



Employee  
Information  
Handbook

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# Foreword

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Shames Construction Company, Ltd. (“Shames Construction”, “the Company”) believes that it is important to keep you fully informed about its policies, procedures, practices and benefits, what you can expect from the company and the obligations you assume as an employee. These practices are designed to provide clear and equal treatment of employees. We urge you to become familiar with them. If you have any questions on any matter pertaining to employment, contact Carolyn Shames, President/CEO; who will either answer the questions or get the answers for you.

This handbook is intended to provide employees of Shames Construction with basic information about the Company and its policies, practices, procedures and benefits. Nothing contained in this handbook is intended to create, or shall be construed as creating, an express or implied contract or guarantee of employment for any term. Employment security cannot be guaranteed by any member of management or other employee. At all times during employment with Shames Construction, employees shall retain the right to leave employment as they choose. Shames Construction retains the right at all times as well, to separate any employee from employment for any reason that does not contradict any wrongful discharge laws which may apply.

The personnel policies and practices that are included reflect a great deal of concern for the people who make it possible for Shames Construction to exist . . . **its employees**. These policies may change with time. They may need to be clarified, amended and supplemented. The Company maintains the responsibility and the right to make these changes at any time and will advise employees when changes occur.

The descriptions of various fringe benefits such as group insurance are summaries only. Should the descriptions in this handbook differ with formal agreements or documents involved, the formal and complete presentations or plans are considered correct. As noted previously, personnel policies and practices are subject to change.

Consult Carolyn Shames if there are questions related to any of the information supplied in this handbook.

**The policies, practices, procedures and benefits described  
in this handbook replace all earlier written and unwritten ones.**

# Mission Objectives

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We are dedicated to surpassing the expectations of our clients and subcontractors by developing relationships through consistent **Integrity, Quality, Service, and Teamwork**. Our success depends on our ability to make good decisions every day we come to work. We are professional problem solvers in a difficult business – general contracting.

Each employee must base his/her decisions on what is best for the Company to achieve our goals of **Integrity, Quality, Service, and Teamwork**.

If an employee's actions are based on the corporate mission objectives, upper management will always back him/her up. Employees should take time to pause prior to acting on an issue and remember what we stand for.

These are the principles that we sell to our clients. They should not be compromised unless there is a major reason to do otherwise and it is discussed with upper management.

In order for us to continue to prosper, we need the cooperation and commitment of each and every employee.

# Management Philosophy

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Our pledge to Shames Construction employees is that so long as the affairs of this firm are in our hands, the following principles will govern our relations with you.

We know that Shames Construction employees and their welfare are most important to the success of our company. Our long-range objective is the continuous development of a growing and prospering business through which both employees and company will benefit. Every employee is considered a part of our company team. Our success as a company is founded on the principle of recognition of the skills and the efforts of each employee. Our policy is to work with all members of our team in a fair and friendly manner, and to treat each team member with dignity and respect.

The management of Shames Construction will work continuously for the benefit of our present and prospective customers, as well as our employees and to improve the competitive position of our company. This will enable us to provide superior jobs for our team members.

We will meet with any employee to discuss requested improvements in conditions of work and we will honor and abide by the provisions of our Employee Information Handbook.

General conditions such as safety, cleanliness and employee accommodations will be constantly evaluated for improvement, and will always compare favorably with good industry practice.

We will devote our best efforts to the planning of a growing business within which will prevail an atmosphere of harmony with opportunity for all.



# Your Supervisor

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Your supervisor is a vital part of our management team. Your supervisor is responsible for planning the work schedule, ensuring the quality of your work and providing you with whatever assistance you may need. Your supervisor will arrange for your job instructions, introduce you to your fellow employees, show you where things are and advise you of your work performance. Depending on your specific job assignments, this "direct" supervisor may change from assignment to assignment. It is your responsibility to know who your direct supervisor is at all times.

An important part of your supervisor's responsibilities is to answer questions, listen to your concerns and take action where appropriate. Give your supervisor your cooperation. If your supervisor does not have an answer to your question, they will do their best to get one for you.

It is the responsibility of each employee to have a clear understanding of his or her job responsibilities. If you do not have a clear understanding of your job responsibilities, be sure to get clarification from your supervisor. Shames Construction has written a job responsibility list for each job category. Be sure you have a copy and understand what is expected of you.

# Questions, Suggestions and Concerns

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We encourage you to bring your questions, suggestions and concerns to our attention. While we are proud of the current relationship between management and employees, we recognize there is always room for improvement. We will give consideration to your concerns.

We are interested in your thoughts and opinions. While we cannot guarantee that we will always give you the answer that you want, we will do our best to listen and to address your concerns.

If you have a question, suggestion or concern, you should discuss it with your supervisor. Since you and your supervisor work closely on a daily basis, most concerns can and should be addressed and resolved at this level.



# Section 1

## Employment

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### **APPLICATION FOR EMPLOYMENT**

All candidates for employment must fully complete, date and sign the standard Shames Construction Company employment application form. The form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information. We may investigate any portion of the requested information and may deny or terminate employment of anyone giving false or incomplete information.

### **CONFIRMATION OF EMPLOYMENT**

The Company, in its discretion, will request information from the prospective employee's previous employers relative to their work record in connection with their application for employment.

### **IMMIGRATION AND NATURALIZATION**

The U. S. Immigration and Naturalization service requires that candidates for employment and the Company provide specific information within three (3) days of commencing employment. Candidates for employment must complete Section 1 of Form I-9 and provide the Company with specific documents to establish *identity* and *employment eligibility*. The list of acceptable documents is included in the I-9 packet.

**Employees will not be allowed to continue employment without providing these identification documents.**

### **MEDICAL EXAMINATIONS**

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

For certain positions or under certain circumstances and after an offer of employment, a medical examination may be required. When a medical examination is requested, the medical examination will be conducted by a company-appointed physician at the Company's expense. Employment and assignment will be conditional pending the receipt of a satisfactory physician's report.

Current employees may also be required to undergo medical examinations. When necessary, these exams will evaluate an employee's ability to perform the essential functions of the position or need for possible accommodation. Such examinations will be conducted for all employees in the same job category and will be scheduled at reasonable times and intervals. The exams will be conducted at the employer's expense.

## **DRUG TESTING**

Shames Construction is committed to providing a safe, efficient, and productive work environment for all employees; therefore, job applicants and current employees may be asked to provide body substance samples (*such as urine and/or blood*) to determine illegal use of drugs or alcohol. Any applicant who fails the drug test will not be accepted for employment. Any employee who refuses to submit to drug testing is subject to disciplinary action up to and including termination of employment.

## **MOTOR VEHICLE RECORD (MVR) INQUIRY**

Prospective employees are expected to drive personal vehicles for company use. Prospective employees will provide the company with current and acceptable motor vehicles driving information and a copy of a valid driver's license. Employment and assignment will be conditional pending the receipt of a satisfactory report from the State Department of Transportation, Division of Motor Vehicles.

## **EMPLOYMENT STATUS/EMPLOYMENT AT-WILL**

Neither the company, any of its managers, supervisors, nor other employees can guarantee a specific duration of employment. Employment is at-will. Employees may leave employment at any time with or without a reason. Likewise, the company reserves the right to terminate any employee at any time within the provisions of the law.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Shames Construction was built upon teamwork and equal opportunity. We will continue to be successful when people are treated fairly and allowed to advance and achieve their full potential. We are proud of the fact that we extend equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, sex, age, national origin, marital status, registered domestic partner status, veteran status, or disability; which if needing accommodation, may be reasonably accommodated as required by law unless undue hardship would result.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Controller. The company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

## **EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA)**

Title I of the Americans with Disabilities Act prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability.

The Americans with Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the Americans with Disabilities Act, Shames Construction will:

- identify the essential functions of a job;
- determine whether a person with a disability, with or without accommodation, is qualified to perform the duties; and
- determine whether a reasonable accommodation can be made for a qualified individual.

## **DEFINITIONS OF EMPLOYEES**

Employees are divided into the following categories for the purposes of pay and benefits. Company policies apply to all employees. Be sure you are clear what category your current job falls into.

### **Regular Full-Time**

Employees hired full time on a full work week basis for a continuous and indefinite period of time are considered regular full-time employees for all pay and benefit purposes.

### **Hourly Full-Time**

Hourly employees hired full time on a full work week basis for an indefinite period of time are considered hourly full-time and are eligible for benefits.

### **Regular Part-Time**

Employees whose work schedule is less than full time on a full work week basis for a continuous and indefinite period are considered regular part-time employees for all pay and benefit purposes. Regular part-time employees are not eligible for benefits regardless of the number of hours or weeks worked.

### **Temporary**

Employees hired as temporary replacement for regular full-time or part-time employees, or for short periods of employment such as summer months, peak periods and vacations are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

## **NON-EXEMPT FROM FEDERAL WAGE AND HOUR LAW**

Hourly wage personnel are paid overtime pay for all hours worked in excess of 8 hours a day and forty (40) in a work week. Hourly paid employees are expected to confine their work to the normal work day and work week unless overtime is authorized in advance by their supervisor.

## **BENEFIT ELIGIBILITY**

The term "*eligible employee(s)*" used in the Benefits Section of this handbook means Regular Full-Time and Hourly Full-Time employee(s) unless otherwise designated. Employees will be told the status of their position when they are hired.

- Regular full-time employees are entitled to the benefits stated in this handbook, *provided* they qualify for each individual benefit.
- Hourly full-time employees are eligible for benefits.
- Regular part-time employees are not entitled to employee benefits.
- Temporary employees are not eligible for benefits.

## **ORIENTATION**

Getting off to a good start is very important. Following the acceptance of employment, the supervisor will discuss duties, the company's policies and procedures with the new employee. A copy of this Employee Information Handbook will be given to each new employee. Read the handbook thoroughly and direct any questions to your supervisor.

A receipt is provided at the end of this handbook, of which there are two (2) copies. All new employees are required to sign a copy and return to the Controller (pages 50-52), and retain a copy with the handbook (pages 47-49).

## **NINETY (90) DAY EVALUATION PERIOD**

During the first ninety (90) days of employment, Shames Construction and the new employee are given an opportunity to evaluate whether the employment relationship should continue.

If, during or at the conclusion of the ninety (90) day evaluation period, either Shames Construction or the employee believes that employment should not continue, separation from employment will follow immediately.

## **PAYROLL INFORMATION**

Immediately upon accepting employment, the new employee will be given a new hire packet to complete. The information contained in this packet should be completed and returned to the Controller as soon as possible.

## **CONTINUOUS SERVICE DATE**

In order to have a record of an employee's benefits, a continuous service date will be maintained for each regular full-time employee. The continuous service date will be the first day of employment and will continue uninterrupted as long as the employee remains a regular full-time employee.

## **EMPLOYEE INFORMATION**

Employees are required to keep the company informed about any major changes that may affect their employment status. Important changes to report to the Controller include:

- Name
- Address
- Home telephone number
- Marital status as it affects payroll
- Names and numbers of dependents
- Any important health information as it affects health benefits\*
- Emergency telephone numbers and whom to notify in case of emergency
- Change of beneficiary
- Authorized payroll deductions
- Additional education and special training courses

\* *Information regarding the medical condition or history of an employee will be kept in a separate file with restricted access.*

## **PERSONNEL RECORDS**

Shames Construction will maintain a file on each employee. An employee's personnel record begins with their employment application form. Various information will be added to this personnel record regarding an individual's employment status with the company from time to time. Personnel records are company property and will be treated the same as other confidential company information.

Access to an employee's records is restricted to the President/CEO and the Controller. Violation of this policy is considered a very serious offense.



## Section 2

# Working Hours and Pay

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### **WORKING HOURS**

Regular working hours are as follows:

<b>Office Open</b>	7:30 AM - 5:30 PM (Monday through Friday)
<b>Office Staff</b>	Eight (8) hours maximum as scheduled by Supervisor
<b>Field Staff</b>	7:00 AM - 4:00 PM

It should be understood that while officers of the company are part of the team, exact hours and benefit policies do not pertain to officers. Should you have any questions with regard to this, feel free to discuss your concerns. We will attempt to explain the policy and address your concerns.

Each employee is expected to complete a normal work day and work week and work whatever reasonable overtime hours that may be required to meet company needs. The company's work week begins at 12:01 AM on Thursday and ends at 11:59 PM on Wednesday.

### **OVERTIME**

Employees will be expected to work overtime in case of emergency or when necessary in the best interests of the company. If determined necessary, overtime work will be authorized by management beyond an employee's standard work week. All hourly-paid employees will be paid at one and one-half (1½) times their normal hourly rate of pay for approved overtime hours worked in excess of 8 hours a day and forty (40) hours per week. Overtime must be pre-approved.

### **PAY PERIOD AND PAYMENT**

The pay period is weekly – Thursday to Wednesday. Personnel are normally paid on Friday for work performed through Wednesday of the same week. Direct deposit is the standard form of payment.

### **TIME CLOCK AND TIME RECORDS**

Government regulations require that we keep an accurate record of hours worked by employees.

Time cards are required for hourly employees and are to be turned in to the Controller each week.

It is a violation of company policy for you to alter your time card or report inaccurate hours worked. Violation of this policy will result in disciplinary action that could include termination.

### **ATTENDANCE**

Regular and on-time attendance is essential to efficient operations. Excessive absenteeism and tardiness is not only inconvenient but also a costly problem. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or

tardiness, regular on-time attendance is required for continued employment. Employees must contact their supervisor prior to 7:00 a.m. to report any absence or lateness. Notify your supervisor the night before, if possible.

Employees who fail to maintain an acceptable attendance record will be subject to disciplinary measures. Unexcused absence or tardiness will affect future promotions and/or raises.

### **UNEXCUSED ABSENCE**

The following are disciplinary actions that will result from unexcused absence:

- 1st Offense**      Verbal Reprimand (*Written Notice to Employee's Personnel File*)
- 2nd Offense**      Written Notice (*Copy to Employee's Personnel File*)
- 3rd Offense**      Subject to Termination After Management Review

### **TARDINESS**

The following are disciplinary actions that will result from tardiness that occurs within a one (1) month period:

- 1st Offense**      Verbal Reprimand (*Written Notice to Employee's Personnel File*)
- 2nd Offense**      Verbal Reprimand (*Written Notice to Employee's Personnel File*)
- 3rd Offense**      Subject to Termination After Management Review

### **PERSONAL - APPROVED UNPAID TIME OFF**

On occasion, you may have to schedule an appointment with a dentist or physician or with your child's teacher during your regular work day. Shames Construction understands these needs, and may grant unpaid time off when requested in advance.

Time off may be made up only within the same day or same pay period with your supervisor's approval.

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

### **FAMILY EMERGENCY**

In the event the Office receives word of an emergency related to an employee's family, the employee will be notified as soon as possible. Should the employee be at a location away from the Office, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

### **SEVERE WEATHER CONDITIONS**

If there is any question regarding hours of work during severe weather conditions, employees are responsible for contacting their supervisor or the Office regarding opening and closing hours.

### **CHANGE(S) IN PAY**

Performance of employees will be evaluated annually by their supervisor. Any recommendation for promotion, change in duties or pay raise must be approved by an officer of the company

before any change takes effect. Performance evaluations do not necessarily mean changes in pay or duties.

### **ERROR(S) IN PAY**

Every precaution is taken to ensure that employees are paid correctly. If an employee believes there is an error, they should contact the Controller. We will make every attempt to adjust the error immediately and no later than the next pay period.

### **GARNISHMENTS**

State law requires the company to honor garnishments of employee wages as a court or other legal judgment may instruct (*including child support*). The law also provides for an administrative fee to be charged when a garnishment occurs.

### **PAY ON SEPARATION FROM EMPLOYMENT**

Employees will be paid for time worked, less deductions, in accordance, with applicable labor laws.

### **ADVANCES AND LOANS**

The company does not advance pay against wages nor does the company loan money to employees.

# Section 3

## Benefits

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A comprehensive group of employee benefits has been developed for you by Shames Construction Benefits are carefully designed to provide you with a balance of time off from work without creating undue hardship, help in cases of injury, illness or retirement and an opportunity to grow with your job. Most of the cost of the benefits is paid by Shames Construction

**Benefits described in this section are subject to change.**

Only regular full-time employees are eligible for most benefits if they meet specific requirements. The following benefits may change from time to time. Be sure to keep any information regarding the changes in this handbook for ready access. Questions regarding insurance claim information should be directed to the Controller.

### VACATION

The company recognizes that employees need a scheduled time away from normal work duties for their personal well-being and encourages the use of the time you have earned. The company grants annual vacation with pay to regular full-time employees who meet the service requirement.

#### **Eligibility/Accrual/Yearly Cap**

Vacation accruals begin at the end of your 90-day probationary period. Each pay period you will accrue 1.54 hours. Employees with ten (10) years of service are eligible for fifteen (15) vacation days accrued in the same manner. The annual cap on vacation carried over to the following year is forty (40) hours. Any hours in excess of forty (40) will be paid on the last payroll for that year.

### VACATION SCHEDULES

Your vacation request must be made at least four (4) weeks prior to the time you wish to be off. Vacation may be taken at any time during the year after eligibility with the following provisions:

- Employees are expected to take their paid vacation time as a means of rest and diversion for themselves and their families.
- A paid company holiday that falls during the vacation period will be considered as a paid holiday and not vacation time. This day of vacation may be taken at another time as approved.
- Job requirements will always have precedent over vacation schedules.
- Seniority will be considered in the event a conflict of vacation schedules arises.
- A Vacation Request Form must be completed by the employee and emailed to their supervisor, with a copy to the Controller for approval.

- Only five (5) consecutive vacation days may be taken between June 1 and November 15 each calendar year. In addition, employees are encouraged to take paid vacation between November 15 and January 15.

## **VACATION PAY**

Pay for vacation time will be at the regular rate of pay. Paid vacation time may not be considered as time worked for overtime purposes.

Pay in lieu of unused vacation at any time will be provided only at the convenience of the company when approved in advance by an officer of the company, and, upon separation from employment under certain conditions.

## **HOLIDAYS**

The company normally recognizes the following paid holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas; however, the company may decide to work on a holiday depending upon job requirements.

If a holiday falls on a Saturday or Sunday, its observance will be at management's discretion.

Only regular full-time employees are eligible for holiday pay.

## **EDUCATION**

The company encourages continuing education and the employer may offer classes, courses and training. The employer at its sole discretion will determine if the cost of the classes will be paid by the company or the employee. The employee shall be obligated to sign an agreement when the employer is paying for the class. The agreement will state that the employee must be employed for a specified duration after the class or they will be required to reimburse the employer for the cost of the class upon early separation of employment. The duration will be determined based on the cost, length of the class and tenure of the employee. In all cases the employee will be notified of the details contained in the agreement that they will be required to sign before the class can commence.

## **GROUP HEALTH INSURANCE**

Group health and dental insurance is available to all regular full-time employees, after a 30-day waiting period.

The company pays a portion of the cost of premiums with an employee contribution required depending on coverage package requested. All employee contributions are pretax.

Because health care costs are continuing to rise very rapidly, the company is continually trying to find the best coverage with the best rates. At a time when it is no longer possible to provide group health insurance without both the company and the employee sharing more equally in the premiums, the company will notify the employees of the changes being considered.

## **CONTINUATION OF GROUP HEALTH INSURANCE (COBRA)**

Employees terminating (*other than for gross misconduct*) may continue their group health insurance coverage for eighteen (18) months at their own expense. Employees whose work hours are reduced to a point where they are ineligible for coverage may also continue coverage for eighteen (18) months at their own expense.

Dependents who are no longer eligible for coverage under the employee's insurance contract due to employee's death, a divorced or legally separated spouse or a child ceasing to be a dependent,

may continue group health insurance for up to thirty-six (36) months at the expense of the employee or dependents.

Employees and dependents must notify the Office of their intent to continue within sixty (60) days and pay the premiums on time according to the premium schedules. Failure to notify the Office or pay premiums on time is considered notice of cancellation of this option.

#### **401(K) PROFIT SHARING PLAN**

This plan is designed to assist employees in their retirement years.

You will be provided information and enrollment instructions in your new hire packet. Questions regarding the Plan should be directed to the Controller.

#### **CIVIC LEAVE**

When an employee is called for jury duty or as a witness, time off without pay for California employees will be granted. Employees in Colorado will be paid per the present law in place. Employees should give the company as much advance notice as possible.

#### **BEREAVEMENT/FUNERAL LEAVE**

In the event of a death in your immediate family, you will be allowed up to three (3) days off without pay in order to assist in arrangements or to attend the funeral. You must notify your supervisor. Vacation days may be used provided you are eligible for them.

Immediate family is considered: *spouse, registered domestic partner, mother, father, son, daughter, brother, sister and in-laws.*

#### **SICK DAYS**

There are three days or 24 hours of paid sick time per year. You will receive these days on your first day of employment. You will need to meet the 90-day employment requirement before taking any leave. Unused paid sick time will not carry over from year to year. However, Shames Construction will place three days or 24 hours of paid sick time into your leave bank each year on January 1<sup>st</sup>. You will be able to access all three days or 24 hours of paid sick time at the beginning of each 12-month period. The company does not pay employees for unused paid sick time.

#### **Qualifying Reasons for Paid Sick Leave**

Paid sick time can be used for the following reasons:

- Diagnosis care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventative care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a covered family member includes:

- A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A “child” also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- A “parent” defined as biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee’s spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- A spouse
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

### **Use of Paid Sick Leave**

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to their Supervisor as well as Tricia Tom. If the need for paid sick leave is not foreseeable, employees shall provide notice to their Supervisor and Tricia Tom as soon as practicable.

An employee’s use of paid sick time may run concurrently with other leaves under local, state or federal law.

### **Incremental Use**

Paid sick leave can be used in 1 hour time increments.

### **Paid Sick Leave and Workers Compensation Benefits**

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by worker’s compensation insurance. However, worker’s compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, the additional

absences from work will be paid with the use of paid sick leave.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work, related to your illness or injury.

### **MEDICAL ABSENCES**

If you are absent from work for more than two (2) days due to a non-job related illness or injury, you must provide the company with an explanatory note from your doctor. If you are absent from work for more than five (5) working days, management will review your situation to determine if there is a need to fill the position in your absence.

Medical absences for periods in excess of four (4) weeks (*20 working days*) are in the discretion of management and may be denied, approved on conditions that are necessary to the company's interests or approved outright. The status of an employee's job and benefits during and at the conclusion of any such extended medical absence will be determined by management and communicated to the employee before or at the time the absence is granted.

### **PREGNANCY DISABILITY LEAVE**

Any female employee planning to take pregnancy disability leave should advise their supervisor as early as possible. The individual should make an appointment with the Controller to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- Shames Construction will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform Shames Construction when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the company. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Shames Construction with a written certification from a health



care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. The certification indicating the need for disability leave should contain:

- A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or related medical condition.
  - The date on which the employee became disabled due to pregnancy;
  - The probable duration of the period or periods of disability; and
  - If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
  - An employee will be allowed to use accrued well days (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal approved unpaid time off (if otherwise eligible to take the time) during a pregnancy disability leave; and

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of eight (8) hours.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover, from an employee, premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave.

PDL may impact other benefits or a seniority date. Please contact the Controller, for more information.

## **PARENTAL LEAVE**

The Parent Leave Act will provide eligible employees up to 12 weeks of unpaid, job-protected leave to bond with a new child. This leave is in addition to the up to four months of Pregnancy Disability Leave available to the pregnant parent. This leave must be taken within one year of the child's birth, adoption or foster care placement. This parental leave is only for baby bonding; it does not require employers to provide leave for other reasons, such as family member's medical issue.

If an employee takes this leave, Shames Construction will maintain and pay for coverage under a group health plan at the same level and conditions that coverage would have been provided if the employee had continued working.

Before the leave starts, Shames Construction will provide the employee with a guarantee of reinstatement to the same or comparable position.

## **MILITARY LEAVE**

It is company policy to grant a leave of absence without pay to employees who participate in U.S. armed forces reserve or National Guard training programs in accordance with the provisions of the Universal Military Training and Service Act. Employees are encouraged to use their vacation time for military training. See your supervisor for information.

## **SOCIAL SECURITY**

The cost of Social Security is shared between you and the company. For every dollar you put into Social Security, Shames Construction puts in a dollar. This provides benefits for you and your family as specified by law in the event of your retirement, hospitalization after age 65 (*Medicare*), total and permanent disability before age 65, and death at any time. For details, contact your local Social Security Office.

## **WORKERS' COMPENSATION**

If you lose time away from work due to a job-related accident, you are eligible for payments to cover loss of income as well as medical expenses (*as required by law*). The benefit cost of this is paid entirely by Shames Construction

If you suffer a job-related accident, report it to your supervisor at once. The report of injury must be filed with the company Controller no later than 24 hours after the injury occurs. Failure to do so may result in loss of benefits.

Workers' Compensation benefits begin only after the first week of absence due to a specific injury; and, only after the fourth full week of absence is the first week paid or as provided by governing laws.

## **UNEMPLOYMENT COMPENSATION**

This is another form of insurance that is paid for entirely by Shames Construction. It helps an employee meet a loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group insurance, Social Security and Workers' Compensation.

## Section 4

# Separation from Employment and Leave of Absence

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### SEPARATION FROM EMPLOYMENT

Employees may be separated from employment voluntarily or involuntarily by retirement, voluntary resignation, lack of work, or discharge. Usually before an employee is terminated they will be told the reason(s) and will be counseled by their supervisor. However, if the misconduct warranting discipline is severe enough, the supervisor may discharge the employee immediately.

**The employee must be advised immediately of the date and reason for termination. All company property in the employee's possession including the Employee Information Handbook must be returned to the Office upon separation from employment and before the final pay check is released.**

### PAY AT TIME OF SEPARATION FROM EMPLOYMENT

The company will determine if the terminating employee has any outstanding debt owed the company and whether the individual has in their possession any company credit cards, tools or other company property. After there is a full accounting of the employee's and the company's accounts, which will include pay advances, loans and company contribution towards health plans accrued as appropriate as determined by the company, the final pay check will be issued to the employee in accordance with state law.

The company will issue a check that is designated as the final payment for all services rendered. The final check will not reflect any time not actually worked except for employees who are separated from the company for any reason before they have taken part or all of their vacation. They will receive their eligible vacation pay at the time of separation from employment.

Upon resignation or termination, all employees should consult the Office for possible conversion of their hospital insurance, and to clear up any financial questions. All employees are expected to return any company property in their possession.

### LEAVE OF ABSENCE

An employee may ask for a leave of absence without pay from the company. The company cannot guarantee to hold any job. Any request for a leave of absence must be made in writing and be approved, in advance, by an officer of the company.

Due to lack of work the company may require an employee to take an unpaid leave of absence. The length of the company-initiated leave of absence may vary.

During any unpaid leave of absence, the following provisions apply:

- The employee is responsible for the payment of all insurance premiums for their individual coverage and dependent group health insurance coverage (*if applicable*). This money should be paid to Shames Construction by the first day of each month that the employee is on leave.

- While on an approved leave of absence, the employee will retain their original employment date, showing no break in service.
- Credit for paid vacation leave cannot be accrued during an approved leave of absence.
- If the employee, during the leave of absence, accepts employment with another company, all company benefits will be terminated.
- Any leave of absence is without pay.

### **REDUCTION OF WORKFORCE**

In the event that a reduction in the company's workforce becomes necessary, the number of employees over and above those needed to perform the available work will be terminated. In determining those employees to be retained, consideration will be given to the quality of each employee's past performance, the need for the position held by the employee and, with all other factors being equal, the length of service of each employee.

If practicable, but not as a vested right, employees subject to termination will be given at least one (1) pay period's notice prior to the anticipated termination. Upon such termination, all accrued but unused vacation leave will be paid out in full and any insurance benefits required to be offered will be brought to the employee's attention.

## Section 5

# Work Policies and Regulations

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### **CARE OF EQUIPMENT AND FACILITIES**

All employees should be concerned with the care of company equipment and facilities as well as that of our customers and clients. This also means good housekeeping is equally important!

### **PERSONAL APPEARANCE/CLOTHING**

#### **SUMMARY**

The company's objective in establishing a dress code is to enable employees to project a professional, business-like image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the standard for this dress code. This policy does NOT require employees to purchase casual business attire. Employees who prefer to dress in formal or traditional business attire should feel free to do so.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions and sport contests may not be appropriate for a professional appearance at work.

#### **STANDARD PRACTICE**

##### **A. GENERAL GUIDELINES (All work days)**

1. When in doubt, do not wear it!
2. While Shames Construction observes a casual dress environment, there may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, roundtables, etc. where you come in contact with other business professionals you are expected to represent Shames Construction in a professional manner and dress appropriately for conducting such business.
3. Clothing should be worn and fit in such a manner that does not expose the abdomen, chest or buttocks areas. Clothing that reveals excessive cleavage, back, chest, stomach or undergarments is not appropriate for a business setting. Undergarments should remain unseen.
4. Clothing should be free of sexually related references and foul language. Clothing should not suggest or promote the use of illegal drugs.
5. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry. Tattoos must be covered.
6. Shames Construction requests that if men choose to grow facial hair, that it be neatly trimmed and groomed. Haircuts are to be trimmed and groomed regularly.

7. All clothing should be neat in appearance and without tears or holes.
8. As a reminder, we ask that you **NOT WEAR** halter tops, beachwear, shorts, bib overalls, spandex or any other form fitting pants, work-out attire, slippers, distracting, offensive or revealing clothes on ANY DAY OF THE WORK WEEK.
9. Close-toed shoes are ALWAYS REQUIRED in the warehouse (whether employees are visiting or working in this area). Office employees may want to consider having a close-toed pair of shoes on hand for those times you are working in the warehouse.

## B. SPECIFIC POLICY ALL WORK DAYS

### 1. BUSINESS CASUAL OFFICE EMPLOYEES

#### **Shirts, Tops, Blouses and Jackets**

Casual shirts, golf shirts, dress shirts, sweaters, tops and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire includes spaghetti strap tank tops, sweatshirts, midriff/crop tops, shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans, halter tops and t-shirts unless worn under another blouse, shirt, jacket or sweater.

#### **Pants, Skirts, Suited Skirts and Dresses**

Slacks or pants that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, clean/neat jeans are acceptable. Gauchos and Capri's are acceptable. Pants that are below the knee with finished edges are allowed.

Inappropriate slacks or pants include sweatpants, exercise pants, shorts, leggings and any spandex or other type of form fitting pants such as clothing worn for biking. As a general rule, shorts or pants that are above knee length are not allowed.

Casual dresses and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no shorter than three inches above the knee, or a length at which you can sit comfortably in public. Short, tight skirts that ride up the thigh are inappropriate for work. Mini-skirts, skorts, and spaghetti-strap dresses are inappropriate for the office.

#### **Shoes**

Shoes must be worn at all times and should be neat and clean. Clean athletic shoes and sneakers, loafers, boots, flats, sandals, open-toe shoes, clogs and leather deck shoes are acceptable. Stockings are not required if it is appropriate for the rest of the outfit.

### 2. JOBSITE/FIELD EMPLOYEES

All employees while on jobsites must wear OSHA approved clothing and be in full compliance with all safety regulations.

All field employees are strongly encouraged to wear Shames Construction shirts and jackets every day; especially for attendance to all meetings.

### 3. ENFORCEMENT

Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time off from work will generally be without pay.

### **SMOKING**

The majority of our employees do not smoke. In deference to them we ask that you not smoke within company facilities.

### **VOTING**

The company does not provide time off for voting with or without pay. Employees should make arrangements to vote prior to or following normal work hours. Employees who need special consideration are to contact their supervisor to make special arrangements.

### **PERSONAL TOOLS**

Employees who work in trade positions are required to provide their own tools. Supervisors will advise new employees of the required tools and will see that they are obtained.

Employees are required to provide their own insurance for their personal tools. (*Homeowners/Renters insurance normally provides this type of coverage.*)

### **COMPANY TOOLS / EQUIPMENT**

The company may provide tools and equipment necessary for employees to perform the job to which they are assigned. Employees are expected to care for the equipment and in the event of loss or damage due to negligence; the employee will be responsible for replacement or repair costs.

If an employee needs a new tool, he/she must submit a Tool Request Form to the Project Manager. Once the request is approved, the tool can then be purchased. Every time an employee picks up or delivers tools to or from the Warehouse, purchases a new tool, or transfers a tool, that employee **must** submit an updated Tool List to the Field Coordinator. All discrepancies on tool lists should be reported immediately.

Periodically (*at management's discretion*) employees will be required to account for all company-owned tools and equipment assigned to them. Non-compliance can result in termination of employee rights to company equipment and/or termination of employment. Any loss or damage to company tools or equipment must be reported to the Controller within 24 hours.

### **ENERGY PRESERVATION AND WASTE PREVENTION**

Waste of energy and materials is costly to the company and ultimately results in losses that must be paid for by other cost reduction actions. Please conserve energy at every opportunity by keeping thermostats in moderate ranges, changing filters regularly and driving within speed limits.

### **SOLICITATION AND DISTRIBUTION**

Solicitation or distribution of materials, goods, or contests, requests for donations or any other solicitation and distribution that interferes with the work of our employees is prohibited.

## **SECURITY**

All equipment, boxes, doors, files, desks, gates and other equipment with locks shall be kept securely locked when not in direct use and at the end of each day. They should also be checked regularly. Any concerns about security should be directed to your supervisor.

## **EXTRA INCOME**

We make every effort to keep everyone as fully employed as possible and at a good rate of pay. When you are on the job, this means that it requires 100 percent of your effort. If you choose to work outside of your job and the outside work competes with what is expected of you as a company employee, opportunities for promotion and growing along with Shames Construction may be limited by your decision.

If management feels that outside employment prohibits you from fulfilling your obligations to the company, you will be asked to resign or to leave your outside employment. All management and supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

## **PERSONAL MAIL**

Personal mail should be directed to your home and not to the company.

## **BREAK TIME**

Employees are entitled to one (1) 15-minute break per each four (4) hours worked. Employees are not allowed to leave their immediate work area (*office/jobsite*) during break time. If you leave your immediate work area, you must sign out for a minimum of one-half (½) hour of well time, vacation time, or unpaid time off.

## **ALCOHOL AND DRUGS**

Consumption, possession of, or being under the influence of alcoholic beverages, illegal drugs on company job sites, in the Office or in vehicles is strictly prohibited. Violation of this policy is cause for automatic discharge. The company reserves the right to have employees tested, screened and searched on company property for drug and alcohol use, as it deems necessary; as long as these procedures do not violate any existing laws.

## **HARASSMENT/DISCRIMINATION/RETALIATION**

The company is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct. A written policy is in place and will be provided to you at the time of hire. You will need to sign and return the confirmation page stating you understand the policy and will conform to and abide by the rules and requirements described in the policy.

## **COMPUTER, EMAIL, FAX, CELL PHONE AND TEXTING USAGE**

Computers, computer files, the email system, fax, cell phones and software furnished to employees are Shames Construction Company property intended for business use. Only authorized software may be loaded on your devices. Employees should not use a password, access a file, or retrieve any stored communication without authorization. Employees are strictly prohibited from using any password not assigned to them. Use of unauthorized passwords will lead to disciplinary action up to and including termination of employment. To ensure compliance with this policy; computer, email, cell phone and texting usage may be monitored.

Shames Construction Company strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, Shames Construction Company prohibits



the use of computers, email, fax, cell phone and texting usage in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.

Email, cell phones and texting may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters. The use of texting is expressly prohibited to all matters related to company business, i.e., communications related to contract documents, owner/subcontractor negotiations; matters related to Human Resources, such as time-off requests or any other issue that need otherwise be discussed in person, email or via established policy. Employees should notify their immediate supervisor, the President or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **INTERNET USAGE**

Internet access to global electronic information resources on the World Wide Web is provided by Shames Construction Company to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted or received via our computer communications systems is considered to be part of the official records of Shames Construction Company and as such is subject to disclosure to law enforcement or other third parties.

Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.

The equipment, services and technology provided to access the Internet remain at all times the property of Shames Construction Company. As such, Shames Construction Company reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, natural origin, disability, sexual orientation or any other characteristic protected by law.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided by Shames Construction Company in violation of law or Shames Construction Company policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated and additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing or threatening messages or images.
- Using the organization's time and resources for personal gain.
- Stealing someone else's password or using or disclosing someone else's password without authorization.
- Sending or posting confidential trade secrets or proprietary information outside of the organization.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
- Using the Internet for political causes or activities, religious activities or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of the organization.
- Sending anonymous e-mail messages.
- Engaging in any other illegal activities.

# Section 6

## Conflicts of Interest

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A conflict of interest can arise in dealings with anyone that Shames Construction transacts business with: *customers, clients, owners, buyers, suppliers, banks, insurance companies, and people in other organizations* with whom we contact and make agreements. Conflicts of interest will be avoided and include the following examples:

- Working for any of the above groups for personal gain;
- Engaging in a part-time activity for profit or gain in any field in which the company is engaged;
- Borrowing from, or lending money to, individuals representing organizations with whom business dealings are conducted.

**All employees are required to read and sign a Confidential Information Agreement prior to starting employment (*refer to copy at back of handbook*).**

### PERSONAL CONDUCT

The company expects that all of its employees will conduct themselves with the pride and respect associated with their positions, their fellow employees, clients and the company. Care should always be taken to use good judgment and discretion in carrying out the company's business. The highest standards of ethical conduct should always be used.

### CONFIDENTIALITY

All employees are required to read and sign a *Confidentiality Agreement* prior to start of employment. This company is engaged in a service to clients that requires that a strict code of confidentiality of information be maintained. No employee will store information outside of the company (*either in written or electronic form*) about any matter pertaining to the conduct of the company's business that may compromise the client or the company to outsiders. Any employee who compromises information may be subject to termination.

### BRIBES, KICK-BACKS AND OTHER ILLEGAL PAYMENTS

Bribes, kick-backs and other illegal payments to or from any individual with whom we do business (*in any form and for any purpose*) are prohibited.

### GIFTS

Shames Construction employees shall not accept gifts of any type from any source.

### VISITORS

For reasons such as the safety and security of our facilities, our employees, and the technical and confidential aspects of our business, visitors are not permitted to enter certain areas of company facilities or project job sites without authorization.

If you see a person who may not have proper authorization enter the restricted areas of the building, please notify your supervisor.

Should friends or members of the family want to pay you a visit for some essential reason, they must wait in the public area until your supervisor has been notified.

# Section 7

## Rules to Help Us All

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It is the policy of Shames Construction to expect all employees to abide by certain work rules of general conduct and performance at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of the company, its employees, and its customers.

Accordingly, a violation of these regulations constitutes misconduct on the part of the employee and appropriate disciplinary action will be initiated. **These rules are guidelines only and are not all-inclusive.** Disciplinary action may include, but is not limited to; verbal reprimand, written notice, and suspension from work without pay, and immediate termination of employment. Management reserves the right to terminate or discipline any employee as the company, at its discretion, considers necessary in individual circumstances.

In the event an employee is suspended from work for disciplinary reasons, benefits will not accrue nor will benefits be recoverable during the suspension period.

### EXAMPLES OF MISCONDUCT

**The following are only examples of misconduct for which an employee may be subject to discipline and these examples do not constitute a complete list of the circumstances for which discipline will be warranted:**

- Falsification of employment, personnel or other records. This includes, but is not limited to; applications, all reports, records and statements under the responsibility of the employee;
- Disclosing confidential information to outsiders;
- Gambling or fighting on job sites or company property;
- Unethical conduct or serious conflicts of interest;
- Concealing defective work;
- Stealing the company's property, a customer's property or the property of any employee; hiding, concealing or misappropriation of company property or the property of other employees or customers; sabotage or willful damage to company property, or the property of other employees or customers;
- Unauthorized use or sale of any company-owned property, salvage material or equipment;
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale or use of marijuana or illegal drugs or chemicals or consumption of alcohol while working on job sites, in the Office or in company vehicles;

- Gross negligence or willful acts in the performance of duties resulting in damage to company property or injury to others;
- Gross insubordination – a willful and deliberate refusal to follow reasonable orders by a supervisor or other member of management;
- Willfully misusing company property;
- Violation of the company's equal opportunity or sexual harassment policies;
- Serious safety violation resulting in injury;
- Not following a reasonable order or failure to perform work assigned or to comply with work and safety rules;
- Violation of company policies;
- Misuse of company equipment;
- Gaining unauthorized access to company records;
- Speeding or reckless driving or unauthorized use of company vehicle;
- Use of threatening, profane or abusive language;
- Demonstration of lack of courtesy towards other employees, customers or vendors;
- Not completing assignment up to the quality required by the company;
- Failure to report personal injury resulting from an on-the-job work situation;
- Misuse of company fax, computers, tools, supplies, or other equipment is strictly prohibited.

# Section 8

## Safety

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Shames Construction is committed to the safety of its employees and the general public. To this end we will utilize our safety program in our daily activities.

It is necessary that the company establish safety rules and regulations to be observed by all employees at all times. Regarding these rules, the following should be considered standard procedure for all employees:

1. Should a safety regulation be modified so that the employee's safety is endangered, the employee should inform an officer of the company.
2. All questions concerning the "why" for doing something in a certain manner should be asked of any member of management at any time.

Employees' decisions should always be guided by the company's commitment to safety. Should a hazardous situation or condition exist and a decision has to be made on safety or production, safety should always be the primary concern.

It is the job responsibility of management to see that every employee is provided with safe working conditions and that they observe all safety regulations and use good common sense to protect themselves as well as others. Management will periodically inspect work conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is **YOU**. It is up to you to abide by the safety rules – they are made for your protection. You are expected to report any personal injury **IMMEDIATELY**, however minor, and all dangerous conditions, substances and practices to your supervisor.

**In addition to the following, Shames Construction has an official Corporate Safety Policy (See Section 9 – Corporate Safety Policy) that all employees are required to read and understand thoroughly. Employees are required to sign a statement acknowledging their receipt and understanding of these safety rules.**

**Any questions regarding safety rules should be discussed with your supervisor. Otherwise, the company will expect every employee to follow this safety policy.**

**SAFETY RULES**

- Hard hats will be worn by everyone, when necessary. The jobsite will also keep a supply of hard hats available for visitors to the project.
- Steel-toed shoes will be worn when working on jobs where heavy objects may fall. Sneakers or other lightweight footwear is not considered suitable.
- First aid kits are provided on each job. It is the superintendent's responsibility to see that this kit is on the jobsite and remains well stocked.
- All gasoline shall be stored in metal safety cans. Never use gasoline for cleaning.
- Know where the fire extinguishers are located and know how to use them.
- Extension cords used with portable electric tools and appliances shall be of the three-wire type. Defective cords shall be replaced on the day that they become defective.
- All ditches 5ft deep must be shored or slanted to the angle of repose. Dirt and materials must be at least 3ft back from the ditch.
- Defective materials or tools must be labeled with accident prevention tags. This must be done on the same day in which that piece of equipment becomes defective.
- All defective materials or tools must be turned in to the warehouse and not remain on the job.
- Read carefully all Material Safety Data sheets supplied with hazardous materials and abide by the instructions. If you have questions, ask your supervisor.
- If you suspect that a material might be hazardous to your health, ask your supervisor.
- Keep oxygen and gas cylinders in an upright position and secured. Caps should be kept on tanks not in use. Keep tanks free from oil and grease.
- Safety goggles or glasses and hearing protection will be provided by the company when necessary. These protective devices will be used when breaking out concrete or asphalt, grinding, using a cutting torch, welding, sanding, using chisels, chipping slag, breaking rock, handling hazardous materials and operating loud power tools and machinery.
- Seat belts will be worn and workers will be tied off above the ground or floor when a standard guard rail system or other suitable means of protection cannot be used for fall protection.
- Employees must not work underneath or over others without proper coordination to see that proper safeguards or precautions have been arranged.
- Wear clothes suited for the job. This means hard-soled work shoes, shirts and long pants. Field personnel are to remove all jewelry before reporting to the job.
- Practice good housekeeping. Keep work area neat, clean and free from stumbling hazards, grease, etc.



- Learn to lift the correct way. Bend knees, keep back erect, get help for heavy loads.
- No scuffling or horse-play on the job.
- Do not run. Watch your step. Keep firm footing and proper balance at all times.
- Keep materials out of walkways. Bend down and remove protruding nails.
- Do not throw anything from a height, until you have checked to make sure that no one is below you.
- Employees will not remove safety guards except for the purpose of adjustment, oiling, or repairs, and then only after the machine has been locked out and tagged.
- Use tools only for their intended purposes. Do not use broken or dangerously dull tools.
- Do not attempt to operate special machinery or equipment without permission and instructions.
- Do not repair or adjust machinery while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.
- Never work under vehicles that are supported by jacks or chain hoists without protective blocking in case of hoist or jack failures.
- Do not disconnect air hoses and compressors until hose line has been bled.
- Dangerous conditions or practices observed at any time shall be reported as soon as possible to a supervisor or someone with management authority. If, within employee's ability, he/she should correct the problem himself/herself.
- Jobs shall be left in the safest possible condition. Before leaving a job, employees shall correct or arrange to give warning of any conditions that might result in injury to fellow workers unfamiliar with existing conditions.
- Field personnel are required to attend all safety meetings scheduled by their supervisor. The employee will sign their name acknowledging participation at the meeting.
- Special client requirements for safety, including the governments, may apply to projects on which the company is working. You will be advised of these situations and expected to follow these policies and procedures.

## **HAZARDOUS MATERIALS AND WASTES**

The Environmental Protection Agency has classified certain chemicals and chemical groups into categories that have been classified as toxic. This means that in concentrated forms or by accumulating and combining with other chemicals, or even the air, these chemicals can be hazardous to human health if you are exposed.

From time to time in the normal course of their jobs, employees may handle materials that have been classified as hazardous by the standards of the Occupational Safety and Health Act regulations.

Hazardous materials that are received from our suppliers should have MSD sheets or labels which state the chemical ingredients of the contents, precautions to take and what to do if you are exposed to a toxic level of exposure. Be sure and note these MSD sheets or labels and exercise immediate caution if you either do not understand them or have any questions. Discuss your questions with your supervisor immediately.

As a company, we are committed to not creating or disposing of hazardous wastes that will contaminate our environment. We will not knowingly dump any wastes into the environment at any time.

### **REPORTING INJURIES AND ACCIDENTS**

Employees must advise their supervisor and the Controller of all accidents, injuries or illnesses that occur while at work. They should be reported immediately no matter how slight they may appear. The company will provide the proper forms for reporting accidents, injuries and illnesses, and failure to report these occurrences will be cause for disciplinary action.

## Section 9

# Corporate Safety Policy

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An effective Loss Control Program is an essential tool in the operation of our business. The protection of life and property should be of primary concern to any employer or employee. The prevention of accidents is a major management responsibility not only to protect our employees but to increase profitability at every location. No phase of our operation is of greater importance.

The activities and procedures embodied in the Loss Control Program will provide the guidelines for carrying out the above-mentioned responsibility, both legal and moral, to our employees and the public at large through control of losses involving personnel, products, property, vehicles and the public. It is our intent to see that all safety regulations are complied with and that our people are properly trained and supervised in regard to safety on the job.

It is our belief that the safety of employees is as important to our company's business as sales, production, quality and costs. It is, therefore, the policy of Shames Construction to provide safe equipment, safe work practices and a safe work environment for its employees to the extent it is possible to do so within the limitations of human error. **IT IS OUR BELIEF THAT ALL ACCIDENTS AND INJURIES CAN BE PREVENTED.**

Carolyn Shames, is the person responsible for the implementation of this program. The Controller is responsible for maintaining all records, processing claims and general communications regarding systems and procedures.

Office employees are encouraged to periodically inspect their immediate work station area and report any unsafe conditions. Office employees are to be cautious around office equipment and report any problems so that the required repairs can be made by the maintenance company. Office employees are encouraged to stay out of the Warehouse areas unless it is necessary that they use the kitchen or need to secure files and/or supplies. A fire extinguisher and first aid kits are kept at every jobsite as well as in the Office. In the Office, the first aid kit is located in the first floor kitchen and all required safety posters are hanging on the hall wall just outside the kitchen. Be sure that the kits are restocked as needed and that the fire extinguishers are correctly charged. Please use care when opening the door as you walk between the Office and the Warehouse area.

Let your supervisor know if you are not aware of the emergency action plan for the Office so proper actions can be taken in the event of a disaster, fire, earthquake, or serious injury.

Most of the hazardous conditions will occur at the jobsites. The Employee Safety Responsibilities are specific about safety rules in the field operations. All employees are responsible to read and fully understand the Shames Construction Company Safety Policy and to comply 100%.

Project Managers are responsible for distributing Material Safety Data Sheets as required, conduct inspections of jobsites, enforcement of the safety rules, and investigations of any injuries making sure to determine the cause in order to take action to prevent repetition of the injury. It is the responsibility of each employee to prevent injury to themselves and to others, not only at

work but also off the job, and to assist fellow employees to achieve the same goal. The willingness of an employee to work in a safe manner is a condition of employment.

Superintendents are responsible for conducting weekly jobsite safety meetings, providing safety training to any Shames employees on the jobsite (*especially new employees*), adhering to all safety rules and regulations, and reporting all injuries to the Project Manager and the Controller regardless of the nature or severity. All employees are encouraged to report any unsafe or hazardous conditions. This can be done anonymously, if desired. This can also be done without fear of reprisal. Disciplinary action will take place with employees who do not abide by the safety code.

Any plan or program is only as effective as the individuals responsible for its implementation. It is recognized that loss control is a management responsibility and a supervisory function, and that the success of the program requires the cooperation of all employees.

## **LOSS CONTROL PROGRAM – BASIC ELEMENTS**

### **Management Leadership**

(Assumption of responsibility – declaration of policy)

### **Assignment of Responsibility**

(To operating officials, safety directors, supervisors and committees)

### **Maintenance of Safe Working Conditions**

- A. Providing mechanical and physical safeguards to the maximum extent that is possible.
- B. Conducting a program of safety and health inspections to find and get rid of unsafe working conditions or practices; to control health hazards; and to comply with federal, state and local safety and health standards.
- C. Providing necessary personal protective equipment and instructions for its use and care.

### **Establishment of Safety Training**

(For supervisors and workers)

### **Accident Investigation**

(By supervisors and safety coordinators)

### **Accident Record System**

(Accident analysis, reports on injuries, measurement of results)

### **Medical and First Aid Systems**

(Placement examinations, treatment of injuries, first aid services, periodic health examinations)

### **Acceptance of Personal Responsibility by Employees**

- A. Maintenance of interest.

- B. Developing and enforcing safety and health rules; requiring that employees cooperate with these rules as a condition of employment.

# Section 10

## Injury and Illness Prevention Program

### **INTRODUCTION**

Shames Construction has developed and implemented this written Injury and Illness Prevention Program (IIPP) as part of our health and safety program. The work performed by Shames Construction personnel is varied, both in nature and location. Under all circumstances, it is the intent of Shames Construction to: 1) comply with the requirements and spirit of the California Code of Regulations, Title 8; and 2) provide a safe and healthful work environment for employees. Accordingly, effective July 1, 1991, Shames Construction has implemented this IIPP in compliance with Senate Bill 198, encoded as Labor Code 6401.7, and the California Code of Regulations (CCR), Title 8, Section 3203. Shames Construction expects and requires all employees to follow the requirements set forth in this IIPP.

### **RESPONSIBLE PERSON**

Shames Construction has designated Carolyn Shames as the Responsible Person for the IIPP. It is the responsibility of Carolyn Shames to ensure overall implementation of the IIPP. In addition, the project managers & superintendents have the jobsite responsibility for enforcement of the program. Each and every employee is responsible to read and fully understand and comply with Shames Construction Company Safety Program. Employees will be enrolled in continuing education as required for OSHA compliance and as determined by Carolyn Shames. Employees will be responsible for successful completion of any additional training to continue employment.

The duties of the Responsible Person are to:

- Identify and evaluate workplace hazards, to include procedures for investigating occupational injuries and illnesses.
- Establish and/or review methods and procedures for correcting unsafe and unhealthy conditions and work practices.
- Ensure that employees receive training programs on general and specific safety and health practices for the company and on each of their job assignments.
- Ensure that there is a procedure for communicating to employees, in an understandable manner, Shames Construction's safety and health rules and procedures.
- Ensure compliance with safe and health work practices.
- Ensure that records on training, inspections, and corrective measures are properly maintained, as required by this Injury and Illness Program and other Cal/OSHA-required programs in accordance with Title 8 CCR.

## **EMPLOYEE COMPLIANCE/DISCIPLINARY POLICY**

Under Shames Construction policy, all employees are required to follow company safety policies and operating procedures. When needed, employees will be provided with additional training and information, or re-training to maintain their knowledge.

The discipline policy of Shames Construction is intended to encourage employee compliance with the Shames Construction IIPP and to comply with the mandate of California Labor Code 6401.79(a)(6).

Although Shames Construction reserves the right to discharge "at will," we believe that employees found performing work in an unsafe manner, that would endanger the employee or another employee shall be subject to discipline or termination by management.

The President/CEO will determine the course of action best suited to the circumstances. The steps to be taken at a minimum shall include the following:

### **Verbal Warning**

As the first step in correcting unacceptable behavior, the supervisor/manager shall review the pertinent facts with the employee. The supervisor will consider the severity of the problem, and the employee's past performance. A verbal warning will be issued to the employee, which will be documented by the supervisor in the employee's personnel file. If necessary, the employee will be placed on probation.

### **Written Warning**

If the unacceptable performance continues, the next step will be a written warning. The written warning will clearly state the safety policy that was violated and steps the employee must take if it is to be corrected. Probation will be a part of the written warning. It may also include time off without pay. At the completion of the probationary period, the supervisor will meet with the employee to determine if the employee has achieved the required level of performance.

### **Termination**

The employee may be terminated if he does not improve his performance while on probation, or has violated another company safety policy within twelve months.

## **COMMUNICATION OF SAFETY AND HEALTH MATTERS**

The elements of the Shames Construction IIPP and all aspects of its safety and health program shall be communicated in a readily understandable manner to all employees.

It is the policy of Shames Construction to encourage all employees to report hazards existing at their worksite to their supervisors or the Responsible Person so that corrective action can be taken in a timely manner.

Employees who report such conditions will not be disciplined nor will they suffer any reprisals due to their actions.

Employees shall be kept informed of the requirements of the Shames Construction IIPP through the use of: *Meetings, Training Programs, Written Memorandum, or Postings.*

## **IDENTIFY AND EVALUATE WORKPLACE HAZARDS**

The goal of this IIPP is to identify and evaluate unsafe work conditions and practices so that accidents, injuries, and job-related illnesses are minimized, if not completely eliminated. To this end, Shames Construction has instituted the procedures described in this section of the IIPP.

The principle approach to reducing accidents at Shames Construction is through periodic scheduled and unscheduled inspections. Inspections will be conducted as follows:

1. Superintendents (*weekly, as part of jobsite inspection*).
2. Project Managers (*monthly/jobsite visits*)
3. Office Manager (*quarterly*)
4. CEO (*semi-annual*)

Inspections will be conducted, in addition to those times mentioned above:

- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard.
- Whenever Shames Construction is made aware of a new or previously unrecognized hazard.

## **ACCIDENT, INJURY AND ILLNESS INVESTIGATIONS**

When accidents, injuries, or illnesses occur on the job and require medical care, they will be thoroughly investigated by the Responsible Person. Investigators will complete the Accident Investigation Form that is attached to this IIPP. The investigation will determine at least the following:

- Who and what was directly involved in the accident.
- Who and what was indirectly involved in the accident.
- Where and when the accident occurred.
- The Cause of the accident, if known.
- Steps/Procedures to take to prevent reoccurrence, if known.

## **METHODS AND PROCEDURES FOR CORRECTING UNSAFE OR UNHEALTHY CONDITIONS, WORK PRACTICES**

All unsafe or unhealthy work conditions or work practices identified will be evaluated and corrected.

Unsafe or unhealthy work conditions or work practices will be corrected in a timely manner, as determined by the severity of the hazard. Under no conditions will Shames Construction personnel be required to, or permitted to, work under conditions which pose a clear or imminent hazard.



Problems that cannot be corrected immediately will be assigned to the Responsible Person to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be developed or obtained by the Responsible Person.

When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or property, the following steps will be followed;

1. Remove all potentially endangered employees;
2. Provide employees responsible to correct the condition with necessary safeguards;
3. Correct the problem; and
4. Document the corrective action and date corrected in accordance with this Section. The documentation is to be completed by the Responsible Person or her/his designee. Documentation will be maintained on file by the Responsible Person.

Unsafe or unhealthy work conditions needing corrective action will be documented by using: *The Shames Construction, Corrective Action Form*.

Engineering controls will be used first to eliminate or minimize unsafe or unhealthy work conditions. If engineering controls are impractical or infeasible, administrative controls will be used. If engineering controls alone, or in combination with administrative controls cannot adequately minimize the hazard, personal protective equipment shall be used.

Unsafe work practices will be immediately corrected by providing the affected employees with re-training to be provided by the Responsible Person or her/his designee.

All Operating Procedures will be reviewed annually and whenever new chemicals or equipment are introduced into the system, or when there is a process change. When changes are made, affected employees will receive additional instruction.

## **TRAINING AND INSTRUCTION**

All employees shall receive training and instruction in the following areas:

1. General safety and health work practices, and
2. Specific instruction with respect to hazards unique to the job assignment;

Training of employees at Shames Construction as to this IIPP shall occur:

1. When the program is first established,
2. To all new employees,
3. To all employees given a new job assignment for which training has not previously been received,
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, and

5. Whenever Shames Construction is made aware of a new or previously unrecognized hazard.

In accordance with this IIPP, training shall be provided by:

1. IIPP Responsible Person (*annually*).
2. Superintendents (*weekly, as part of safety jobsite meetings*).
3. Office Manager (*quarterly*).

This IIPP shall be made an integral part of existing occupational safety and health training programs at Shames Construction

Additional training shall be provided to supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

### **MAINTENANCE OF RECORDS**

Shames Construction will keep records of the actions taken to implement and maintain this IIPP. The records will be maintained on file for a minimum of three (3) years. The records kept by Shames Construction relating to this IIPP will not adversely affect the retention of medical and exposure records in accordance with Title 8, California Code of Regulations, Section 3204 "Access to Employee Exposure and Medical Records."

Records of scheduled and unscheduled periodic inspections as well as other records including methods used to identify and evaluate workplace conditions and work practices shall also be retained.

Records relating to the IIPP shall include at a minimum, person(s) conducting the inspection or evaluation; the unsafe conditions and work practices that have been identified; and, actions taken to correct the identified condition or work practice.

Records and documentation of safety and health training shall include at a minimum, the name of employee and/or employee number; date of training; training topic(s); training format; and instructor.

Records of employees who have worked for less than one (1) year for Shames Construction may be turned over to the employee upon termination as long as the terminated employee signs an acknowledgement letter documenting the records which have been turned over to him or her.

**SHAMES CONSTRUCTION COMPANY, LTD.**

**DOCUMENTATION OF INITIAL AND ANNUAL TRAINING**

**Training Type:** \_\_\_\_\_

**Worksite:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trainer:** \_\_\_\_\_

**Topics:**

- \_\_\_ The existence of a state law (Title 8 CCR 1509) requiring an Injury and Illness Prevention Program
- \_\_\_ The location and availability of the written Injury and Illness Prevention Program
- \_\_\_ The location and availability of the Code of Safety Practices
- \_\_\_ The content of the Code of Safe Practices
- \_\_\_ The identity and responsibilities of the Responsible Person
- \_\_\_ General information concerning minimizing job-related injuries and illnesses
- \_\_\_ Specific locations and operations of worksite health and safety hazards
- \_\_\_ Practices and procedures required to minimize worksite health and safety hazards
- \_\_\_ Use of safety equipment
- \_\_\_ Methods by which worksite health and safety hazards are communicated by the employer to employees
- \_\_\_ Methods by which worksite health and safety hazards are to be reported, without fear of reprisal, to the employer
- \_\_\_ Reporting accidents, near accidents, spills and other emergencies

I, the undersigned, have been trained in and fully understand the topics listed above.

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SHAMES CONSTRUCTION COMPANY, LTD.**

**DOCUMENTATION OF WORKSITE INSPECTION  
FOR COMPLIANCE WITH THE  
INJURY AND ILLNESS PREVENTION PROGRAM**

**Worksite:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- \_\_\_ The Code of Safe Practices is available.
- \_\_\_ Responsible Person has been designated.
- \_\_\_ The Injury and Illness Prevention Program is available.
- \_\_\_ Health and safety training has been performed and documented.
- \_\_\_ Employees are aware of the locations and availability of the Code of Safe Practices, IIPP, and other written health and safety programs (*e.g., hazard communication*).
- \_\_\_ Appropriate personal protective equipment is available and in good condition (if applicable).
- \_\_\_ Records of accidents and near accidents, their investigation, and any corrective actions taken are current.
- \_\_\_ Records of routine worksite inspections for the presence of safety and health hazards are current.
- \_\_\_ Methods by which worksite hazards are communicated to employees are established in compliance with the company IIPP and are readily understandable to all employees.
- \_\_\_ Methods by which worksite hazards are communicated by employees to the company are established in compliance with the company IIPP.
- \_\_\_ Employees are aware that they are encouraged to report health and safety issues to management and that they may do so without fear of reprisal.
- \_\_\_ All IIPP-related records are maintained for three years, with the exception of records presented upon termination to an employee who has worked less than one year.
- \_\_\_ The IIPP has been updated to address the introduction of significant new health and safety issues to a worksite, if any.

**Inspection completed by:** \_\_\_\_\_

**SHAMES CONSTRUCTION COMPANY, LTD.**

**WORKSITE EVALUATION OF HEALTH AND SAFETY HAZARDS**

**Worksite:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following method(s) have been employed to evaluate health and safety hazards on the worksite:

- \_\_\_ Review of the relevant Cal/OSHA safety orders for an assessment of hazards and how they may be minimized through compliance with regulatory requirements.
- \_\_\_ Review of trade and health/safety reference publications for information on typical worksite hazards.
- \_\_\_ Response to employee safety questions raised by direct employee management conversations and in tailgate safety meetings.
- \_\_\_ Investigation of worksite injuries and work-related illnesses.
- \_\_\_ Inspection of the worksite for compliance with the company's Code of Safe Practices.
- \_\_\_ Use of the attached checklist and corrective action form.

**Evaluation completed by:** \_\_\_\_\_

**SHAMES CONSTRUCTION COMPANY, LTD.**

**INSPECTION FINDINGS/CORRECTIVE ACTION FORM**

**Worksite:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Areas Inspected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Findings (*facts only*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Actions Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) of Completion of Corrective Actions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Completed by:** \_\_\_\_\_

**SHAMES CONSTRUCTION COMPANY, LTD.**

**INJURY/ILLNESS INVESTIGATION FORM**

**Worksite:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date of Reported Injury/Illness Injury: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employee(s) Involved: \_\_\_\_\_

\_\_\_\_\_

Cause(s) of Incident, If Known: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Means of Preventing Reoccurrence, If Known: \_\_\_\_\_

\_\_\_\_\_

Interim Measures Required to Prevent Reoccurrence: \_\_\_\_\_

\_\_\_\_\_

Modification of Code of Safe Practices Required: \_\_\_\_\_

Date of Review and Approval by Responsible Person: \_\_\_\_\_

Date of Implementation of Interim Corrective Actions: \_\_\_\_\_

Date of Implementation of Permanent Corrective Actions: \_\_\_\_\_

**Signature of Person  
Responsible for Corrections  
(upon completion)** \_\_\_\_\_

**Date** \_\_\_\_\_

**SHAMES CONSTRUCTION COMPANY, LTD.**

**RELEASE OF EMPLOYEE TRAINING RECORDS FORM**

On \_\_\_\_\_, 20\_\_\_\_, a copy of all safety and health training records were provided to the below-named employee in accordance with Title 8, California Code of Regulations, Section 3202(b)(2), Exception 2.

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

Identification of Records Provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature below, I acknowledge receipt of the above specified records.

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Responsible Person** \_\_\_\_\_ **Date** \_\_\_\_\_



## Section 11

# Transportation and Travel Expenses

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### **TRAVEL EXPENSES**

The company will reimburse employees for expenses incurred when they are traveling on company business. The company will pay room and tax charges for hotel and \$30.00 per day for meals, etc. Reimbursement will be paid monthly upon receipt of a properly completed expense report. Hotel charges will be billed as directed by your supervisor.

Approval of reimbursement for living expenses must be obtained from your supervisor before submitting to management for payment.

### **EXPENSE REPORTS**

All expense records (*with proper documentation and receipts attached*) must be turned in to the company Controller, by the first Wednesday of each month. Reimbursement for travel expenses will be paid provided all receipts and documentation are submitted. No expenses will be reimbursed without prior management approval and complete documentation. Management reserves the right to hold expense checks for any employee who has not turned in all of the monthly paperwork required for their position.

### **TRAVEL ADVANCES**

Advances for out-of-state travel may be provided upon request and at management's discretion.

### **COMPANY CREDIT CARDS**

Company credit card receipts must be turned in to the Controller by the end of the first week of every month. Personal use of company credit cards is not allowed.

Unauthorized use of company credit cards or failure to turn in receipts in a timely manner may result in forfeiture of credit card privileges or termination of employment.

### **COMPANY CHECKS**

All employees who write company checks are required to email or fax over to the company Controller, the same day a copy of the check written along with all back up. If you are unable to email or fax you must at least call in the information the day the check was written.

All checks written for over \$500.00 or under \$25.00 must have prior supervisor approval. Unauthorized use of company checks or failure to turn in check information and documentation in a timely manner may result in forfeiture of check privileges or termination of employment.

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# A Few Closing Words

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*This handbook is intended to give you a broad summary of things that you should know about Shames Construction. The information in this handbook is general in nature and should questions arise, your supervisor should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, the company may always modify or vary from the matters set forth in this handbook in its discretion. Please do not hesitate to speak to your supervisor if you have any questions.*

*Again, welcome to Shames Construction Company!*

**SHAMES CONSTRUCTION COMPANY, LTD.**

***Acknowledgement of Receipt and Understanding***

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**Read and Sign Immediately**

---

**I acknowledge, understand, and/or agree that:**

- The statements contained in the Employee Information Handbook are intended to serve as general information concerning Shames Construction Company, Ltd. and its existing policies, procedures, practices of employment and employee benefits.
- Nothing contained in the Employee Information Handbook is intended to create, nor shall be construed as creating, an expressed or implied contract or guarantee of employment for a definite or indefinite term.
- From time to time Shames Construction Company, Ltd. may need to clarify, amend and/or supplement the information contained in the Employee Information Handbook and that the company will inform me when changes occur.
- I have received a copy of Shames Construction Company, Ltd.'s Employee Information Handbook, have read and understand the information outlined in the handbook, have asked any questions I may have concerning its contents and will comply with all policies and procedures to the best of my ability to do so.
- I also agree to return the company Employee Information Handbook upon my separation from the company.

**Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**(Employee Copy)**

**SHAMES CONSTRUCTION COMPANY, LTD.**

***Confidential Information Agreement***

---

**Read and Sign Immediately**

---

**In consideration of being employed by Shames Construction Company, Ltd., I hereby agree and acknowledge:**

1. During the course of my employment, certain trade secrets of the company may be disclosed to me. These trade secrets may consist of:
  - a. Technical Information: methods, processes, formulas, compositions, inventions, machines, computer programs, and research projects.
  - b. Business Information: customer lists, pricing data, sources of supply, and marketing, production, or merchandising systems or plans.
2. During or at any time after the termination of my employment with Shames Construction Company, Ltd., I shall not use for myself, or disclose or divulge to others any trade secrets, confidential information, or any other data of the company in violation of this agreement.
3. Upon termination of my employment with Shames Construction Company, Ltd.:
  - a. I shall return to the company all documents relating to the company, including but not necessarily limited to, drawings, blueprints, reports, manuals, employee handbook, correspondence, customer lists, computer programs, and all other materials and copies thereof relating in any way to the company's business, or in any way obtained by me during the course of my employment. I further agree that I shall not retain any copies of the foregoing.
  - b. The company may notify any future or prospective employer of the existence of this agreement.
  - c. This agreement shall be binding upon me and my personal representatives and successors in interest, and shall ensure to the benefit of the company, its successors and assigns.
  - d. The nonenforceability of any provision to this agreement shall not impair or effect any other provision.
  - e. In the event of any breach of this agreement, Shames Construction Company, Ltd. shall have full rights to injunctive relief in addition to any other existing rights without requirement of posting bond.

**Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**(Employee Copy)**

**SHAMES CONSTRUCTION COMPANY, LTD.**

***Employee Acknowledgement of Safety Rules and Responsibilities***

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**Read and Sign Immediately**

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**I acknowledge, understand, and/or agree that:**

- I have read and understand all safety rules and responsibilities of Shames Construction Company, Ltd., and I will comply with all of these rules.
- I have received a copy of the safety rules.
- I have read and understand the Corporate Safety Policy of Shames Construction Company, Ltd.
- I have also received a copy of the Corporate Safety Policy.
- I have received, read, and understand the Shames Construction Company, Ltd. Injury and Illness Prevention Program.

**Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**(Employee Copy)**

**SHAMES CONSTRUCTION COMPANY, LTD.**  
***Acknowledgement of Receipt and Understanding***

---

**Read, Sign and Return Within Ten (10) Days**

---

**I acknowledge, understand, and/or agree that:**

- The statements contained in the Employee Information Handbook are intended to serve as general information concerning Shames Construction Company, Ltd. and its existing policies, procedures, practices of employment and employee benefits.
- Nothing contained in the Employee Information Handbook is intended to create, nor shall be construed as creating, an expressed or implied contract or guarantee of employment for a definite or indefinite term.
- From time to time Shames Construction Company, Ltd. may need to clarify, amend and/or supplement the information contained in the Employee Information Handbook and that the Company will inform me when changes occur.
- I have received a copy of Shames Construction Company, Ltd.'s Employee Information Handbook, have read and understand the information outlined in the handbook, have asked any questions I may have concerning its contents and will comply with all policies and procedures to the best of my ability to do so.
- I also agree to return the company Employee Information Handbook upon my separation from the company.

**Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**(File Copy – Sign and Return)**

**SHAMES CONSTRUCTION COMPANY, LTD.**

***Confidential Information Agreement***

---

**Read, Sign and Return Within Ten (10) Days**

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**In consideration of being employed by Shames Construction Company, Ltd., I hereby agree and acknowledge:**

1. During the course of my employment, certain trade secrets of the company may be disclosed to me. These trade secrets may consist of:
  - a. Technical Information: methods, processes, formulas, compositions, inventions, machines, computer programs, and research projects.
  - b. Business Information: customer lists, pricing data, sources of supply, and marketing, production, or merchandising systems or plans.
2. During or at any time after the termination of my employment with Shames Construction Company, Ltd., I shall not use for myself, or disclose or divulge to others any trade secrets, confidential information, or any other data of the company in violation of this agreement.
3. Upon termination of my employment with Shames Construction Company, Ltd.:
  - a. I shall return to the company all documents relating to the company, including but not necessarily limited to, drawings, blueprints, reports, manuals, employee handbook, correspondence, customer lists, computer programs, and all other materials and copies thereof relating in any way to the company's business, or in any way obtained by me during the course of my employment. I further agree that I shall not retain any copies of the foregoing.
  - b. The company may notify any future or prospective employer of the existence of this agreement.
  - c. This agreement shall be binding upon me and my personal representatives and successors in interest, and shall ensure to the benefit of the company, its successors and assigns.
  - d. The nonenforceability of any provision to this agreement shall not impair or effect any other provision.
  - e. In the event of any breach of this agreement, Shames Construction Company, Ltd. shall have full rights to injunctive relief in addition to any other existing rights without requirement of posting bond.

**Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**(File Copy – Sign and Return)**

**SHAMES CONSTRUCTION COMPANY, LTD.**

***Employee Acknowledgement of Safety Rules and Responsibilities***

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**Read, Sign and Return Within Ten (10) Days**

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**I acknowledge, understand, and/or agree that:**

- I have read and understand all safety rules and responsibilities of Shames Construction Company, Ltd., and I will comply with all of these rules.
- I have received a copy of the safety rules.
- I have read and understand the Corporate Safety Policy of Shames Construction Company, Ltd.
- I have also received a copy of the Corporate Safety Policy.
- I have received, read, and understand the Shames Construction Company, Ltd. Injury and Illness Prevention Program.

**Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**(File Copy – Sign and Return)**