratory positive results that have no alternative medical explanation will be reported to the employer as positive.



If, after making all reasonable efforts and documenting these efforts, the MRO is unable to reach the applicant directly, the MRO will contact the employer representative who will then direct the applicant to contact the MRO. If, after making all reasonable efforts, the employer representative is unable to reach the applicant, or the applicant does not contact the MRO within 5 days of being instructed to do, the MRO may verify a test as positive, without having communicated directly with the applicant about the test results.

The applicant will be notified by personal telephone call and confirmed by mail unless the applicant otherwise instructs.

All laboratory reports, including the screening, confirmation and quality control data shall be reviewed by the MRO as accurate. The report will identify the name of the laboratory, the drugs and metabolites tested for, whether the test results were negative or confirmed positive, and the cutoff levels for each substance. The report will include any available information concerning the margin of accuracy and precision of the test methods employed.

- a. Unless agreed upon the applicant, no report will show the quantity of the substance detected, but only the presence or absence of that substance relative to the cutoff level.
- b. No report will show that a substance was detected in a screening test, unless the presence of the substance was confirmed in the confirmatory test. Test results will be randomly delayed from 2 to 5 days so that the employer cannot gauge screening test results from the time test results are reported. In addition, all testing will be billed to the employer at a single rate per sample tested (which may be periodically adjusted by the laboratory).
- c. No substance may be reported as present if the employer did not request analysis for that substance.
- d. Reports of samples segregated at the applicant's request, for testing by the applicant's choice of laboratory, will be provided to the applicant and to the MRO. Unless the applicant consents, all test results and any information acquired by the employer in the testing process is confidential and may not be released to anyone except the applicant tested. This requirement applies to the personnel of all laboratories involved and to the employer. However, this does not prevent the disclosure of results or information if:



- a. Release of information is required or permitted by state and federal law including release under 26 M.R.S.A. Sec 683(8) (D), or
  - b. The use of this information is part of any grievance procedure, administrative hearing or civil action relating to the imposition of the test of the use of test results. The results of any test may not be required, requested or suggested by the employer to be used in any criminal proceeding as provided by 26 M.R.S.A. Sec 685 (3) (B).
  - e. The laboratory shall retain records of confirmed positive results in a numerical or quantitative form for at least two years.
- g. Procedure for an applicant to appeal and contest the accuracy of a confirmed positive result.

If the applicant chose to segregate a portion of their sample and elects to submit that sample to a laboratory of their choice, the results of the second test will be controlling. To appeal the results of a confirmed positive result in lieu of testing the segregated sample, the applicant must fill out and sign the attached "Substance Abuse Test Appeal" form submitting information explaining or contesting the results, within five (5) working days after notice of a confirmed positive test result. The appeal process will be conducted without cost to the applicant. The applicant will then be scheduled to meet within 14 days with the MRO. The applicant will explain the basis for the appeal and may be asked questions. After the meeting concludes, a written report of findings and conclusions will be prepared, and a copy sent to the applicant.

## **Initial Employment Period**

Every new employee goes through an initial period of adjustment in order to learn about the Company and his/her job. During this time, the employee will have an opportunity to find out if, he/she is suited to, and likes, his/her new position. The initial employment period is six months. Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance and fit for his/her positions and within the Company.

During this time, the new employee will be provided with training and guidance from his/her supervisor. He/she may be discharged at any time during this period if his/her supervisor concludes that he/she is not progressing or performing satisfactorily, or if the supervisor determines that the employee is not the right fit for the position or the Company. Under appropriate circumstances and at the discretion of the employee's supervisor, the initial employment period, may be extended. Additionally, as is true at all times during an employee's employment with the Company, employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice.



At the end of the initial employment period, the employee and his/her supervisor, and/or the Company President, may discuss his/her performance and fit. Based upon the supervisor's, Human Resources', and/or the President's recommendation at the end of the initial employment period, the employee will continue employment as an at-will employee.

## **Benefits Available**

Great Falls Construction is committed to your overall health and well-being. Great Falls Construction offers benefits available to employees who are eligible. If you are an employee who has worked at least 400 hours you are eligible to receive company benefits listed below.

Temporary employee is not eligible for benefits.

- Medical Insurance
- Colonial Life Products (Short-Term Disability, On/Off Accident Insurance, etc.)
- Flexible Spending Account
- Dental Insurance
- 401(k) and contribution match of 3%, up to \$30,000 annually
- Profit-Sharing (distribution made directly to employee's 401(k) account)
- Paid Time Off

## **Access to Benefits**

New employees will be eligible for Medical, Dental and other fringe benefits on the first of the month following a 30-day waiting period. (i.e., start date 07/05, benefits will begin on 09/01, provided all enrollment documentation has been submitted to Human Resources, within the first 30 days of employment.)

Great Falls Construction reserves the right to change Providers for or discontinue any and/or all benefits offered at any time throughout the year. Employees will be provided with sufficient notice of any such changes.

New employees will have access to their accrued Paid Time off banks after 90 days of employment. If time off is needed and pre-scheduled, prior to hire, the new employee must provide that information at the time of the interview and/or at the time the offer is made and accepted. If an emergency situation arises, that requires time off for a new employee, they must receive supervisor, Human Resources and/or President's approval. See "Time Off" section for more details.

## **Updating Personnel Records**

To keep necessary Company records up to date, it is extremely important that you notify the Human Resources Department of any updates to your information within 30 days of a change to any of the



following:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person to contact in case of emergency



## TIME KEEPING AND COMPENSATION

### Employee Categories

Based on the conditions of employment, employees of Great Falls Builders, Inc. fall into the following categories:

- Full-Time, Exempt (Salary)
- Full-Time, Non-Exempt (Hourly)
- Part-Time, Non-Exempt (Hourly)
- Temporary Employees (Hourly)

### Full-Time

An employee who are regularly scheduled to work 40+ hours for Great Falls Construction each week.

- Exempt, salary, employees are classified as such if their job duties are exempt from the minimum wage and overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are paid on a weekly basis.
- Non-Exempt, hourly, employees receive overtime pay in accordance with our overtime policy. Their pay is calculated on an hourly basis.

### Part-Time

Part-time employees are classified as non-exempt, hourly employees, and work a regular schedule up to 39 hours per week.

### Temporary Employees

A temporary employee is hired for a specified project or time frame. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt, salaried, position is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits provided by the Company.

### Time Sheets

The attendance of all employees is recorded daily by each individual, using the designated time keeping application. Edits must be submitted to the Human Resources Department by no later than the preceding Monday at 10am. Our attendance records are Company records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

All employees must record the time they arrived/departed each day, on his/her time sheet, using the designated time keeping application. Each employee is responsible only for his/her own record keeping.

4/16/2020

20 MECHANIC STREET, GORHAM, ME, 04038 PH (207) 839-2744 FAX (207) 839-3737

WWW.GREATFALLSINC.COM



The time keeping application will track the time worked, task, and location for each punch executed by the employee.

Each employee is entitled to a 30-minute unpaid lunch break that must be taken before the last hour of the workday. A lunch extension, beyond 30 minutes, must be approved by the employee's supervisor, within 3 days prior to the date of the requested lunch extension. Due to the nature of the work, not all requests can be approved. An employee's location is not tracked by the time keeping system, after the "take break" function has been activated. Location services will resume upon punching back into the application.

Once an employee clocks in on the time keeping application, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

If an employee forgets to sign in or out on the time keeping application, he or she must notify Human Resources immediately, utilizing the "notes" function, so the time may be accurately recorded and approved for payroll.

Overtime will be calculated for non-exempt employees on a weekly basis (see overtime section for further explanation). An employee will be required to work overtime, as requested, to meet the needs of the business.

## **Travel Time**

Subject to limited exceptions, under current state and federal law, an employee need not be paid for travel time to the work site, even if the work site changes from time to time. Accordingly, an employee will not be paid for commuting back and forth between the employee's residence and the Company shop or current job site.

However, in the event the employee is directed to travel directly from the employee's residence (as identified on the employee's payroll records) to the job site or vice versa and the average driving time at the posted speed for such travel exceeds forty-five (45) minutes one way, the employee will be paid for the excess travel time over forty-five (45) minutes for each one-way trip.

The rate of pay for such excess travel time will be the applicable minimum wage unless otherwise agreed to in writing by the Company and employee. To the extent permitted by law, such excess travel time will not constitute "work time".

If the employee is directed to travel to the Company shop or office first, to pick up tools, trailers, supplies or equipment, before proceeding to the job site, the Company will pay the employee's regular rate of pay for travel time to and/or from the job site. The Company will not pay the travel time to and/or from the job site of an employee who travels to the Company shop for the purpose of sharing



rides with another employee, unless the driver has been instructed to do so, by the Director of Operations, Human Resources, or the Company President.

## **Attendance, Punctuality and Dependability**

Great Falls Construction depends heavily upon its employees for the success of the business; therefore, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right, are essential at all times. As such, employees are expected to work on all scheduled workdays and during all scheduled work hours and to report to work on time.

An employee must notify his/her supervisor and/or the Human Resources Department as far in advance as possible, but no later than one hour before his/her scheduled starting time if he/she expects to be late or absent. This policy applies to every occurrence. An occurrence is up to three consecutive days of absences. An employee who fails to contact his/her immediate supervisor and/or the Human Resources Department may be considered as having voluntarily resigned.

A careful record of absenteeism and lateness is kept by the Human Resources department and becomes part of the personnel record.

### **Attendance Policy and Performance Management**

- 3 occurrences of unexcused tardiness and or/absenteeism in a 1-month period may be cause for dismissal
- After one unexcused absence or tardy arrival/departure an employee will be warned
- A 2<sup>nd</sup> unexcused absence or tardy arrival/departure within 1 month may result in immediate termination
- To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

## **Payment of Wages**

Wage payments are paid weekly on Fridays, for the previous weekly payroll period. Direct Deposit payments will be made to the employee's account on Friday morning by 9 a.m. Paper checks will be available for pick-up on Friday morning after 7 a.m. Employees who have requested to have their paychecks mailed, will have their checks mailed on Thursday afternoons prior to the corresponding pay day. Employees who do not wish to have direct deposit must request paper checks, for pick-up or to be mailed, in advance, with Human Resources. Great Falls Construction encourages our employees to take advantage of the direct deposit option provided.

Overtime pay, is also paid weekly with such payment covering hours worked in the prior weekly payroll period.



If the normal payday falls on a Company-recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule. Under no circumstances will the Company release any paychecks prior to the announced schedule.

## **Process for Lost Paycheck or W-2**

In the event of a lost paycheck or W-2, the Human Resources Department must be notified in writing as soon as possible before a replacement check or W-2, can be issued. In the event the lost paycheck is recovered, and the Company identifies the employee endorsed and cashed/deposited the paycheck, the employee must remit the amount of the replacement check to the Company within 24 hours of the time it is demanded.

A statement of earnings is given each pay period to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resources Department.

Except for extreme emergencies and PTO, no pay advances will be made. All requests for emergency situations must be made in writing to the Human Resources Department. The HR Department will work with the owners of the company to determine if an advance can be made. Due to the numerous variables when defining an "emergency situation," no guarantees will be made about the approval of a pay advance. No pay advances will be made to an employee within their first 90 days of employment with the Company.

## **Overtime Pay**

Non-exempt employees are eligible for overtime pay for hours worked in excess of 40 in a workweek. The Company's workweek runs from Sunday to Saturday. After the employee has worked 40 hours, all additional time is paid at a rate of 1.5 times the employee's regular hourly rate of pay, which will be calculated by the Company based on the employee's regular rate for that workweek. Overtime pay is based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Exempt employees are not eligible for overtime pay.



## TIME OFF

### Holidays

All full-time employees (including those in initial employment period) are eligible for 7 paid holidays per year as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day (typically observed the day after Thanksgiving)
- Thanksgiving
- Christmas

When a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday as determined by the Company.

### Paid Time Off

Time away from work to relax and pursue special interests is important to everyone. All full-time employees are eligible for paid time off (PTO). New employees will begin to accrue PTO starting on their first day of employment. New employees are eligible to use accrued PTO after 90 days of consecutive employment. Employees earn accrued PTO based on hours worked, not hours scheduled.

#### Definition of Accrued PTO Eligibility:

Employment Time	PTO Annual Accrual and Accrual Rate	Carryover Allowed (Bank)
0-2 years	1 week (.01923 accrued hourly)	2 weeks
2-7 years	2 weeks (.03846 accrued hourly)	4 weeks
7+ years	Open PTO*	See Open PTO Section

*Accrual Rate x 40 hours per week x 52 weeks per year = Annual Accrual*

#### Unused PTO is calculated according to this formula:

PAID TIME OFF ACCRUED – PAID TIME OFF TAKEN = UNUSED PAID TIME OFF

PTO can be taken only with advance notice, supervisor and human resources approval, and only if the employee has worked enough hours to accrue the time to cover the days requested. Employees requesting one (1) or two (2) days of PTO must give at least two (2) weeks' advance notice to their supervisor and the human resources department. Employees requesting three (3) or more consecutive



PTO days must give at least thirty (30) days' advance notice to their supervisor and the human resources department.

When it is not reasonable to provide the outlined advance notice, (i.e. illness, injury, or to care for a family member) employees are responsible to telephone their supervisor and the human resources department as soon as possible, but no later than one hour before their scheduled arrival time. Under these circumstances, if the employee does not have enough PTO available to cover the missed shift(s), the employee can request, through the human resources department, to take unpaid time off. Unpaid time off will be approved on a case by case basis, in accordance with applicable law.

An employee's carryover bank at the end of the calendar year cannot exceed double their allotted annual PTO. For example; an employee is allotted forty (40) hours within the calendar year (52 weeks). At the end of the year they are only allowed to carryover eighty (80) hours or less into the New Year. Any employees who have reached their maximum carryover allowed will stop accruing PTO until they use it. Where special business necessity requires an exception, the Human Resources department must give prior approval through written request with at least (2) weeks' notice. Based upon business needs, Great Falls Construction will attempt to grant an employee the PTO dates he/she requests.

When using PTO, an employee, salaried or hourly, may not exceed forty (40) hours of time (worked time plus PTO) for the week PTO was used. For example; an employee works thirty-six (36) hours between Monday and Thursday, with a scheduled PTO day on Friday. Four (4) hours of PTO will be taken from their bank to bring their time to forty (40) hours for the week. No overtime will be paid for time off.

When a Company holiday falls during a scheduled paid time off period, eight (8) hours for the holiday, will not be subtracted from the employees PTO bank.

Employee who are terminated for misconduct, gross negligence or other cause, as determined by the Company, will forfeit their unused Paid Time Off (PTO).

***Open PTO\****

Employees that have been with the company for seven (7) or more years are eligible for Open PTO. This means an employee is able to request time off, as needed, with the understanding that all position-specific tasks are completed and/or covered, without interruption of services or hardship to the business. Employees eligible for open PTO do not have the ability to rollover unused time. Each request cannot exceed more than one (1) week of time. Requests that exceed more than one (1) week must be approved by the Human Resources department and/or Company President. If the request is approved, employees will be paid up to two (2) weeks and unpaid for the remainder of the time. Requests in excess of one week will be approved once during each rolling twelve (12) month period.



## **Bereavement**

In the unfortunate event of a death in the immediate family, a leave of absence of up to 3 days without pay will be granted. Employees may substitute PTO for unpaid time off under this policy. These three days are to be taken within a reasonable time of the day of the death or day of the funeral.

For this purpose, immediate family is defined as:

- Spouse
- Child
- Stepchild
- Parents (including in-laws), stepparents
- Siblings, stepsiblings
- Grandparents
- Grandchildren
- Aunt-Uncle

Employees should make Human Resources and their supervisor aware of their situation. Upon returning to work, the employee must ensure his/her absence is recorded as a Bereavement Leave within the time keeping application. Proof of death and relationship to the deceased may be required.

## **Time Off to Vote**

On days when elections for public office ("elections for public office" includes elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled throughout the state, county, city or town in which the employee works, the employee may slide their schedule, with approval of their supervisor and the Human Resources department, as needed to ensure that they have the opportunity to vote during local, state, and federal elections.

- Employees living in other localities or states will need to inform their acting supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office.
- Employees must find out when their local polls are open and request a schedule change if needed, in accordance with this policy, to ensure that they will have the opportunity to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

## **Jury Duty**

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. During this leave, non-exempt, hourly, employees will not be compensated for the difference between their jury duty pay and their regular pay. Exempt, salaried, employees will receive their normal salary for the week, unless they fail to perform any work for the Company during the



workweek in which they serve jury duty. An employee on jury duty is expected to report to work any day he/she is excused from jury duty.

- Upon receipt of the notice to serve jury duty, the employee should immediately notify his/her acting supervisor, as well as the Human Resources Department. Additionally, a copy of the notice to serve jury duty should be provided to the Human Resources department for attendance purposes.
- Upon the employee's return, the employee must notify Human Resources and their acting supervisor and must submit a signed Certificate of Jury Service indicating the number of days served.

If the employee's jury duty falls at a time when the employee cannot be away from work, the Company may request that the court allow the employee to choose a more convenient time to serve if he/she makes a request in accordance with the court's procedures. The employee must cooperate with this request.



## TYPES OF LEAVE

### Family Medical Leave (FMLA)

Under Maine Law, you are eligible for family and medical leave if you have worked for Great Falls Construction for at least 12 consecutive months prior to when your leave is to begin. The Maine Family Medical Leave law guarantees certain employees' job-protected leave for up to 12 work weeks in a two-year period. FMLA leave is unpaid unless you use PTO, as described below.

#### Reason for the FMLA Leave

You are entitled to take up to 12 work weeks of unpaid leave in a rolling two-year period:

- To attend to the birth or adoption of your or your domestic partner's child;
- To attend to the serious health condition of your child, spouse or parent, domestic partner or your domestic partner's child;
- For the donation of an organ for a human organ transplant;
- To receive care for you own serious health condition; or
- For the death or serious health condition of your spouse, domestic partner, parent, or child that occurs while your family member is on active duty.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- Treatment requiring inpatient care in a hospital, hospice or residential care facility or
- Continuing treatment by a health care provider.

It also includes permanent or long-term conditions such as Alzheimer's, a severe stroke or terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition that would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

#### Process for applying for FMLA

- Employees who believe they need to apply for FMLA leave must contact the Human Resources Department to receive an application for FMLA leave.
- All requests for FMLA leave will be reviewed and responded to within ten (10) business days of the Human Resources department's receipt of the request.
- In some instances, medical information may be necessary to allow the Company to evaluate an employee's request for FMLA leave.
- Great Falls Construction will inform the employee whether the requested FMLA leave is approved.
- If the FMLA leave request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

4/16/2020



### **Short-Term Disability Insurance**

Short-Term Disability Insurance, payment for disability leave, is currently offered as an employee-paid fringe benefit through Colonial. Employees may be eligible for short-term disability insurance if they are absent from work because of their own serious health condition. Please contact the Human Resources department for more details.

### **Using PTO During FMLA Leave**

You may utilize accrued PTO during family and medical leave. Your total FMLA leave time, which may include PTO, may not exceed 12 weeks.

### **Concurrent Leave**

When permitted by applicable law, FMLA leave runs concurrently with paid leaves of absence, such as those taken in conjunction with Short-Term Disability and Workers' Compensation, or where the employee uses available PTO during the leave. FMLA leave also runs concurrently with other unpaid leaves to the extent permitted by law.

### **Birth and Adoption Leave, under FMLA**

Leave due to the birth or placement of a child in your home for adoption must be taken in one continuous segment of up to 12 weeks and must be taken within 12 months of the birth or placement of the child unless otherwise agreed to between Great Falls Construction and the employee. You may take leave due to your own or a family member's serious health condition in:

- One continuous segment of up to 10 weeks
- An intermittent schedule, such as one day off each week\*, or
- A reduced schedule, such as beginning two hours late, twice a week\*

\*These are only examples of FMLA leave options, and each employee's situation will be reviewed on an individual basis based on medical necessity. Any leave requested beyond 12 weeks within a rolling two-year period will be at the discretion of management, in accordance with applicable law.

### **Medical Certification for FMLA Leave**

If leave is requested due to your own or a family member's serious health condition, you must provide medical certification from an appropriate health care provider. Employees must contact Human Resources to receive the appropriate documentation and application forms. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. Great Falls Construction may also require, at our expense, a second or third opinion regarding certification of a serious health condition.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits an employer from requesting or requiring genetic information of employees or their family members. In order to comply with GINA, Great Falls Construction requests that neither you nor your health care provider include any genetic information when responding to a request for FMLA medical certification. "Genetic information"



includes an employee's family medical history, the results of an employee's or employee's family member's genetic test, the fact that an employee or the employee's family member sought or received genetic services, and genetic information of a fetus carried by an employee or the employee's family member or embryo lawfully held by an employee or the employee's family member receiving assistive reproductive services.

### **Benefits during FMLA Leave**

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is an approved paid leave under which benefits would otherwise accrue.

Great Falls Construction will maintain your insurance benefits while you are on leave, although you may be required to pay your portion of the premium. However, if you do not return to work after the leave, you may be asked to reimburse the company for the cost of maintaining insurance coverage during the leave. This provision will not apply in cases where your inability to return is through no fault of your own – for example, at the end of leave you remain physically unable to return due to your serious health condition.

### **Outside Employment during FMLA Leave**

You may not work for outside employers or through self-employment, while on family and medical leave with Great Falls Construction, without prior approval of the Human Resources department and the Company President.

### **Returning to Work from FMLA Leave**

If your leave is due to your own medical condition, you are required to provide medical certification that you are able to resume work before returning. Both you and your health care provider must complete a Return to Work Medical Certification. This document can be requested through the Human Resources department.

Upon returning to work after a FMLA leave, you are entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay, if possible. If it is not reasonable or possible to return you to an equivalent position, within 30 days of your return, Human Resources and Management will have a meeting with you to discuss available positions within the organization. If you do not return to work at the end of the leave and do not notify Great Falls Construction of your status, you will be terminated for job abandonment.



## **Leave for Victims of Domestic Violence**

Great Falls Construction will support victims of domestic violence when that violence necessitates planned or unplanned absence(s) from work. Domestic violence not only traumatically affects the lives of the victims; these individuals are our employees with whom we work every day. Domestic violence does affect the workplace. Great Falls Construction does not support or condone any violence of any type toward another individual in or outside the workplace.

Great Falls Construction will grant reasonable and necessary leave from work for an employee to:

- Prepare for and attend court proceedings;
- Receive medical treatment; and/or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking

The leave must be needed because the employee is a victim of violence, assault, sexual assaults or any act that would support an order for protection.

Great Falls Construction will not sanction an employee or deprive an employee of pay or benefits for exercising a right granted under this policy. Any supervisor, manager, or other affiliate who retaliates against or brings retribution against an employee who exercises his/her rights under this policy will be subject to disciplinary action up to and including termination of employment.

In order to qualify for leave under this policy, the employee's request must satisfy the following:

- Great Falls Construction must not sustain undue hardship from the employee's absence;
- The request for leave must be communicated to the employer within a reasonable time under the circumstances, with periodic updates from the employee on leave status;
- The requested leave cannot be impractical, unreasonable or unnecessary based on the facts made known to Great Falls Construction

Leave under this policy is unpaid. Great Falls Construction may, however, require employees to use their accrued PTO during the leave prior to taking unpaid leave.

## **Military Leave**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with the applicable law. Employees on military leave may substitute their accrued PTO for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions as required by applicable law, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.



### **Process to Request Military Leave**

- Upon receipt of orders for active or reserve duty, an employee should notify his/her acting supervisor, as well as Human Resources, as soon as possible
- Employees must submit a copy of the military orders to his/her supervisor and the Human Resources Department (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable)

### **Leave for Military Training and Other Related Obligations (e.g., Guards, Reservists, drill weekends, training weeks, and fitness for service examinations)**

Employees will also be granted time off for military training and other related obligations, such as for an examination to determine fitness to perform service.

- Employees should advise their supervisor and Human Resources department of their training/drill schedule and/or other related obligations, as far in advance as possible.

### **Return from Military Leave**

#### *Notice Required*

Upon return from military service, an employee must provide notice of re-employment in accordance with the following schedule:

- I. An employee who served for less than 31 days or who reported for a fitness to serve examination, must provide notice of re-employment at the beginning of the first full regular scheduled work period that starts at least eight hours after the employee has returned from the location of service.
- II. An employee who served for more than 30 days, but less than 181 days, must submit notice for re-employment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.
- III. An employee who served for more than 180 days must submit a notice for re-employment no later than 90 days after the completion of the uniformed service.
- IV. An employee who has been hospitalized or is recovering from an injury or illness incurred or from an aggravation of a prior military injury or illness while serving must report to the Human Resources Department (if the service was less than 31 days), or submit a notice for re-employment (if the service was greater than 30 days), at the end of the necessary recovery period (which may not exceed two years).

If an employee is unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should speak with the Human Resources Department as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment.

### **Required Documentation for return from Military Leave**



An employee whose military service was for more than 30 days must provide documentation within two weeks of his/her return (unless such documentation does not yet exist or is not readily available) reflecting the date on which his/her military service concluded and that separation from military service was not for a disqualifying reason, such as dishonorable discharge or court martial.

#### **Continuation Benefits during Military Leave**

During military leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other non-seniority benefits, an employee on military leave will receive the same rights and benefits as employees on an unpaid leave of absence.

#### **Notice of Leave: All**

If your need for leave is foreseeable, you must give 30 days prior notice, if possible. If you do not give such notice, the leave may be delayed for up to 30 days.

If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request the leave as soon as practicable, no later than two business days after the need for leave arises.

#### **Leave Notice Process**

Employees must contact the Human Resources department for the appropriate documents, applications, and notices to be completed. Completed documents must be submitted to the Human Resources department for review. Employees should direct any questions they have about a leave of absence to the Human Resources department.

#### **Misrepresenting Reasons for Leave**

If you intentionally misrepresent the reason for requesting family and medical leave, you will be terminated effective immediately.

#### **Leave Extensions and Leaves for Employees who do NOT Qualify**

In the event an employee does not qualify for a family medical leave or has exhausted his or her family medical leave entitlement, the employee may apply for a leave or leave extension as the case may be, which may or may not be granted depending on the circumstances, including, but not limited to, appropriate medical documentation, the expected duration of the leave, the employee's position and the work demands at the time.

#### **Other Leaves of Absence**

Should a situation arise that temporarily prevents an employee from working and the employee is not eligible for or has exhausted another leave of absence, he/she may be eligible for a personal leave of



absence, without pay. However, employees must be employed for at least three months prior to the requested leave.

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and it will be reviewed on a case-by-case basis by the Human Resources Department and Company President. The decision to approve or disapprove a request for unpaid leave will be based on the employee's individual circumstances, including, but not limited to, the employee's length of service with the Company, the length of time requested off, the employee's job performance, attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department and expectation that the employee will return to work when the leave expires.

Leaves of absence will be considered only after all accrued PTO has been exhausted. The duration of a leave of absence, if granted, is according to the following criteria:

#### **Length of Service**

The length of a leave of absence will, in most circumstances, be tied to the employee's length of service with the Company. The Company will consider granting an unpaid leave of absence of up to one (1) month for each year of service with the Company, to be capped at three (3) months. At no time will the Company grant a leave of absence for more than three (3) months.

#### **Continuing Benefit Plan Coverage**

While on a personal unpaid leave of absence, the employee's medical coverage will end on the 1<sup>st</sup> day of the month following the start of such leave. Employees will have the opportunity of continuing their benefits for a maximum period of 18 months by paying the monthly premiums as required by COBRA legislation, assuming eligibility requirements are met for a COBRA plan.

Unemployment Insurance benefits cannot be collected while on a leave of absence without pay unless otherwise permitted by applicable law.

#### **Salary Action**

Any planned salary increases for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave.

#### **Paid Time Off (PTO) on an Unpaid Leave**

During the calendar year that an employee takes an unpaid leave of absence without pay, the employee is not eligible to use any accrued PTO. Unused PTO must be used before an unpaid leave of absence without pay will be granted.

#### **Performance Appraisal during an Unpaid Leave**



The normal performance appraisal date of an employee, on an unpaid leave of absence without pay, will be extended by the length of the leave.

**Returning/Not Returning from any Leave**

Due to the nature of our business, Great Falls Construction cannot guarantee either that an employee's job will remain available or that a comparable position will exist when returning from an unpaid leave, that is not protected by FMLA or other law providing job-protected leave. When an employee is ready to return from a leave of absence without pay, Great Falls Construction will attempt to reinstate the employee to his/her former position or to one with similar responsibilities.

If the employee's position or a similar position is not available, the Company will search for a suitable position for 30 days from the date the unpaid leave was to officially end. The employee will not be paid for this time. If the employee has not been placed by the end of this period, he/she will be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service. If an employee does not return from an unpaid leave of absence without pay, the termination date is the last day of the authorized leave period or the date the employee notifies the Human Resources department that he/she is not returning, whichever is sooner. Such employees may be considered for re-employment.



## PERFORMANCE MANAGEMENT

All employees are expected to meet Great Falls Construction's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Company's policies and procedures.

If an employee does not meet these standards, the Company may, under appropriate circumstances, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Company's policies and procedures and/or other disciplinary problems. However, the Company does not intend this to be a rigid process and reserves the right to skip steps whenever it deems appropriate based on the issues and the history involved in each individual case.

### Performance Management and Compensation Programs

In order to attract and retain a highly qualified and competent work force, Great Falls Construction has instituted a performance management program to compensate employees in a fair and equitable manner based upon demonstrated job performance, and in accordance with its Equal Employment Opportunity policy.

Through this program, the Company will endeavor to provide employees with constructive work reviews designed to address performance and skill, as well as developmental needs and interests. The Company will also endeavor to review an employee's salary on or about his/her anniversary date, however, the Company retains the right at all times to set employee salaries according to business needs and employee performance.

### Performance Management Program Schedule

Once an employee has successfully completed his/her initial employment period, of 6 months, the employee will receive constructive work reviews on the following schedule:

#### Full-time Exempt, Salaried and Full Time Non-Exempt, Hourly Employees

- Reviews will be conducted every four (4) months, unless otherwise specified by the Company President or Human Resources department

#### Part-time Employees:

4/16/2020



- Review will be conducted every four (4) months, or as specified by the Company President, Human Resources department, and/or the employee's supervisor finds suitable and appropriate

Under usual and appropriate circumstances, employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the performance review, however, additional reviews may be performed before the next regularly scheduled review, after the new assignment has begun.

### **Verbal and Written Warnings**

The supervisor, Human Resources department, or Company President should discuss the performance or conduct issues with the employee at the earliest possible time, making clear what corrective action the employee can take to resolve the concern. The supervisor should document the verbal conversation in a written document, which should be placed in the employee's file in the Human Resources Department.

If the employee fails to take the necessary corrective action, and/or the concern persists, the supervisor should discuss the problem and present a written warning to the employee, in the presence of a Human Resources representative. This interaction and documentation should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (e.g., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the employee's comments should be placed in the employee's file in the Human Resources Department.

Employees who have had formal written warnings are not generally eligible for salary increases, bonus awards, promotions or transfers during the identified warning period.

### **Open Door Policy**

Great Falls Construction promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss, with their supervisor, any problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. Great Falls Construction is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees, whenever feasible.



## ON THE JOB

### Conduct

The company requires order and discipline to succeed and promotes efficiency, productivity and cooperation among its employees. The orderly and efficient operations of Great Falls Construction require that employees maintain proper standards of conduct and a respectful demeanor at all times when performing work for or representing the Company. These standards include but are not limited to:

- Misuse of Company property, Company Records or confidential information
- Failure to report any accidents on Company property or on a Company job site
- Violation of any safety rules or regulations
- Rudeness, insolence, or lack of professionalism to any Company client, Company vendor, other Company employees, or community members
- Violence, or threats of violence, of any kind towards any persons on Company property, or when working on behalf of Great Falls Construction
- Refusal or failure to perform work assigned, or failure to comply with written or verbal instructions of a manager or supervisor
- Reporting for work, or working under the influence of alcohol, any prescription, over the counter or illegal drug or substance that may affect and/or impair the employee's ability to perform required job duties
- Harassment of others
- Violation of any Company policy

This is not an exhaustive list. Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the Company's customers, or who violate any of the Company's policies are subject to appropriate disciplinary action, up to and including discharge.

All instances of misconduct should be referred to the Human Resources Department immediately.

Employees who must consume prescription medication(s), during work hours, that may impair, affect or alter their ability to do their assigned job duties safely, and/or operate a motor vehicle, must report this information to Human Resources, as soon as possible. Whenever possible, Human Resources and management will work with the employee to create a reasonable accommodation for the duration of the medication use.

### Appearance and Dress Code

As company ambassadors, employees are expected to look presentable and represent the Great Falls Construction brand appropriately. Employees' attire should be suitable for the work they have been



assigned to complete and the conditions in which they are working. In general, all clothing should be clean and free of heavy stains, tears and/or rips. All employees are responsible for maintaining their daily personal hygiene. Employees should avoid extremes in dress and appearance (i.e. extreme tattoos, piercings etc.). The following guidelines have been established to support this policy.

Employees wearing any of the Great Falls Construction logos, in or out of work, are “on-show” and must be aware of their appearance and conduct themselves in a manner that appropriately and positively represents the brand and organization.

### **Construction Sites**

- ANSI-approved Steel-toe or Composite-toe boots
- Hard hat (when applicable)
- Jeans (free of heavy stains or rips)
- Work pants (free of heavy stains or rips)
- Plain or Great Falls Construction Branded Shirts (free of heavy stains or rips) – Shirts with inappropriate prints, images, or words are prohibited
- Safety/Hi-Viz shirts and/or vests (when applicable)
- ANSI-approved Safety glasses or goggles (when applicable)

### **Professional Settings (in-office or in-field)**

- Jeans (free of stains or rips)
- Work or dress pants (free of stains or rips)
- Plain or Great Falls Construction Branded Shirts (free of stains or rips) – Shirts with inappropriate prints, images, or words are prohibited
- Sweaters
- Button-up shirts or polos
- Skirts or dresses, hem must be no higher than 3” above the top of the knee
- Leggings must only be worn with a skirt or dress layer, and the hem of the skirt or dress must be no higher than 3” above the top of the knee
- Flip flops are prohibited

Any questions about personal appearance, dress code guidelines, hygiene, or branding can be directed to the Human Resources department or the employee’s supervisor.

### **Employee Personal Property**

Great Falls Construction is not responsible for personal property of the employee while at Company locations, job sites, or events in the community. If an employee chooses to bring personal property to work locations or sites, it may not be covered under the Company insurance policies and because of limitations to individual homeowners’ policy, coverage may be excluded on that policy as well. The company also prohibits employees from bringing any items that are, or can be interpreted as, sexually



suggestive, offensive, or demeaning to specific individuals or groups. Employees are also prohibited from bringing firearms or other weapons to Company location, job sites, or events in the community, except that an employee may have a firearm in the employee's vehicle while parked in the Company's parking lot if the vehicle is locked and the firearm is not visible. All personal property brought during work hours may be inspected with the purpose of enforcing the Company's policies.

## **Accidents, Incidents, and Emergencies**

Maintaining a safe work environment requires the continuous cooperation of all employees. The Company strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on Great Fall Construction premises. Employees should call 911, in the event of a serious accident or emergency, and contact their supervisor or the nearest supervisor to report the incident. Either the employee or the notified supervisor must inform the Human Resources department of the incident, as soon as possible.

If the employee needs to receive medical care, of a non-emergency nature, the supervisor or a Human Resources representative can provide transportation to a local walk-in clinic or Concentra facility. Non-supervisory employees are not permitted to drive or transport an injured employee. Great Falls Construction employees are not permitted to drive a co-worker, client, sub-contractor, or other related person(s), to a medical facility during an emergency situation.

If an employee is injured on the job, Great Falls Construction provides coverage and protection in accordance with the Workers' Compensation Law. When an injury is sustained or an accident occurs while at work, it must be reported immediately to the employee's supervisor and the Human Resources department. Incident reports will need to be completed within 24 hours of the incident, by all involved parties or witnesses. Incident reports must be turned into the Human Resources department for review.

Failure to report accidents or incidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance. Likewise, an employee who fails to seek medical treatment, within the first ten (10) days following the incident, may not be covered by the Company's Workers' Compensation coverage.

### **Traffic Accidents**

Employees that are involved in a traffic accident, using a company vehicle or personal vehicle for work purposes, irrelevant of potential fault, must do the following:

- Call the local police station to the scene
- Call their supervisor or the nearest supervisor and Human Resources department
- Collect another driver's information



- Company name (if a company vehicle)
- Driver's name, date of birth, and driver's license number (whenever possible obtain a picture of the driver's license)
- Driver's registration (when possible obtain a picture)
- Driver's insurance card (when possible obtain a picture)
- Take pictures of both vehicles and the surrounding area
- Inform their supervisor and the Human Resources department in the event that the vehicle must be towed, or an injury has been sustained by the employee, passengers, other driver, or other passengers.

### **Use of Personal Vehicle while on Company Business**

Great Falls Construction is not responsible for damage to employees' cars, regardless if the employee is found to be at fault or not, by authorities or during the investigation process, while on Company business. All employees who drive for business purposes, are subject to a driving record check, every 6 months. Employees who drive a personal vehicle for work must provide a copy of their current vehicle registration and insurance to the Human Resources department. Employees must ensure that the documentation on file with Human Resources is valid and up to date. All employees are required to follow the same guidelines, when driving a personal vehicle for business, as the employees who are granted permission to drive company vehicles.

### **Mileage Reimbursement**

The Company will reimburse employees based on actual miles driven multiplied by the current IRS approved mileage rate, at the time the miles were incurred while on Company business. Miles incurred on Company business do not include travel time for the first 45 minutes between an employee's home and the job site. Mileage, tolls, and travel expenses reports must be submitted to the Accounts Payable (A/P) department on a monthly basis.

### **Use of Company Vehicles**

Great Falls Construction may permit an authorized driver use of company vehicles. Use of company vehicles is a privilege, which the company may withdraw at its discretion. Company vehicles must be used for business purposes only, in conjunction with the authorized driver's job duties. The company may permit authorized drivers the personal use of company vehicles for the purpose of commuting to and from job sites.

All drivers must comply with the following:

1. Only current employees of this company that meet the following criteria will be considered an authorized driver;
  - Must have management approval to drive company vehicles
  - Must be at least 21 years of age
  - Must have a valid driver's license



- Must have current copy of driver's license on file
  - Must have experience in operating the vehicle
  - Must have an acceptable driving history and demonstrate safe driving behavior as determined by management
  - Must demonstrate good work habits as determined by management
2. No persons other than an authorized driver are permitted to operate company vehicles at any time.
  3. The authorized driver is a representative of the company and shall act in a professional, responsible and respectful manner and maintain a clean and neat appearance.
  4. The authorized driver shall keep the exterior and interior of the company vehicle clean and neat.
  5. There is no smoking permitted in company vehicles.
  6. Authorized driver shall safely operate company vehicles and obey all traffic laws, rules, regulations and limits. Authorized drivers and passengers shall wear safety belts. The use of cell phones (i.e., texting, using apps, making phone calls, etc.) and other driver distraction devices and activities is prohibited while driving.
  7. Company vehicles are not to be operated under unsafe conditions, unnecessary conditions or conditions that may cause excessive wear and tear to the vehicle. Such conditions include but are not limited to:
    - Extreme weather
    - Extreme or unsuitable terrain
    - Excessive speeds, acceleration or deceleration
    - Prolonged engine idle times
    - When routine maintenance is needed on a vehicle. (e.g., new tires, oil change, check engine lights)
  8. At no time is a company vehicle to be operated if the authorized driver has:
    - Consumed any number of alcoholic beverages or
    - Consumed any prescription, over the counter or illegal drug or substance that may impair driving performance or
    - Is intoxicated or under the influence of any prescription, over the counter or illegal drug or substance (including, but not limited to alcohol and marijuana)
    - Is distracted; engaged in an activity that is not necessary to the operation of the vehicle, impairs or would reasonably impair the person to operate the vehicle safely
  9. Company vehicles are not permitted for any of the following uses:
    - Towing boats, campers, vehicles or any other trailers, except company owned trailers as permitted by vehicle specifications
    - Overloading vehicles or transporting more passengers than available safety belts
    - Transportation of prohibited substances or hazardous materials
    - Giving rides to hitchhikers
    - For loan or hire to others, any livery operations or used to generate income
    - Travel to and use in any foreign country (i.e. Mexico and Canada)



- Attaching equipment such as plows, winches, or luggage carriers
  - Using the vehicle for any purpose not approved by the company
10. Authorized drivers must report to management all accidents, fines, violations, or driving infractions that involve company vehicles or occur while operating company vehicles.
  11. Company vehicles may be equipped with GPS devices. The GPS must be active at all times and is not to be disconnected or tampered with in any way. Data collected by the GPS may be used by the company for any reason.
  12. Company vehicles are not to be tampered with or altered in any way without the express permission of management.

If an employee witnesses or has knowledge of an unauthorized individual driving a company vehicle, the employee must report that information to his or her supervisor as soon as possible.

### **Personal Use of Company Vehicles**

It is not the policy of Great Falls Construction to permit personal use of company vehicles. However, under certain circumstances limited personal use may be granted on a case by case basis under the following conditions:

1. Only employees of this company that meet the following criteria will be eligible to receive permission for limited personal use upon request:
  - Must be a current company driver
  - Must be at least 21 years of age
  - Must demonstrate safe driving behavior
  - Must have company experience in operating the requested vehicle
  - Must have an acceptable driving history as determined by management
  - Must demonstrate good work habits as determined by management
  - Must have current copy of driver's license on file
2. The limited personal use of company vehicles by employees requires written approval by management. No vehicle is to be used personally unless approved by management.
3. The employee requesting use of the company vehicle is the only permitted driver. No other persons are permitted to drive the company vehicle at any time.
4. The use of cell phones (i.e., texting, using apps, making phone calls, etc.) and other driver distraction devices and activities is prohibited while driving.
5. At no time is a company vehicle to be operated if the driver:
  - Consumed alcoholic beverages; or
  - Consumed any prescription, over the counter or illegal drug or substance that may impair driving performance; or



- Is intoxicated or under the influence of any prescription, over the counter or illegal drug or substance (including but limited to alcohol and marijuana); or
  - Is distracted; engaged in an activity that is not necessary to the operation of the vehicle, impairs or would reasonably impair the person to operate the vehicle safely (i.e.: texting, using apps, or making phone calls)
6. Company vehicles are not permitted for any of the following uses:
- Towing boats, campers or other trailers
  - Overloading vehicles or transporting more passengers than available safety belts
  - Transportation of prohibited substances or hazardous materials
  - Giving rides to hitchhikers
  - For loan or hire to others, any livery operations or used to generate income
  - Travel to and use in any foreign country (i.e. Mexico and Canada)
  - Attaching equipment such as plows, winches, or luggage carriers
  - Using the vehicle for any purpose not approved by the company
7. Authorized drivers must report all accidents, fines, violations, or driving infractions that occur while company vehicles are being used for personal reasons.
8. All requests for personal use of a company vehicle must be received at least one week prior to the requested date of use.
9. All requests must be in writing, using the Request for Permission to Use Company Vehicle for Personal Use form.
10. Management is to be notified by the authorized employee upon return from any extended personal use (more than 2 days) of company vehicle.
11. All vehicles must be returned by the date specified on the "Request for Permission to Use Company Vehicle for Personal Use" form in the same condition or better than received. If the designated return date is a workday, the vehicle must be returned prior to the start of the workday.
12. Any employee violating this policy is subject to disciplinary action up to and including termination of employment.

All drivers for Great Falls Construction are subject to a Driving Record check every 6 months. Any accidents, violations, or suspensions, on or off work time, must be reported to Human Resources within 30 days of the infraction being imposed upon the employee.

### **Travel and/or Overnight Stays**

Employees who are requested to travel for work must adhere to the following guidelines:

- If an overnight stay is required, identified employees may be required to share hotel rooms that are reserved by the company.
- Each employee will receive a set daily meal allowance of up to \$35.00. These meals can be purchased using the company credit card, with prior authorization. If the employee does not



have access to a company credit card, then a \$35.00 credit for each day, will be provided to the employee, by check, prior to the trip.

- Employees are reminded that they are “on-show” while traveling for company business and are expected to conduct themselves in an appropriate manner that is consistent with the conduct guideline.

Any questions or concerns regarding these guidelines must be brought to the attention of the Human Resources department, as soon as possible, before the travel is to begin.

### **Use of Company Equipment and Property**

The Company provides any supplies, uniforms, equipment, automobiles, credit cards, EZ-passes and materials necessary for you to perform your job. These items are to be used solely for the Company’s purposes and are non-transferrable to other employees or persons outside of the organization. Employees are expected to exercise care in the use of Company equipment and property and use such property only for authorized purposes. Loss, damages or theft of Company property should be reported to the Human Resources department, at once. Negligence in the care and use of Company property, or failure to report loss, damage, or theft may be considered grounds for discipline, up to and including termination.

The company’s equipment, such as power tools, vehicles, trailers, telephones, cell phones, postage machines, facsimile and copier machine, are intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Company should be reported immediately to your supervisor and Human Resources so that reimbursement can be made.

Upon termination of employment, the employee must return all Company property, lightly worn branded uniforms, equipment, credit cards, EZ-passes, vehicles, work product and documents in his or her possession or control.

### **Company Computer System/Email and Internet Usage**

It is the policy of Great Falls Construction that the use of its computers and software is limited solely to appropriate business use. Employees are not allowed to use the computer system for their personal benefit. Employees are strictly forbidden from installing software on the system, downloading and/or playing games, use streaming music/video sites or apps, and doing any activities that are not considered for constructive work purposes, can cause damage or harm to the server or server’s content, and/or can restrict the internet speed for other users. Further, this policy reaffirms that the Company’s employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees



have private access or an entry code into the computer system. The Company reserves the right to monitor the use of its computer system.

Every Great Falls Construction employee is responsible for using the electronic mail (E-Mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.

The E-mail system is the property of Great Falls Construction. It has been provided by Great Falls Construction for use in conducting company business. All communications and information transmitted by, received from, or stored in this system, are company records and property of Great Falls Construction. The E-mail system is to be used for company purposes only and may not be used for the purposes of solicitation of any kind. Use of the Email system for personal purposes should be limited to emergency situations only.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Great Falls Construction E-mail system.

Great Falls Construction, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter store in, created, received, or sent over the E-mail system for any reason and without the permission of any employee.

Even if employees use a password to access the E-Mail system, the confidentiality of any message stored in, created, received, or sent from the Great Falls Construction E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish Great Falls Construction's right to access materials on its system or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to great Falls Construction as E-mail files may need to be accessed by the company in an employee's absence or for the purposes of an investigation.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Even though Great Falls Construction has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of Great Falls Construction management.

Great Falls Construction's policies against sexual or other harassment apply fully to the E-mail systems and other sources of electronic communication (e.g., texting) and any violation of those policies is



grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, other non-job-related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials, to a non-designated source, without prior authorization from Great Falls Construction management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and should consult Human Resources. Email attachments or internet links may contain viruses or another spyware. Employees must use caution when opening any documents or links that may seem suspicious. These items can expose the server to unwanted or harmful programs and data-collecting devices. Employees must immediately report any incidences to Human Resources and our Information Technology (IT) team.

Management approval is required before anyone can post any Company information on social media, commercial on-line systems, or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Employees should refrain from using Great Falls Construction titles or connections when posting on personal social media or personally monitored websites, without the prior written consent of the Human Resources department. Additionally, employees should keep in mind that information or content they post on-line may reflect poorly on Great Falls Construction, and therefore employees should use good judgment when posting on social media or elsewhere on the Internet. Any questions regarding this policy should be directed to the Human Resources department.

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communication with no less care, judgement and responsibility than they would use for letters or internal memoranda written on Great Falls Construction letterhead. All written and verbal communications represent the organization or are sent on behalf of the organization and should be treated in that manner.

Because E-mail records and computer files may be subject to discovery in litigation, Great Falls Construction employees are expected to use good judgment when making statements in E-mail or computer files and consider how such statements would reflect on the employee or the Company if disclosed in litigation or otherwise.



Any employee who discovers misuse of the E-mail system should immediately contact the Human Resources department and/or the President of the Company.

Violations of Great Falls Construction's E-mail, Internet, or Computer Usage policy may result in disciplinary action up to and including discharge. Great Falls Construction reserves the right to modify this policy at any time, with or without notice.

### **Telephone Use/Cell Phone Use/Texting**

Employees must project a professional tone and demeanor at all times when conducting business via phone or email.

Although Great Falls Construction realizes that there are times when an employee may need to use the telephone (whether a personal or Company phone) for personal reasons, it is expected that good judgement will be used in limiting the length and frequency of such calls. Additionally, no long-distance personal calls may be made on Company land lines or cell phones without prior approval from the employee's supervisor.

Texting, talking on the phone, and/or using cell phone apps while driving, running machinery and/or power tools is highly prohibited and may result in disciplinary action up to and including discharge.

### **Cell Phone Access and Usage Policy**

Cell phones are used by Great Falls Construction employees for internal and external business communication only. For the purpose of this policy, cell phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, browses the internet, downloads and allows for the reading of and responding to e-mail, whether the device is company supplied or personally owned.

#### **Procedure**

1. Access to Company Supplied Cell Phones
  - a. Cellular phone services are provided, as needed to employees, deemed to require them based on demonstrated need and job function or to enhance company efficiency and provide safety and/or security.
2. Use of Company Supplied Cell Phones
  - a. Great Falls Construction supplied cell phones, like other means of communication, are to be used to support company business only. Employees are prohibited from downloading and/or using non-approved apps on company cell phones.
  - b. Employees may use Great Falls Construction supplied cell phones to communicate with others inside and outside of the company when such communications are related to legitimate company activities and are within their job assignments or responsibilities;



however, personal calls are not acceptable, without prior consent of the employee's supervisor or the Human Resources department.

- c. All communications using Great Falls Construction supplied cell phones- verbal, written or other- must meet professional standards of conduct.
  - d. Employees may use Great Falls Construction supplied cell phones for any legitimate safety, security or emergency purposes.
  - e. Employees shall not use Great Falls Construction supplied cell phones for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interest of the company.
3. Use of Personal Cell Phones
- a. The use of personal cell phones while at work is strictly prohibited, unless approved by the employee's supervisor or Human Resources department, for an emergency purpose.
  - b. The use of personal cell phones for personal reasons during work hours is prohibited and should not be on your person and/or on the job site during working hours.
  - c. Employees may carry their personal cell phones during work hours for any legitimate safety, security or emergency purposes. These purposes may include but are not limited to an ongoing family or personal emergency situation. Such employees must have permission from the Human Resources department and/or Company President. Employees also may carry their personal cell phones during work hours if required for work or time keeping purposes. Except for the above reasons, shall not use or carry personal cell phones on their person during work hours, on company property, or job site.
4. General Use
- a. Cell phones can be a distraction in the workplace.
  - b. Typically, each call from a cell phone incurs a distraction from work and or safety concerns.
  - c. Employees should be aware that cell phone conversations are not secure and can on occasion be picked up on radio receivers. Employees should use discretion in discussing highly sensitive or confidential matters on the cell phone.
  - d. No employee may use another employee's cell phone without that person's permission. An employee who has received permission to carry their personal cell phone may not allow another employee to have access to their phone without permissions from their supervisor and/or the Human Resources department.
5. Use of Cell Phones while Driving
- a. Research indicates that using a cell phone while driving is dangerous. Employees must be aware of and follow all current legislation and regulations regarding the use of cell phones while operating a motor vehicle.
  - b. Employees are required to exercise due diligence while operating a motor vehicle on company business. To that end, employees are not permitted to use a cell phone, either hand-held or hands-free, to talk, text, e-mail, use apps, or browse the internet.



- c. A cell phone's voicemail feature should be activated to store incoming calls while driving. Employees are encouraged to check and return calls at safe opportunities (during a rest stop, before leaving, and/or upon arrival).
6. Privacy and Access
    - a. A detailed statement for each Great Falls Construction supplied cell phone is received monthly from the service provider and is reviewed by accounting and the employee's manager.
    - b. When a company supplied cell phone is damaged, lost, or stolen, such incidences must be reported immediately to the Human Resources department.

In the event of a family emergency, friends and/or family may call Great Falls Construction at 207-839-2744, or the Project Manager or Site Supervisor of the current job site.

Failure to abide by the above procedures could result in disciplinary actions ranging from warnings, suspensions, or dismissal.

### **Company Credit Card Policy**

Great Falls Construction issues company credit cards to eligible and authorized employees for job-related, approved budget item expenses. The use of the company's credit card or charge accounts is subject to the following restrictions:

- All charges will be reviewed by an employee's supervisor or the Company President for approval.
- No personal or private expenditure shall be charged to a company account. \*\*This includes the purchase of tools.
- Use of company credit cards for expenses of a personal nature of any kind may result in disciplinary action up to and including termination.
- Any personal transactions reflected on a credit card statement must be paid in full immediately. If payments are not made in full, the credit card will be deactivated, and the amount reimbursed through payroll deductions and other available sources.
- Each expense charged must be accompanied by the actual itemized receipt and a brief explanation including the job cost/billing code and job number.
- Documentation of each expense MUST be submitted to the Accounting Department within one week from the date of purchase, or Monday by 10am, whichever is sooner.
- If receipts are not submitted within 7 days of the purchase the card holder will receive a written warning. Failure to submit receipts within two weeks following the purchase may result in disciplinary action up to and including termination.
- The company credit card cannot be used to obtain cash advances, ATM withdrawals, bank checks, traveler's checks, or for electronic cash transfers.
- All credit cards should only be in the possession of and used by the assigned employee named on the card.

4/16/2020



- The employee is responsible for all charges made to the account and will be held liable for any unauthorized items appearing on the statement of account.
- If a card is lost or stolen, the employee must notify the Accounting and Human Resources departments immediately.
- The company credit card is the property of Great Falls Builders, Inc. An employee must surrender the card immediately upon termination of employment or at the company's request.

## **Violence in the Workplace**

The Company strongly believes that all employees should be treated with dignity and respect. Acts of violence and/or harassment will not be tolerated. Any instances of violence and/or harassment must be reported to the employee's supervisor and/or the Human Resources Department. All complaints will be fully investigated.

The Company will promptly respond to, and investigate, any incident or suggestion of violence and/or harassment. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

## **Personal Relationship Policy**

Members of an employee's immediate family, or in a personal relationship with an employee, will be considered for employment on the basis of their qualifications. Immediate family and/or personal partners may not be hired if employment would;

- I. Create a supervisor/subordinate relationship with a family member or partner.
- II. Have the potential for creating an adverse impact on work performance; or
- III. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship, while employed by Great Falls Construction, may continue employment as long as it does not involve any of the above.

The Company strongly discourages personal relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship. If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the Human Resources department. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.



If one of the conditions outlined above should occur, attempts will be made to find a suitable position within Great Falls Construction to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Company will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot decide, the Company will decide, in its sole discretion, who will remain employed.

This policy does not apply to "close relatives" who already are employed by Great Falls Construction as of the effective date of this policy.

By its discouragement of romantic and sexual relationships, the Company does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part of extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

The company recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic." It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described. Any exceptions to this policy must be approved by the Human Resources department and the Company President.

### **Solicitations, Distributions, and Use of Bulletin Boards**

Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas and/or during any working hours at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Persons not employed by Great Falls Construction may not solicit Great Falls Construction employees for any purposes on Company premises.

#### **Bulletin Boards**

Bulletin boards maintained by Great Falls Construction are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning Company business;



- Announcements of a business nature, which are equally applicable, and of interest to employees.

All posted material must have authorization from the Human Resources department. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from bulletin boards.

## **Smoking Policy**

In order to comply with government regulations, Great Falls Construction has prohibited smoking and electronic vaping devices throughout its office environment. Smoking and electronic vaping devices is not allowed on job sites. Please respect our customer's property and company policies when it comes to smoking and electronic vaping devices. This includes, but is not limited to, utilizing a designated smoking area, that is established by management at least 20 feet from any areas where work is being conducted or from an entranceway, smoking materials must be properly extinguished and disposed of. Smoking and electronic vaping devices in company vehicles is not permitted at any time. Smoking and electronic vaping devices in a personal vehicle, while transporting employees, is also prohibited. Smoking and electronic vaping devices are permitted during unpaid breaks.

Any question regarding the smoking policy should be directed to the Human Resources Department.

## **Drug and Alcohol Abuse**

### **(See also Drug and Alcohol Testing Policy and Procedures in New Employee Section)**

Manufacture, distribution, dispensation, possession, or use of any drug that is illegal under state or federal law, alcohol, or other controlled substance while on Company premises, including on job sites and in vehicles, is strictly prohibited. These activities constitute serious violations of Company rules, jeopardize the Company and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of this policy are subject to appropriate disciplinary action, up to and including immediate termination.

Additionally, Great Falls Construction reserves the right to request that an employee undergo a medical or substance abuse evaluation as a condition of continued employment under appropriate circumstances, and where permitted by law. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Company of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.



## LEAVING GREAT FALLS

### Resignation

When an employee decides to leave employment with Great Falls Construction for any reason, his/her supervisor and the Human Resources Department would like the opportunity to discuss the resignation before final action is taken. Great Falls Construction often finds during this conversation that an alternative may be better for the employee. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the Company with a written two-week advance notice period (bear in mind that Paid Time Off (PTO) may not be the two-week notice period).

If the employee's supervisor or the company's management team wish for the employee to leave prior to the end of the employee's two-week notice, the employee may or may not be paid for hours not worked during the remainder of that notice period.

### Dismissals

Every Great Falls Construction employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in Great Falls Construction's employ. Great Falls Construction may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the Company (except the President) has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above.

### ***THE FOLLOWING GUIDELINES MAY BE APPLIED AT THE DISCRETION OF GREAT FALLS CONSTRUCTION'S MANAGEMENT:***

#### **Immediate Dismissals- Misconduct**

Any employee whose conduct, actions or performance violates or conflicts with Great Falls Construction's policies may be terminated immediately and without warning.

The following are some examples of grounds which may result in the immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony that is inconsistent with the employee's job duties
- Willful violation of an established policy or rule
- Falsification of Company Records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies



- Time keeping violations
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of Great Falls Construction
- Possession of dangerous weapons on the premises (except a firearm that is stored out-of-sight in an employee's locked vehicle in Great Falls Construction's parking lot)
- Unauthorized possession, use or copying of any records that are the property of Great Falls Construction
- Unauthorized posting or removal of notices from bulletin boards
- Excessive absenteeism or lateness
- Marring, defacing or other willful destruction of any supplies, equipment or property of Great Falls Construction
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of the Company's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Leaving the work premises without authorization during work hours.
- Sleeping on duty

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, is not intended to be comprehensive, and does not change the employment-at-will relationship between the employee and the Company.

Employees who are terminated for misconduct, gross negligence or other cause, as determined by the Company, will forfeit their unused Paid Time Off (PTO).

## **POST RESIGNATION/TERMINATION PROCEDURES**

### **Exit Interview**

Human Resources is responsible for scheduling an exit interview with a terminated employee on the employee's last day of employment and for arranging the return of any applicable Company property including, but not limited to:

- Office Keys
- Vehicles and/or vehicle keys



- Company-issued credit cards
- Company manuals
- EZ-Pass
- Any Company owned power tools, extension cords, and equipment in their possession
- Hard hat and any other Company-provided protective equipment
- Computer, laptop, monitor, keyboard and any power accessories
- Cellphone or pager
- Any other items provided to them by the Company for their use while employed

### **Benefits**

Any company-paid, or partial company-paid premium benefit plans in place (Medical, Dental, and 401(k) company-paid contributions) end on the last day of the month you were employed. Our employees have the option to continue their health and dental, or just health, coverage under COBRA. COBRA coverage must be paid directly to Great Falls Construction each month. Subject to applicable law and plan requirements, failure to pay within 15 days of due date will result in a warning of termination of coverage, and failure to pay within 30 days will result in the cancellation of COBRA benefits.

Any employee who does not provide adequate notice of at least two weeks upon resignation and who fails to work the notice period unless otherwise excused by his/her supervisor, will forfeit any rights to unused vacation pay.

### **Final Paycheck**

The final paycheck will be mailed during the next normal pay period. Subject to applicable law, if there are unpaid obligations to the Company including any negative balances relating to a loan or advance, the final paycheck will reflect the appropriate deductions.

### **Retirement Plan**

In order to receive a disbursement of any amounts due from any Retirement Plan or 401(k) plan, the employee is required to complete and sign a distribution form and submit it to the Human Resources Department. Specific information will be provided at the exit interview and/or upon request.



## EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I, \_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_ (date), I received a copy of Great Falls Construction's Employee Handbook ("Handbook") and that I read it, understood it and agree to comply with it. I understand that Great Falls Construction has the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, regulations, procedures and benefits contained in the Handbook at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this Handbook. Changes can only be made if approved in writing by the President of Great Falls Construction. I also understand that any delay or failure by Great Falls Construction to enforce any rule, regulation, procedure contained in the Handbook will not constitute a waiver of Great Falls Construction's right to do so in the future.

I understand that neither this Handbook nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by the President of Great Falls Construction representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by the President of Great Falls Construction and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date