

# **TRIAD MECHANICAL CONTRACTORS**

**EMPLOYEE HANDBOOK**  
**November 25, 2008**

**THIS HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT A CONTRACT. THIS HANDBOOK IS THE SOLE PROPERTY OF TRIAD MECHANICAL CONTRACTORS, INC. AND IS FOR YOUR USE DURING EMPLOYMENT. AT THE END OF YOUR EMPLOYMENT, THIS HANDBOOK MUST BE RETURNED. THE INFORMATION CONTAINED HEREIN CANNOT BE COPIED OR USED IN ANY FORM WITHOUT WRITTEN PERMISSION FROM TRIAD MECHANICAL CONTRACTORS, INC.**

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## **DISCLAIMER**

This Employee Handbook is for informational purposes only and it is not intended to create, and it does not create, a Contract of Employment, expressed, implied, unilateral, or otherwise, between you and the Company. The contents of this Employee Handbook are presented as a guideline of some of the current policies and procedures of TRIAD MECHANICAL CONTRACTORS, INC. The policies and procedures set forth in this handbook supersede and replace all prior policies and procedures, written and oral, and, in particular, any prior employee handbook. Any prior handbook is hereby withdrawn and rescinded.

From time to time it will be necessary, with or without notice, for the Company to change, delete, or add to the provisions of this Employee Handbook.

Nothing in this handbook binds the Company to any specific procedures, policies, working conditions, and privileges of employment or definite period of employment. As an employee, you are completely free to leave this Company at any time you choose, and the Company has the same right to end the employment relationship. The employment relationship is at will and can be terminated by either you or the Company at any time, for any reason. Neither this handbook, nor any oral or written policy or procedure, nor any representation by any Company employee, supervisor, or officer can or will change the "at will" nature of your employment.

## **WELCOME**

Welcome to TRIAD MECHANICAL CONTRACTORS, INC. We are glad to have you on our team. We at TRIAD MECHANICAL CONTRACTORS, INC. believe that our employees are our most valuable assets. We hope that during your time of employment with TRIAD MECHANICAL CONTRACTORS, INC. you will become a successful and productive member of our team.

This handbook outlines some of the benefits, practices, and policies of TRIAD MECHANICAL CONTRACTORS, INC., which are important to you. You should keep this handbook handy as a guide and ready reference. If you have any questions as you read through this handbook, please do not hesitate to discuss them with your supervisor. Your supervisor is a very important source of information and will be more than glad to assist you.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, Welcome!

# EMPLOYMENT POLICIES

## EMPLOYMENT RELATIONSHIP

Your employment with TRIAD MECHANICAL CONTRACTORS, INC. is voluntary on your part, as well as on the part of TRIAD MECHANICAL CONTRACTORS, INC., and you are free to resign or terminate your employment with TRIAD MECHANICAL CONTRACTORS, INC. at any time for any reason. Likewise, TRIAD MECHANICAL CONTRACTORS, INC. may terminate your employment at any time for any reason. It is expressly understood that all persons employed by TRIAD MECHANICAL CONTRACTORS, INC. are "employed at will". It is also understood that personnel policies, wages, and terms and conditions of employment may change without notice within the discretion of TRIAD MECHANICAL CONTRACTORS, INC., and that nothing contained in this booklet shall be construed as a promise of employment and/or contract of employment whether expressed or implied. In addition, nothing herein shall be construed as a promise and/or contract of employment for any specific period of time. TRIAD MECHANICAL CONTRACTORS, INC. has the discretion to terminate employment at any time, for any reason, with or without cause.

**There is a ninety (90) day probationary period for all newly hired employees.**

## EMPLOYEE CLASSIFICATIONS

- Full-time:** An employee hired for an indefinite period in a position, which the normal work schedule is forty (40) or more hours per week.
- Temporary:** An employee hired for a position for which the scheduled work week can range from less than twenty (20) to forty (40) or more hours, but the position is required for only a specific known duration, usually less than six months.
- Summer:** An employee hired only for the summer months (typically June through September) for a position for which the scheduled work week can range from less than twenty (20) to forty (40) or more hours.

## **EEO POLICY**

The written policy of TRIAD MECHANICAL CONTRACTORS, INC. relative to equal employment opportunity is as follows:

Resolved that it is the policy of TRIAD MECHANICAL CONTRACTORS, INCORPORATED to take affirmative action in our effort to afford equal opportunity to all qualified persons with regard to race, color, religion, sex, or national origin. It is further the policy of TRIAD MECHANICAL CONTRACTORS, INCORPORATED not to discriminate against any employee or applicant for employment because of physical or mental handicap in regards to any position for which the employee or applicant is qualified. It is further the policy of TRIAD MECHANICAL CONTRACTORS, INCORPORATED not to discriminate against any employee or applicant for employment because he or she is a disabled veteran or veteran of the Vietnam era in regards to any position for which the employee or applicant for employment is qualified. All of the above statements include, but are not limited to, our efforts to hire and employ qualified, reliable, and productive employees. This further applies to the upgrading, promotion, transfer, recruitment advertising, layoff and termination, compensation, and work conditions.

Furthermore, it is the policy of this Company to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act of 1964 and executive Order No. 11246. It is intended that all officials of this Company be informed of this statement of policy and that this policy shall be applied to every phase of employee recruitment, including employment agencies and advertising.

Del Laquiere is the Equal Opportunity Officer. Any questions or problems should be directed to him at TRIAD MECHANICAL CONTRACTORS, INCORPORATED.

All employees are encouraged to refer prospective applicants to the office. All referrals or inquiries should be made by writing to the address below:

**Triad Mechanical Contractors, Inc.  
P. O. Box 31518  
Charleston, SC 29417**

# NO HARASSMENT POLICY

TRIAD MECHANICAL CONTRACTORS, INC. is proud of its tradition of a collegial work environment. In accordance with our commitment to provide equal employment opportunities, the Company prohibits all forms of unlawful harassment of any employee, specifically including any form of sexual harassment. At the company, sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

## Definition of Sexual Harassment

For purposes of this policy sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature when: (1) submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, retention, promotion, or other aspects of employment; or (2) this conduct substantially interferes with the individual's employment or creates an intimidating, hostile, or offensive work environment.

## Examples of sexual harassment may include, but are not limited to:

- Unwanted sexual advances;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Threats and demands to submit to sexual requests in order to obtain or retain any employment benefit;
- Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting, obscene comments or gestures, or other verbal abuse of a sexual nature;
- Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies;
- Flirtations, advances, leering, whistling, touching, pinching, coerced sexual acts, blocking normal movements;
- Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually suggestive objects or pictures.

## **Individuals Covered Under the Policy**

This policy covers all individual in the workplace. The Company will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, or by outside clients, or other non-employees who conduct business with the Company. The Company encourages reporting of all incidents of sexual harassment, regardless of who the offender may be or the offender's relationship to the Company.

## **Reporting a Complaint**

The Company has established a procedure for reporting any instance of sexual harassment. If any employee feels that he or she has been subjected to sexual harassment, these steps should be followed in reporting the matter.

### **1. Notification to the Company**

Individuals who believe they have been subjected to sexual harassment should report the incident to any of the designated representatives listed below:

- Project Superintendent
- Project Manager
- Human Resources Director

### **2. Description of Misconduct**

An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of sexual harassment. Verbal reports of sexual harassment must be reduced to writing by either the complainant or the individual(s) designated to receive complaints, and must be signed by the complainant.

### **3. Time frame for Reporting a Complaint**

The Company encourages prompt reporting of complaints so that rapid response and appropriate action may be taken. This policy not only aids the complainant, but also helps to maintain an environment free from discrimination for all employees.



### **Investigating the Complaint/Confidentiality**

Any allegation of sexual harassment brought to the attention of the Company will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

### **Resolving the Complaint**

The Company will complete the investigation of a sexual harassment complaint and will communicate its findings and intended actions to the complainant and the alleged harasser as expeditiously as possible.

### **Sanctions**

Individuals found to have engaged in misconduct constituting sexual harassment will be subject to discipline up to and including discharge. The Company, depending on the circumstances of the particular case, will determine appropriate sanctions.

### **Retaliation Protection**

The Company will not retaliate in any way against any individual who makes a complaint of sexual harassment or against any participant in the investigation, nor will it permit any employee to do so. Any retaliation is serious and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment or participating in any investigation will be subject to the same disciplinary action provided for sexual harassment offenders.

### **Conclusion**

It is the Company's sincere hope that none of our employees will ever be subjected to sexual harassment in the workplace. In the event such conduct occurs, however, the Company has developed this policy to provide a prompt and effective way to end such conduct in order to ensure that all of its employees can work in an environment free from sexual harassment.

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## **WORKPLACE VIOLENCE POLICY**

TRIAD MECHANICAL CONTRACTORS, INC. has a Zero Tolerance Policy for threats, violent harassment, and any form of physical violence.

Weapons of any kind are not allowed on TRIAD MECHANICAL CONTRACTORS, INC. premises, jobsites, or in Company vehicles.

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If you have been threatened in any way by any person, whether a TRIAD MECHANICAL CONTRACTORS, INC. employee or any other person, you must contact your immediate supervisor and report the threat. If you feel that you are in danger, immediately get out of harms way. If you feel that it is a life-threatening situation, **call 911 and get help.**

## **DRUG ABUSE POLICY STATEMENT**

The illegal and inappropriate use of drugs is a national problem that seriously affects every American. Drug abuse not only affects individual users and their families, but it also presents new dangers for the workplace.

As you are aware, TRIAD MECHANICAL CONTRACTORS, INC. has always been committed to providing a safe work environment and to fostering the well-being and health of our employees. Illegal and inappropriate drug use jeopardizes this commitment, and undermines the capability of TRIAD MECHANICAL CONTRACTORS, INC. to produce quality services.

To address this policy, TRIAD MECHANICAL CONTRACTORS, INC. has developed a policy regarding the illegal use of drugs that we believe best serves the interests of all employees. Our policy formally and clearly states that the illegal use of drugs will not be tolerated. This policy was designed with two basic objectives in mind: 1) employees deserve a work environment that is free from the effects of drugs and problems associated with their use, and 2) this Company has a responsibility to maintain a healthy and safe workplace.

I believe it is important that we all work together to make TRIAD MECHANICAL CONTRACTORS, INC. a drug free workplace and a safe, rewarding place to work.

Del Laquiere  
President

## **SUBSTANCE ABUSE POLICY**

**Purpose:**

As a part of its commitment to safeguard the health of its employees, to provide a safe place for its employees to work, and to promote a drug free community, TRIAD MECHANICAL CONTRACTORS, INC. establishes this policy on the use or abuse of alcohol and illegal drugs by its employees. The Company has established this policy to detect and deter the use or abuse of alcohol and illegal drugs in the workplace. It is the

policy of TRIAD MECHANICAL CONTRACTORS, INC. that its employees be free of substance and alcohol use.

The overall goal of this policy is to communicate the Company's position on alcohol and drug abuse and to ensure that the Company's workplace is drug and alcohol free, which reduces accidents, injuries, and fatalities.

**Scope:**

All Company employees, including management, production, administrative and temporary employees, are covered by this policy. As a condition of employment, all employees are required to abide by the terms of this policy. Any employee who engages in the prohibited conduct as set forth herein may be subject to termination of employment.

**Substance Abuse Policy Dissemination:**

All employees are to be informed of the Company's substance abuse policy and be made aware of its contents. Employees shall be given a summary of the Company's substance abuse policy and be required to sign an Acknowledgment of Receipt and Understanding.

All applicants shall be informed in writing of the Company's policy of pre-employment testing, if requested, and shall be required to sign an Applicant Drug Testing Consent Agreement prior to referral for a physical, drug test, or offer for hire.

**Definitions:**

*Illegal Drugs:* Drugs or controlled substances, which are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a lawful manner. The term "illegal drugs" also refers to mind-altering and/or addictive substances, which are not sold as drugs or medicine but are used for mind or behavior-altering effect.

*Legal Drugs:* Drugs are prescribed or over the counter drugs which are legally obtainable by the employee and used for the purpose for which they are prescribed and sold.

*Sensitive Position:* A "safety sensitive position" is any position which requires the performance of physical or supervisory tasks directly affecting operations which, if performed improperly, could result in injury or death to employees or others or could result in significant property damage. A position may also be classified as sensitive if it involves responsibilities requiring a high degree of trust and confidence.

*Company Property:* This term includes work sites; parking lots; vehicles; or offices owned, rented or utilized by the Company or by any customer of the Company; and locations where the employee represents the Company in any capacity.

*On Duty:* Includes all working hours, as well as meal periods and break periods, regardless of whether on premises, and all hours when the employee represents this Company in any capacity.

### **Drug and Alcohol Probations:**

The use, sale, purchase, possession, manufacture or distribution, or dispensing of illegal drugs on Company property or during work time is against Company policy and cause for immediate discharge.

It is also against Company policy for any employee to report to work with the presence of illegal drugs or alcohol in the employee's body. Employees who violate this policy are subject to disciplinary action up to and including discharge.

Legal drugs may also affect the safety of employees. Therefore, any employee who is taking legal drugs, which might impair safety, performance, or any motor functions must advise his or her supervisor before reporting for work under such medication. A failure to do so may result in disciplinary action.

Refusal to submit to, efforts to tamper with, or failure to pass a drug or alcohol test will result in disciplinary action up to and including discharge.

### **Testing:**

#### *Pre-Employment Testing:*

All applicants considered final candidates for a position can be requested to be tested for the presence of illegal drugs as part of the application process. Applicants will be advised of the Company's pre-employment testing requirements in writing prior to an offer of hire or referral for a physical. If the applicant refuses to submit to, tampers with, or fails to pass the pre-employment drug test, he or she shall be ineligible for hire.

#### *Reasonable Suspicion Testing:*

Employees may be asked to submit to a drug test if cause exists to indicate that their ability to perform work safely or effectively may be impaired. Testing should be based on specific facts and reasonable inferences drawn from these facts. Testing does not require certainty; however, mere hunches are not sufficient to meet this standard. Factors, which could establish reasonable suspicion, include, but are not limited to:

- Direct observation of an individual engaged in drug related activity;
- A pattern of abnormal conduct;
- Unusual, irrational, or erratic behavior;
- Unexplained, increased or excessive absenteeism or tardiness;
- Sudden changes in work performance;
- Repeated failure to follow instructions;
- Violation of Company policies or failure to follow safe work practices;
- Unexplained or excessive negligence;
- Discovery or presence of drugs in employee's possession;
- Odor or residual odor peculiar to drugs or alcohol;
- Arrest or conviction for drug related crime;
- Information provided by reliable or credible source;
- Evidence that employee has tampered with prior drug test.

If a supervisor believes that reasonable suspicion exists, the supervisor should report his or her findings and observations to the project manager.

*Random Testing:*

Employees in "sensitive" positions will be required to submit to drug testing on a random basis. A list of those job classifications determined to be "sensitive" will be developed by the Company and kept on file by the office manager. List will be updated as needed. Covered individuals will be informed in writing that they are subject to random testing. Selection of employees for random testing shall be conducted through the use of a random number generator or other neutral process.

*Post Accident Testing:*

Employees may be tested for the presence of drugs following an accident or other occurrence that involves one or more of the following events: a fatality; injury to an employee or other individual, substantial damage to vehicles, and/or other property. Only employees whose job performance at or about the time of the accident provides reason to believe that such performance may have contributed to the accident shall be determined to be subject of drug test.

**Testing Procedure:**

The Company will determine for which drugs testing will be performed. If any employee refuses to consent to testing, fails to appear for testing, tampers with the test, or fails to cooperate with the testing procedures, he or she may be discharged. The company will employ a very accurate testing program. The Company's manager will inform employees, who consent to testing, of the result. Employees who have a confirmed laboratory positive will be given the opportunity to speak to the Company's manager to explain the positive test results and reasons why the result does not constitute a violation of the Company's substance abuse policy. A positive test will result in disciplinary action up to and including discharge. Employees who test positive may appeal the test result in accordance with the procedure listed herein.

**Appeal of Confirmed Positive Test:**

After receipt of a report confirming a positive test result from the laboratory, the Company will inform the employee of the positive test result. Any employee may request and receive from the Company a copy of the test result report. Within three working days after being informed of a confirmed positive test result, the employee may submit to the Company explaining the positive test result and the reason why the result does not constitute a violation of the Company's substance abuse policy. The employee may request that a retest be performed on the initial specimen. The employee shall be responsible for all costs associated with conduction this retest.

**Disciplinary Action:**

In the case of a first-time violation of the Company's substance abuse policy, including a positive drug or alcohol test, the employee will be disciplined up to and including discharge. The employee may receive a warning for first offense, at supervisor's discretion.

The Company may suspend employees without pay under this policy pending the results of the drug test. Any employee having a second positive drug test during his or her employment of the Company will be discharged. Any employee using, selling, possessing, distributing, or dispensing drugs or alcohol on duty or on the Company property is subject to disciplinary action, up to and including discharge.

**Arrest or Conviction for Drug-Related Crime:**

Any employee that is arrested or convicted of a drug or alcohol related crime must notify the Company's manager. The employee must give written notice of the conviction within 5 days to the Company. In most cases, an arrest for a drug or alcohol related crime constitutes reasonable suspicion under this policy. The employee may be tested for the presence of drugs.

**Confidentiality:**

Results of an applicant or employee's test for the use of illegal drugs or alcohol shall be transmitted to the Company's manager. In order to effectively address the employees with drug or alcohol problems, it will be necessary to consult with other persons in the process. However, such results will be disseminated only on a need-to-know basis.

# **DRUG AND ALCOHOL POLICY**

## **Employee Acknowledgement of Receipt and Understanding**

I, \_\_\_\_\_, hereby acknowledge that I have received and read a copy of TRIAD MECHANICAL CONTRACTORS, INC'S. Drug and Alcohol Policy, and that I have had the opportunity to have explained to me any aspect of the Policy, which I did not understand. I understand that I must abide by the Policy as a condition of employment, and any violation may result in disciplinary action up, to and including discharge.

Further, I understand that during my employment I may be required to submit to other testing for the presence of drugs and alcohol pursuant to the Policy. I understand that the submission to such testing is a condition of employment with TRIAD MECHANICAL CONTRACTORS, INC, and disciplinary action up to and including discharge may result if I refuse to consent to such testing, if I refuse to execute all forms of consent and release reliability as are usually and reasonably attendant to such examinations, if I refuse to authorize the release of the test to TRIAD MECHANICAL CONTRACTORS, INC., if the tests establish a violation of TRIAD MECHANICAL CONTRACTORS, INC'S, Drug and Alcohol Policy, or if I otherwise violate the policy.

I ALSO UNDERSTAND THAT THE DRUG AND ALCOHOL POLICY AND RELATED DOCUMENTS ARE NOT INTENDED TO CONSTITUTE A CONTRACT BETWEEN TRIAD MECHANICAL CONTRACTORS, INC. AND ME.

THE UNDERSIGNED FURTHER STATES THAT HE OR SHE HAS READ THE FOREGOING ACKNOWLEDGEMENT UNDERSTANDS THE CONTENTS THEREOF AND SIGNS THE SAME OF HIS OR HER OWN FREE WILL.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

# DRUG AND ALCOHOL TESTING CONSENT AGREEMENT

As a prerequisite to employment, I hereby agree to allow TRIAD MECHANICAL CONTRACTORS, INC. to collect urine, hair and/or breath samples from me to determine the presence of drugs and/or alcohol in my body. Furthermore, I give my consent to the release of my test results to authorized TRIAD MECHANICAL CONTRACTORS, INC. management for appropriate review.

I understand that the results of the drug and/or alcohol testing of my urine, hair and/or breath, if positive, will remove me from consideration for employment. I also understand that if I refuse to consent, I will be removed from further consideration for employment.

Furthermore, I understand that, if employed by TRIAD MECHANICAL CONTRACTORS, INC., I must abide by the terms of the TRIAD MECHANICAL CONTRACTORS, INC. Drug and Alcohol Policy and may be required to submit to testing for the presence of drugs and/or alcohol for reasons stated in this Policy. I understand that submission to such testing is a condition of employment with TRIAD MECHANICAL CONTRACTORS, INC. and disciplinary action, up to and including discharge' may result for violating TRIAD MECHANICAL CONTRACTORS, INC'S. Drug and Alcohol Policy.

I hereby consent to the administration of the drug and/or alcohol tests and to the terms and conditions of the Consent Agreement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

I hereby refuse the drug and/or alcohol detection urine and/or hair follicle test.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date



# LAST CHANCE AGREEMENT

I, \_\_\_\_\_, hereby acknowledge that I have violated the TRIAD MECHANICAL CONTRACTORS, INC. Drug and Alcohol Policy. I recognize my obligation to meet the employment standards of TRIAD MECHANICAL CONTRACTORS, INC. to maintain my eligibility for employment. Therefore, I agree to satisfactorily participate in any evaluation, treatment, assistance, or counseling programs required by the rehabilitation center and to maintain abstinence from drugs and alcohol unless medically prescribed. Furthermore, when requested by TRIAD MECHANICAL CONTRACTORS, INC. officials, I agree to submit to periodic unannounced drug and/or alcohol testing through \_\_\_\_/\_\_\_\_/\_\_\_\_ and to cooperate with other investigative requests, but not limited to, interviews and searches.

I further consent to the release to appropriate Company officials, information concerning my participation in treatment and abstinence from drugs and alcohol.

I understand that refusal or failure to submit to a drug and/or alcohol test or a positive finding on that test shall be cause for immediate discharge from TRIAD MECHANICAL CONTRACTORS, INC. because of failure to meet Company policy. I further understand that failure or refusal to cooperate with the terms of this Agreement or other violations of TRIAD MECHANICAL CONTRACTORS, INC'S. Drug and Alcohol Policy will be cause for disciplinary action up to and including discharge.

I understand an agree to the above terms and conditions of employment, which are in addition to such terms and conditions of employment as TRIAD MECHANICAL CONTRACTORS, INC, may otherwise impose, and acknowledge that this Agreement does not constitute a contract or promise of employment.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

## **JOB-RELATED INJURIES**

Our worker's compensation insurance covers all employees for job-related injuries. Report all such injuries in writing and document the time, place, and details. No injury is too insignificant to report.

In the event of an injury on the job that requires medical attention at a medical center or doctor's office, you must call the office and follow up with a written report as soon as possible. Any employee who requires medical attention due to an injury must submit to a urine and/or hair follicle drug screen as explained in our drug policy.

Our best insurance is to prevent accidents from happening in the first place. Adequate, safe working space, proper safe equipment, and **YOU** all help to make the Company a safe place to work. No work is so urgent that it cannot be done safely.

If you are returning to work after a job-related injury, your supervisor or manager will make every reasonable effort to give you assignments consistent with the instructions of your doctor until you are fully recovered. The Company will require a written release from your doctor to establish that you are fully recovered.

## **SECURITY CHECKS**

Security checks are done randomly to ensure that contraband, drugs, weapons, and other unauthorized or illegal substances or materials to be used for illegal purposes do not enter our building or jobsites.

TRIAD MECHANICAL CONTRACTORS, INC. reserves the right to question, investigate, inspect, and search employees or other persons before they enter or leave any of their building or jobsite to ensure that tools, files, reports, equipment, products, substances, and other Company property are not being removed without our authorization.

This Policy applies to any employee while on Company business; whether on our premises or a jobsite, along with any packages or other items the employee may have in his or her possession. All vehicles, lockers, containers, brief cases, handbags, and other parcels or personal belongings are subject to search by the Company or its authorized investigators.

These procedures are necessary for the safety, health, and security of everyone at the Company and the protection of our property and facilities. Submission and compliance with these rules is a condition of your continued employment.

## **RE-EMPLOYMENT**

It is our general policy not to consider anyone for rehire.

If the Company rehires an employee after termination or lay off, he or she will lose his or her original anniversary date for all purposes and be assigned a new date corresponding to their first day on the job after re-employment.

## **HIRING OF RELATIVES**

Relatives of employees may, if qualified, be considered for employment. Upper management must approve the hiring of the relative. A relative defined as any person related to any of our employees by blood, marriage, or adoption in the following degrees:

- Parent
- Child
- Grandparent
- Grandchild
- Brother
- Sister
- Brother-in-law
- Sister-in-law
- Aunt
- Uncle
- Niece
- Nephew
- First Cousin

## **ETHICS**

It is TRIAD MECHANICAL CONTRACTORS, INC'S. policy to conduct its business on the highest possible ethical plane and in accordance with the applicable laws and regulations of the United States and other jurisdictions in which it operates. All illegal or unethical acts on behalf of the Company or by an employee acting independently are strictly prohibited. These include, but are not limited to, accepting bribes, kickbacks or other illegal payments, accepting gratuities or enticements in the form of services or favors, all forms of theft or embezzlement, all forms of fraud and deliberate misrepresentation of facts.

## **TOBACCO POLICY**

With the current evidence that smoking, as well as secondary smoke, is dangerous to people's health; employees are strongly encouraged not to smoke. The Company recognizes that the decision to smoke is a personal one.

The Company maintains a smoke free office. No smoking is allowed in Company vehicles, warehouse area, customer homes, or offices.

Current evidence also indicates that "chewing" and "dipping" are dangerous to people's health and employees are likewise strongly encouraged not to "chew" or "dip".

The Company prohibits the use of chewing tobacco, snuff, and related products on/in all TRIAD MECHANICAL CONTRACTORS, INC. company vehicles, warehouse area, customer homes, offices. Smoking on jobsites may be restricted.

## **SOLICITATION**

Solicitation and distribution of literature by non-employees on Company property or jobsites is prohibited.

Solicitation by employees on Company property or jobsites during working time is prohibited. Solicitation is prohibited if either the solicitor or the person being solicited is on working time. Working time is the time an employee is expected to be working. Non-working time is specifically the approved and scheduled break period and the lunch period.

Distribution of literature by employees on Company property or jobsites during working time, as defined above, is prohibited.

## **PERSONAL APPEARANCE**

### **General**

It is the company's goal to put our customer at ease and help them develop a feeling of confidence and trust in our employees and Company. For that reason, we expect our employees to reflect an honest clean-cut image.

Hair must be kept neatly trimmed and closely cut in a conservative style while in our employment. Hair must be neatly combed at all times. Mustaches and beards must be maintained in a neat and orderly fashion at all times.

The Service work that TRIAD MECHANICAL CONTRACTORS, INC. does requires electricians and helpers to enter the homes and offices of customers. TRIAD MECHANICAL CONTRACTORS, INC. expects employees to present a neat, clean appearance. You are expected to wear a clean uniform each day and keep shirttails tucked in. Always use care when entering a residence or office not to track dirt, mud, or grease.

#### **Dress Code**

In an effort to maintain and present a professional image for our Company, the following rules will apply:

- No shorts
- No sleeveless shirts
- No clothing with profane language or suggestive offensive graphics
- No excessively baggy clothing
- No dangling loose jewelry or body piercing
- Employees must always wear their shirts

#### **Addressing a Customer**

You should introduce yourself to the customer giving your name and stating that you are from TRIAD MECHANICAL CONTRACTORS, INC. Address the customer using Mr., Mrs., or Ms. Never use their first name unless you know them personally.

## **GRATUITIES**

Neither you, nor anyone on your behalf, may offer to or receive from our customers anything of value for the purpose of securing, or appearing to secure preferential treatment. This includes any form of gratuity to or from employees of our customers or members of their families.

## **CONFIDENTIALITY OF COMPANY INFORMATION**

All employees must safeguard sensitive Company information. The nature of our business and the economic well being of our Company are dependent upon protecting and maintaining proprietary Company information. Continuing employment with

TRIAD MECHANICAL CONTRACTORS, INC. is contingent upon compliance with this policy.

Sensitive Company information that is defined as confidential includes, but is not limited to; products, procedures, know-how, customers, designs, drawings, formulas, accounting, pricing, advertising, marketing, business plans, strategies, negotiations, contracts, inventions, discoveries, commissions, bonuses, profit sharing, retirement, and salaries.

## CONFLICT OF INTEREST

No employees shall maintain an outside business or financial interest or engage in any outside business or financial activity which conflicts with the interest of our Company or which interferes with the ability to fully perform the job responsibilities.

Competition is too keen in our marketplace to allow our employees to work against our best interests. Any unauthorized "moonlighting" of any kind will not be allowed. Employees may also not benefit directly or indirectly from any third party who furnishes products, materials, or services to our Company.

## CUSTOMER COMPLAINTS/PROBLEMS

If a customer tries to argue with you, be courteous. Do not engage in an argument. Refer the customer to your supervisor.

When talking with a customer, never criticize another employee of our Company or a competing company. Under no condition do we discuss the internal affairs of our Company.

Even the best companies have customer complaints. Handling customer complaints properly means avoiding damaging our Company image. Correcting the situation retains the customer's business and goodwill. Accept a customer's complaint, right or wrong, with courtesy and respect for the customer's point of view. Most important, do not argue or allow yourself to be drawn into a name calling contest. Assure the customer that your employer will do all that is "reasonably" possible to satisfy the complaint. The first step of that process will be your personal referral of the complaint to your supervisor immediately.

### **Do not do the following:**

- Never use customer's tools, ladders, power tools, or any items that belong to a customer.
- Never move furniture, appliances, rugs, or any other items without approval of the customer. When moving items, take every caution not to

damage items moved, floors, walls, or ceilings. Plan the process before starting.

- Never stand on chairs, tables, or furniture or use them for support.
- Never install any surface mounted wire, raceway, or other exposed item without approval from the customer.
- Never cut walls or ceilings and do not remove baseboards or any woodwork without approval from the customer.

**Use extreme caution when cutting walls, ceilings, baseboards, or other woodwork!**

## **ELECTRONIC COMMUNICATION**

Please limit your personal telephone calls to an absolute minimum. Make personal telephone calls only in case of necessity or emergency. If non-emergency calls must be made, please make them during your break, lunch, or before or after work. No long distance telephone calls may be made on Company telephones.

Cellular telephones supplied to management and field personnel are for business purposes only. All calls are documented as to the time, date, and duration. Any personal calls will be charged to you. Abuse of this privilege will result in its elimination.

No radios, CD players, headsets, or any sound emitting device are allowed on the jobsites.

No personal beepers, mobile phones, or other electronic communication devices are allowed unless approved by management.

## **GUIDELINES FOR DISCIPLINE AND DISCHARGE**

Discipline and proper standards of conduct are necessary to provide for the orderly and efficient operation of our business, as well as to protect the health and safety of all employees. These guidelines in no way limit the right of the Company to discipline, terminate, or refuse to reinstate an employee. In addition to complying with these guidelines, employees are required to use common sense at all times.

All discipline will be handled on a case-by-case basis. These guidelines are in no way intended to create a contract, expressed, implied, unilateral or otherwise between TRIAD MECHANICAL CONTRACTORS, INC. and any employee.

TRIAD MECHANICAL CONTRACTORS, INC. makes no promises or representations with regards to these guidelines. TRIAD MECHANICAL CONTRACTORS, INC. reserves the right to initiate disciplinary action at any level, at any time, in its discretion. Disciplinary action, therefore, may include immediate discharge for any reason.

Nothing in this or any other section of this Handbook alters the Employment-At-will relationship between TRIAD MECHANICAL CONTRACTORS, INC. and its employees.

Listed below are some types of conduct that may lead to discipline, up to and including immediate discharge. This list is for informational purposes only and is not intended to be all-inclusive. It is not possible for the Company to list specifically all examples of conduct for which discipline, up to and including discharge may result.

- 
- Unsatisfactory performance.
  - Insubordination.
  - Theft.
  - Violation of safety and health rules or other Company policies.
  - Unreported and/or unexcused absences, tardiness, or leaving early.
  - Misuse of Company property.
  - Unauthorized handling of personal affairs during working time.
  - Falsifying time cards, personnel, or Company records.
  - Deliberate or unnecessary waste of, or damage to, materials, supplies, products, property, or equipment of the Company, fellow employees, or other guests of the Company.
  - Fighting on Company time.
  - Reporting to work or working under the influence of drugs or alcohol; possessing, selling, or consuming any alcoholic beverages while on Company property or on Company business; or possessing, selling, or using drugs of any kind while on Company property or on Company business. Prescription drugs, for health purposes, may be used only after the prescription has been specifically reviewed and approved by management.
  - Sleeping or appearing to sleep, loitering, or loafing on the job.
  - Soliciting, campaigning, or collecting contributions for any purpose in work areas during working hours.
  - Leaving the work area during working hours without permission from a supervisor or authorized Company representative.
  - Failure to begin work at the scheduled start time or stopping work at the scheduled stop time.
  - Negligence, abuse, or loss of the Company's property or the property of other employees.



- Violation of Company safety rules or common safety practices.
- Failure to report an injury or accident to supervisor, regardless of how minor.
- Falsifying employment applications, resumes, etc.
- Posting, removal, altering, or tampering with any Company bulletin board notices or information without permission.
- Unauthorized personal use of Company vehicles during off-hours, including transporting anyone in your vehicle that is not a TRIAD MECHANICAL CONTRACTORS, INC. employee.
- Unauthorized use of Company tools, materials, or equipment.
- Failure to notify the Company of anticipated absence or tardiness.
- Deliberately concealing another employee's misconduct.
- Making false claims or statements about the Company, its products, or services whether on or off Company property.
- Abusive or profane language.
- Possession of weapons, ammunition, firecrackers, or other similar items on Company premises.
- Stealing either material or labor.
- Divulging sensitive Company information to others not employed by TRIAD MECHANICAL CONTRACTORS, INC. This information includes, but is not limited to, labor rates, fringe benefits, marketing and advertising strategies, sales information, or any other information that is considered proprietary to our Company.
- Unauthorized "moonlighting".
- Gambling in any way on Company property.
- Deliberate misrepresentation of facts to a supervisor or any other Company representative concerning any work related item.
- Engaging in horseplay or any physical activity that would cause inattention to duties.
- Intentional or negligent acts resulting in risk of or actual injury to another employee of TRIAD MECHANICAL CONTRACTORS, INC., or any other individual, or resulting in risk of or actual damage to Company property.
- Any form of harassment, sexual or otherwise, of TRIAD MECHANICAL CONTRACTORS, INC. employees or any other individual.
- Displaying offensive sexual material.
- Violation of Company substance abuse policy.
- Excessive use of telephones during working hours. Telephones are for business use only.
- Conflict of interest. It is our policy to forbid employees to deal in any other business that competes with TRIAD MECHANICAL CONTRACTORS, INC.
- Accepting gratuities or gifts. It is a violation of our Company policy for any employee to request or accept any gift or gratuity of any kind from a supplier or any other person or entity, without the expressed authorization of management.
- Breaking any other rule set forth in this handbook.

**TRIAD MECHANICAL CONTRACTORS, INC., in its sole discretion, will determine the form of discipline, up to and including immediate discharge that any employee will receive for any offense.**

### **Disciplinary Probation**

TRIAD MECHANICAL CONTRACTORS, INC. employees may be placed on ninety (90) days disciplinary probation after two (2) verbal or written warnings. Any infraction of rules during probation will result in termination of employment.

Employees will not receive holiday or vacation pay while on disciplinary probation. Employees will NOT be considered for pay raises while on disciplinary probation.

The following constitutes some, but not all, reasons for being placed on disciplinary probation:

- Excessive tardiness
- Failure to report for work or failure to call in when not reporting for work.
- Failure to turn in paperwork, paperwork incomplete, or paperwork incorrectly filled out.
- Failure to turn in time cards or time cards incorrectly filled out.
- Detrimental attitude toward job, coworkers, or customers.
- Failure to follow all Company policies, rules, and regulations.

## **TERMINATION PROCESSING PROCEDURES**

All outstanding advances and/or purchases charged to the terminated employee's account would be deducted from the final paycheck by the payroll department.

On the final day of employment, the office manager must receive all keys, credit cards, uniforms, and Company property from the employee.

The employee will pick up his or her final payroll check from the payroll department on the appropriate payroll date for the time worked following the termination. The final payroll check shall include all earned pay and any expenses due to the employee, less all approved deductions.

## **ATTENDANCE**

In order to operate in an efficient manner, we must have personnel at work regularly and on time. Absenteeism and tardiness place an unfair burden on other employees and on the Company.

To maintain a safe and productive work environment, the Company expects employees to be punctual and reliable in reporting to work. It is recognized that situations can arise when an employee must be absent or late for work. Whenever these situations cannot be avoided, it is absolutely necessary for the employee to notify the office of the necessity to be absent or tardy. TRIAD MECHANICAL CONTRACTORS, INC. maintains a nationwide toll free telephone number 1(800)564-4244 and local (843)556-5636 that can be used for this notification. This notice must be made as early as possible so that the supervisor may have the time necessary to make other arrangements to cover your work area.

## **WORK SCHEDULES, BREAKS, AND MEAL PERIODS**

TRIAD MECHANICAL CONTRACTORS, INC. supervisors are responsible for scheduling the employees work time and determining the work location. The work locations and schedules may vary at the management's discretion. Employees may be reassigned at any time to any location at which TRIAD MECHANICAL CONTRACTORS, INC. is working.

Being "customer-oriented" means that our customers come first. Work schedules and timing for meal periods may change in order to provide consistent, high-quality service. Supervisors will determine break times. Meal periods are for thirty (30) minutes. Employees are required to take the meal period. If for some reason an employee misses a meal period it must be brought to the supervisors attention immediately and provisions made to take the meal period. Under no condition will an employee be allowed to work through the meal period and leave work early, unless approved by their supervisor.

Employees are not permitted to leave the jobsite for breaks. Employees that leave the jobsite for lunch are reminded that the meal period is thirty (30) minutes. These thirty (30) minutes is measured from the time an employee stops work until work is resumed.

## **SERVICE POLICY**

The call rotation will begin on Friday at 5:00 pm and end the 2nd Friday at 5 pm. A call rotation list with the appropriate dates is posted. It is the responsibility of all employees to be aware of their respective rotation dates. If an employee is not available for call for any time during the rotation, it is the responsibility of the employee to get another Service rotation employee to cover for them. The original rotation employee must advise the management on call.

Employee on call will have their cell phone with them at all times during their rotation. The answering service will call the employee for Service response first. If the management on call does not respond, the answering service will attempt to contact the other members of service department at home.

The Service technician will collect all COD jobs at the end of the work for that day even if the job is not complete.

The Service technician must wear a TRIAD MECHANICAL CONTRACTORS, INC. uniform on all Service calls and present him or herself as if they were working during normal working hours.

Service technicians **are not** to have any confrontations with customers. If any problems arise, they must contact the management on call **immediately**.

## **OVERTIME COMPENSATION**

Proper work scheduling and maximum effort on the job can make overtime hours unnecessary. However, at times, the only way to complete a job within a given period of time is with overtime work. All employees will be required to work all the hours scheduled by the supervisor.

Employees will be paid at the rate of one and one half times their regular rate of pay for all hours worked exceeding forty (40) hours in any one week period.

Overtime is never at the employee's discretion. Overtime shall only be incurred and subsequently paid at the request of the Company through the employee's supervisor or project manager. No employee may work unauthorized overtime hours.

If an employee feels that a job can be completed that same day with one or two additional hours, the employee should contact his or her supervisor and obtain permission as soon as possible. Overtime will not be paid for travel time to and from job locations. Please consult with your supervisor or project manager concerning travel time to and from job locations if you have questions.

## **TRAVEL TO LOCAL AND OUT OF TOWN JOB LOCATIONS**

If you are requested to report directly to a job location, you will not be paid travel time. Employees will not be paid travel time to or from out of town jobs. Out of town work has always been a part of construction and should be regarded as part of the job. TRIAD

MECHANICAL CONTRACTORS , INC. expects cooperation from all employees when the need arises and will work with each individual in regards to their particular situation. However, consideration to TRIAD MECHANICAL CONTRACTORS, INC'S. customers and their needs must always be the main consideration in all of our minds if we are to remain in business.

Employees who are allowed to take vehicles home will be required to work out of town when asked to do so. You will also be required to arrange for other employees to travel with you to these jobs.

When we are able to pay per diem to travel to jobs that require over night accommodations, per diem should be regarded as assistance in offsetting costs to you while working out of town; not anything more. Per Diem will not be increased if the job dictates longer working hours or weekend work. Overtime wages should offset any increase in living expenses.

TRIAD MECHANICAL CONTRACTORS, INC. tries to include travel expenses in most jobs we bid; but due to the competitive nature of the construction business, we only put costs on projects that will allow us to and still remain competitive.

Because being away from home causes employees to rearrange their personnel lives, TRIAD MECHANICAL CONTRACTORS, INC. tries to limit the out of town work. Before an employee is sent to a job location, he or she needs to discuss all arrangements for the out of town job duration before leaving.

## **TIME CARDS/TIME SHEETS/DAILY JOB REPORTS/SERVICE TICKETS**

Timecards must contain the following information:

- Employee number and name
- Job number and job name/location
- Actual time worked on each job
- Total hours per day (down) and total hours per job (across)
- Signature of employee

All employees must call in their times each day, listing job and duties for that day. Time cards that are directed to be turned in to a jobsite supervisor must also be turned in to the office by 5 pm every Friday by the appropriate supervisor.

Daily Job Reports and the white copy of the Service Tickets must be turned in daily. The hours on the Daily Job Reports, the Service Tickets, or a combination of both must match the hours on the time cards.

**Remember that you must work (40) forty hours in a week to receive overtime.**

Fill out Daily Job Reports completely, especially in regards to material types used and material quantities used. Write only one job on each report. Production sometimes appears short because material/quantities are not listed completely. Preplanning is very important to our production. Think ahead about material, tools, equipment, manpower, and methods before beginning a task. Have a backup task planned in case something impacts your original plan. **Plan tomorrow's work today!** Note any impacts to production, weather conditions, type of work performed, specific location of work, conversations with job related people, and time and results of inspections. If not turned in weekly the pay roll checks may be held.

If daily reports are not turned in weekly the payroll checks may be held.

Fill out Service Tickets completely, especially to **all** material used, and date completed. If work is not completed, insert N/C instead of the date completed. Make comments as to the reason the job is not completed, including a material list to finish. **Keep you vehicle fully stocked!**

## **PAY PERIOD**

### **Paychecks**

Paychecks will be issued on Friday afternoon of each workweek. Paychecks issued on Friday are for the previous pay period, not the current week. No advances of pay will be issued. Personal purchases or items such as uniforms will be withheld from paychecks. Upon termination, the final paycheck will be held until all tools, uniforms, and equipment that were signed out by that employee are returned to the shop. Pay periods start on Saturday and end on the following Friday. Paychecks will be given only to the person whose name appears on the paycheck. If you are terminated, you will receive your last paycheck on the regularly scheduled payday.

## **PAY ADVANCES**

It is Company policy to **DECLINE** requests for early paychecks or pay advances.

## **PAY DEDUCTIONS**

The following mandatory deductions will be made from every employee's gross wages:

- Federal Income Tax
- State Income Tax
- Social Security Tax
- Tools, materials, uniforms, or any purchase made by employees

The Company submits the taxes to the Government. The Company also pays an equal amount to that deducted for Social Security to the Government.

Other optional deductions include the portion of group health insurance or group life insurance not paid by the Company.

Each employee must fill out and sign a Federal Withholding Allowance Certificate (IRS form W-4) on or before the first day of employment. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when circumstances change. Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS.

Every employee will receive an Annual Wage and Tax Statement (IRS form W-2P) for the preceding year on or before January 31. Any employee who believes that deductions are incorrect for any pay period or on the W-2 should check with the payroll department immediately.

By law, the Company is required to honor legal garnishments of employee wages or salaries. The payroll department will notify an employee of any garnishment.

## **BUSINESS EXPENSES**

The Company will reimburse all actual and reasonable business expenses incurred by our employees in performance of their job responsibilities under the following conditions:

- Expenditures must be pre-approved by your supervisor unless circumstances prevent advance approval.
- To be reimbursed for out-of-pocket expenses, an employee must have a valid receipt.
- Purchases must be charged against the job the employee is working on.
- All items purchased must be itemized on the sales receipt.

- All sales receipts must have the correct job name and job number included on the sales receipt in order to be reimbursed.
- All sales receipts must be turned in weekly. Receipts over thirty (30) days old will not be reimbursed.

The employee is responsible for monitoring whether he or she has been reimbursed. If not reimbursed, notify your supervisor.

## **TOOLS AND EQUIPMENT**

Tools that are assigned to the Service trucks are not to be removed or exchanged. The employee driving the truck that day must check and confirm that all tools and equipment are on the truck. There will be a tool list in the glove compartment of each truck listing the tools each truck is equipped with.

Tools that are checked out for the jobs will be the responsibility of the employee who signed them out. Tools that are in need of repair must be returned to the Warehouse Manager with a note explaining the nature of the problem. Tools will not be loaned out without permission from management.

Missing tools must be reported to the office and a written report made by the employee who discovered the tool/tools missing. The report must contain the date, job name, job number, job location, type of tool, and the name of the last person that used the tool/tools. The employee making the report must sign the report.

Company tools are supplied to employees as required. Employees are responsible for caring for these tools and for returning them to the shop when not in use. Employees are responsible for the safekeeping of all tools signed out. If it is lost or stolen, the employee is responsible for replacing the tool with an equal tool.

When working out of a truck on job sites or on a Service call, employees must keep the tool boxes closed and locked and the doors to the truck locked. Under no conditions is an employee allowed to place any locks except TRIAD MECHANICAL CONTRACTORS, INC. issued locks on tools and/or equipment. All gang boxes, ladders, and other equipment left on jobsites must be chained and locked to the building structure. Any tools, equipment, or material that must be left on a jobsite must have prior approval from your supervisor.

TRIAD MECHANICAL CONTRACTORS, INC. will not be responsible for your personal tools or equipment. Please do not loan out your personal tools or equipment or leave them in trucks, at jobsites, or at the shop. If they are misplaced or damaged, TRIAD MECHANICAL CONTRACTORS, INC. will not replace them.



## **ACCESS TO PREMISES**

Any employee entering the business premises or jobsites after hours must have permission and must be there for business. Only authorized employees are allowed in the warehouse.

## **MATERIAL PURCHASING AND HANDLING**

All materials are purchased via purchase order issued by authorized employees of TRIAD MECHANICAL CONTRACTORS, INC. No employee is to go to a supply house unless the materials have been approved, given a purchase order, assigned a job number, and called in to the supply house. Under no circumstances does an employee purchase materials over a supply house counter. No employee is to leave a job to pick up materials from a supply house unless their supervisor directs them.

Materials returned to a supply house must have a credit slip issued by the supplier. Return this credit slip to Accounting.

Material on Service trucks that are not a part of the normal inventory must be removed from the truck and requisitioned back to the warehouse. This includes materials that are part of the purchase orders, but not used.

All materials demolished or replaced on any jobsite are sole property of TRIAD MECHANICAL CONTRACTORS, INC. Under no conditions are any of these materials removed from any jobsite without approval from management.

Any materials other than the above-mentioned that are discarded by others may only be removed with permission of TRIAD MECHANICAL CONTRACTORS, INC'S. General Superintendent.

## **SAFETY**

TRIAD MECHANICAL CONTRACTORS, INC'S. Safety Policy is intended to educate employees of the dangers that may be encountered while working in the construction industry. We support and comply with all OSHA regulations. Every employee is required and mandated to work within the safe parameters that are described in these regulations.

As an employee, your well-being will always be a priority for TRIAD MECHANICAL CONTRACTORS, INC. We have adopted a Company wide zero (0) accident

philosophy. We feel that accidents are preventable and working together is the key to prevention. The entire safety plan and policies are very specific, lengthy, and in some areas very technical. At TRIAD MECHANICAL CONTRACTORS, INC. you will discuss and learn about safety issues, procedures, and processes everyday. Highlighted here are some of the important parts to be aware of as you begin your employment.

### **Orientation**

Orientation begins the first day as you become familiar with the new work environment including worksite, fellow employees, tools, supervisors, and job tasks to name a few. Pay attention and ask questions if you do not understand instructions. Ask for whatever helps you need.

### **Job Safety Rules**

The following safety rules should be periodically reviewed and kept in mind at all times:

- Report all accidents and injuries to your supervisor.
- Report unsafe conditions to your supervisor.
- Horseplay, fighting, and practical jokes are prohibited.
- Alcohol and drugs of any kind are prohibited.
- Proper work clothing must be worn.
- Rings and jewelry should be removed as required.
- Hard hats shall be worn as required.
- Safety glasses or other proper eye protection shall be worn when cutting, drilling, threading conduit, and as required.
- Hearing protection shall be worn as required.
- Sturdy leather shoes with steel toes must be worn at all times.
- Respirators will be provided and shall be worn as required.
- All extension cords must have ground pins and be ground fault protected.
- All tools in use will be in good safe condition.
- All guard devices will be kept in place and working.
- Always lift properly (back straight, knees bent, lift with the legs).
- Work areas will be kept clean and safe (good housekeeping).
- Trained and authorized personnel only, may operate company equipment and vehicles.
- Learn the safe way to do a job before starting.

### **Reporting**

Reporting safety issues to your immediate supervisor is an essential employee responsibility. Pointing out unsafe conditions, which you can not immediately correct, can prevent potential injury to you or others. Near misses (accidents without injuries) when recognized and reported can be analyzed and corrective measures can be taken. All injuries must be reported to your supervisor so a thorough investigation can be conducted. This needs to be done even if you consider the injury to be insignificant. **Failure to report an injury by the end of the work day can result in denial of the claim and/or possible disciplinary action.**

# EMPLOYEE BENEFITS

## VACATIONS/HOLIDAYS

### **Vacation**

Employees are eligible for vacation after 1 full year of continuous service, which then will be prorated until the end of the year. You will then have 5 days to use between January 1 and December 31 of the next year. Supervisor must be notified in writing on the appropriate form of the intent to take a vacation thirty (30) days prior to the vacation. Vacation requests with less than thirty (30) days notice are disruptive and discouraged. Vacation requests due to unusual circumstances will be considered with less than thirty (30) days notice. No advance on vacation time will be permitted. All vacation requests must be approved by your immediate supervisor and the appropriate Project Manager. Vacation days must be taken within that year and do not roll over to the next year.

### **Holidays**

The paid holidays are New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day. Holidays are days off with pay only after one (1) year of continuous employment with TRIAD MECHANICAL CONTRACTORS, INC.

In order to receive holiday pay, eight (8) hours must be worked the day before and the day after the holiday. The only exception to this policy is previously approved vacation. If the day before or the day after a holiday is missed, a vacation day can be used for the missed day if requested on the appropriate form the next day at work. Using a vacation day for a day missed before or after a holiday will not count to get paid for the holiday.

## INSURANCE

Employees may participate in the Company Health Insurance Plan at the beginning of the following month after **6 months** of employment. Insurance premium will be paid for the employee only. If you desire, you may pay for your dependants to obtain insurance.

## JURY DUTY

Jury Duty is time off without pay. Employees who have been summoned for Jury Duty will be provided the necessary time off without penalty. It is the responsibility of the employee to inform his or her supervisor of the time and date of the jury duty. The employee will request from the court a statement of hours served and present this

statement to their supervisor. The employee must return to work upon completion of service.

## **LEAVE OF ABSENCE**

A leave of absence is time off without pay. Upon receipt of a formal written request for leave of absence from a regular full-time employee with more than one (1) year of service, the Company will determine on a case-by-case basis whether a leave will be granted. The types of leave granted include maternity, personal, educational, public service, and military.

## **SICK LEAVE**

Employees are eligible for sick leave after 1 full year of continuous service, which then will be prorated until the end of the year. You will then have 5 days to use between January 1 and December 31 of the next year. These 5 days are to be used for sickness only. These days are not to be used for appointments or at your discretion. Sick days will only be paid if the employee is sick, not because a relative or friend is sick. Supervisors will decide if a Doctors Excuse is required in order to receive payment for the sick day. Sick days are a benefit from TRIAD MECHANICAL CONTRACTORS, INC. Sick days are to be used that year and do not roll over to the next year.

## **MILITARY LEAVE**

TRIAD MECHANICAL CONTRACTORS, INC. abides by all state and federal regulations allowing for military leave and employee reinstatement rights. Employees enlisted in a Military Reserve or National Guard Program are requested to give the Company thirty (30) days notice of upcoming military duty lasting more than two (2) days. This notice requirement is waived in cases of emergency.

## **COMPANY VEHICLES/MAINTENANCE**

Company vehicles are for Company use only. When allowed to take a vehicle home, you must park in a secure area and the vehicle is not to be driven until you leave for work. No persons other than employees of TRIAD MECHANICAL CONTRACTORS, INC. are to drive or be transported in Company vehicles.

Any employee that drives a Company vehicle is expected to operate it in accordance with all laws and common standards of safe and courteous driving. **It is mandatory that drivers and passengers wear seat belts when in a Company vehicle.** Under no

conditions is any employee allowed to drive a Company vehicle without a valid driver's license.

No alcoholic beverages or drugs of any kind are to be consumed when an employee is driving or is a passenger in a Company vehicle. At no time is there to be any containers of alcohol or drugs of any kind transported in a Company vehicle. Employees that are taking medication that is prescribed by a physician are not to drive a Company vehicle if there are side effects that could impair their capacity to drive.

The following are some of the rules and responsibilities of employees that drive Company vehicles:

- Make sure vehicle registration and insurance papers are in the glove compartment.
- Make sure the license tag has a current sticker.
- Keep vehicle and tool bins locked when not in sight.
- Keep vehicle and tool bins locked and secured when at home.
- No personal use of Company vehicles. Unauthorized use of a Company vehicle that results in damage to persons and/or property may result in the employee being held responsible.
- Clean interior daily and exterior weekly or sooner if needed.
- Do not operate the vehicle with tools, equipment, materials, or trash in the cab.
- Keep material stock and tools supplied to the proper level.
- Advise warehouse manager in writing of mechanical issues that need to be repaired. Check the vehicle daily before operating.
- Always wear seat belts and keep the doors locked.
- Make every effort to avoid parking tickets.
- Turn in parking tickets daily. Record the job number on the ticket.
- In case of an accident, phone management immediately. After hours, phone 577-3491 and leave telephone number with the answering service and "on call" manager will return call. Do not discuss the accident with anyone but police. Answer their questions and **do not admit fault**.
- Vehicles that are taken to jobsites are not to leave the jobsite for lunch or breaks.
- Adhere to all laws and conduct yourself appropriately while in a TRIAD MECHANICAL CONTRACTORS, INC. vehicle. Especially avoid displays of "road rage".
- There is no smoking in company vehicles.

## COMPANY VEHICLE AGREEMENT

I, \_\_\_\_\_, understand that driving a Company vehicle to and from work is a privilege and I will commit myself to the following:

- I will abide by Company Policy regarding the use of Company vehicles.
- I will be called after hours during weekdays, weekends, and holidays to perform Service calls as required.
- I will report directly to a jobsite when required.

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Employee's Signature

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Date

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Witness's Signature

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Date

## **ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

I, \_\_\_\_\_ hereby acknowledge that I have received and read a copy of the TRIAD MECHANICAL CONTRACTORS, INC. Employee Handbook, dated January 1, 2006, which supercedes and replaces any other handbook, policy, or procedure, oral or written previously utilized by the Company.

I recognize and understand that this Employee Handbook is for informational purposes only and is not intended to create, and does not create, a contract of employment between TRIAD MECHANICAL CONTRACTORS, INC. and me. As an employee, I am completely free to leave the Company at any time I choose and the Company has the same right to end the employment relationship. The employment relationship is "at will" and can be terminated by either the Company or me at any time, for any reason.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

July 3, 2007

**Employee Handbook Addendum**

1. All accidents and/or injuries must be reported to your supervisor immediately. Do not wait until the next day. Everyone is required to take a post accident drug test (Hair Follicle Screening). This is effective immediately.
2. It is against company policy for anyone other than a Triad Mechanical Contractors employee to be in a company vehicle at any time.
3. It is against company policy for anyone to be talking on a cell phone while driving a company vehicle.

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

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

\_\_\_\_\_  
**Witness Signature**

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





**TRIAD MECHANICAL CONTRACTORS**

Heating • Air Conditioning • Plumbing

September 13, 2007

**Employee Handbook Addendum II**

To maintain a safe and productive work environment, the Company expects employees to be punctual and reliable in reporting to work. It is recognized that situations can arise when an employee must be absent or late for work. Whenever these situations cannot be avoided, it is absolutely necessary for the employee to notify the office as well as their supervisor of the necessity to be absent or tardy. Triad Mechanical Contractors maintains a nationwide toll free telephone number, local telephone numbers and cell phone numbers for your supervisor that can be used for this notification. This notice must be made as early as possible so that the supervisor may have the time to make other arrangements to cover your work area.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Toll Free #1-800-564-4244

\_\_\_\_\_  
Local# 556-5636 or 556-5637

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Supervisor's Cell#



P.O. Box 31518 • Charleston • South Carolina • 29417 • 843.556.6636 • fax: 843.768.3091