



# **EMPLOYEE HANDBOOK**

**January 2017**  
**(this edition supercedes all other editions)**

## EMPLOYEE POLICY HANDBOOK

*Welcome to the T.A. Woods Team. You were selected to work for T.A. Woods Company because we believe you may possess the qualities to promote personal and company success.*

*By becoming a part of the T.A. Woods Company Team, you have joined an outstanding company with a fine reputation for service, quality, and dedication.*

*This Employee Handbook will serve as a guide in explaining the company's policies and procedures. It is your responsibility to maintain this handbook for future reference. If you have any questions or concerns regarding the information presented, please contact your immediate supervisor, division general superintendent, division manager, or a human resources representative.*

# TABLE OF CONTENTS

SECTION	PAGE
Introduction .....	1
Employment At-Will Disclaimer .....	4
Employee Handbook .....	4
Equal Employment Opportunity .....	4
Accommodation of Disabilities and Other Medical Conditions.....	5
Anti-Harassment Policy and Complaint Procedure .....	7
Employment Status .....	9
New Employee Orientation Period .....	9
Regular Full-Time Employees .....	9
Part-Time Employees .....	10
Promotion .....	10
Demotion .....	10
Transfer .....	10
Termination .....	10
Resignation .....	11
Rehire .....	11
Moonlighting .....	11
Retirement .....	12
Personnel Records and Privacy.....	12
Hours of Work.....	12
Overtime .....	13
Rest Breaks .....	13
Per Diem/Travel .....	14
Personal Business.....	15
Your Paycheck .....	15
Wages/Salary .....	15
Payroll Deductions .....	15
Safe Harbor Policy/Payroll Deductions.....	16
Loans and Advances.....	16
Employee Fringe Benefits Program.....	16
Company-Sponsored Insurance.....	17
Accidents, Injuries and Workers' Compensation.....	17
Social Security .....	18
Leave of Absence .....	18
Family and Medical Leave .....	18
Military Leave of Absence .....	21
Military Reserves or National Guard Leave of Absence.....	22

## TABLE OF CONTENTS (Continued)

SECTION	PAGE
Paid Time Off (hourly, non-exempt employees) .....	22
Paid Vacation (salaried, exempt employees) .....	23
Holidays.....	24
Bearevement Leave .....	25
Jury Duty Leave .....	25
School Involvement Leave .....	26
Education and Training Assistance.....	26
Profit Sharing Program .....	27
Policies and Procedures .....	27
Attendance, Absenteeism, and Tardiness.....	27
Approved Absence.....	28
Excused Absence .....	28
Unexcused Absence.....	28
Tardy .....	29
Early Leave.....	29
Substance Use and Abuse .....	29
Confidentiality .....	30
Inspection .....	30
Dress Code.....	31
Safety .....	32
Personal Protective Equipment.....	33
Tobacco Use .....	34
Electronic Communication/Telephone .....	34
Internet, Voicemail, and E-mail.....	35
Social Networking .....	37
Personal Property.....	38
Solicitation.....	38
Distribution.....	39
Conflict of Interest.....	39
Emergency Plan .....	40
Company Vehicles .....	40
Tool Requirements.....	42
Standards of Conduct .....	42
Communication/Grievance Procedure.....	45
Statement of Understanding.....	47



## **EMPLOYMENT AT WILL DISCLAIMER**

All employee relations with T.A. Woods Company are on an at-will basis. Although the company hopes our relationships with all employees are long-term and mutually rewarding, the company reserves the right to terminate the employment relationship at any time with or without notice and with or without stated cause or reason, except as prohibited by law. As well, you may terminate employment. Employment is not guaranteed.

## **EMPLOYEE HANDBOOK**

As a member of T.A. Woods Company, you will be interested in the operation of the company, your position with the company and the many benefits and opportunities the company offers to you. This handbook is designed to provide a basic overview of the policies, procedures, guidelines, and fringe benefits of the company. Please take the time to review your handbook to familiarize yourself with what you can expect from the company and what the company will expect from you. Maintain this handbook for future reference.

We have established programs, policies, and procedures which are responsive to the needs of both you and the company. They are designed to provide a work place environment which fosters individual employee productivity and provides for maximum employee growth and personal achievement.

It is our hope that you will find T.A. Woods Company to be a fulfilling company with which to work.

The policies and procedures in this handbook are designed to serve as guidelines. They are not intended to create any contract or binding agreement between the company and employee. All policies and procedures outlined in this handbook are subject to change or modification at the company's discretion with or without notice at any time circumstances warrant. This handbook supercedes all previous employee handbooks and/or personnel policies as applicable.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

T.A. Woods Company is an equal employment opportunity employer. We maintain a policy of non-discrimination against applicants and employees on the basis of race, color, religion, sex, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other status or condition protected by applicable federal, state law and local laws. T.A. Woods complies with all applicable state and local laws governing nondiscrimination in employment in every location in which the company

has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

T.A. Woods expressly prohibits any form of unlawful employee harassment or discrimination based upon race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, genetic information, disability, or veteran status.

If any employee has a suggestion, problem, or complaint with regard to equal employment opportunity, he or she should contact a human resources representative. If you feel that your issue has not been addressed, or if you do not feel comfortable discussing the issue with a human resources representative, you should contact an owner of the company. Employees are protected from retaliation for reporting issues related to discrimination.

T.A. Woods Company will recruit, hire, train, and promote persons in all job classifications. We will insure all personnel programs such as compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other status protected by applicable federal, state or local law.

## **ACCOMMODATION OF DISABILITIES AND OTHER MEDICAL CONDITIONS**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) prohibit employers with 15 or more employees from discriminating against applicants, employees, and individuals with disabilities and requires employers to provide, when necessary, reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential functions of the position.

The company is committed to complying fully with the ADA/ADAAA and ensuring equal opportunity for qualified persons with disabilities. It is the company's policy to base selection and other employment criteria on job-related reasons and to make reasonable accommodations to assist otherwise qualified disabled applicants and employees in meeting these criteria once we are made aware of their disabilities and provided that the accommodations do not cause an undue hardship for the company. For purposes of this policy, "qualified disabled applicants and employees" include applicants and employees who have a mental or physical impairment that substantially limits one (1) or more major



life activities and who meet the skill, experience, education, and other job-related requirements of a position desired or held and can perform the essential functions of the job, with or without reasonable accommodation. The company reserves the right to require medical documentation of a disability.

If an employee has a disability requiring an accommodation to perform an essential function of a job desired or held, it is his or her responsibility to notify the company of the disability and of the need for an accommodation. The company then can work with the employee to try to provide a reasonable accommodation, taking into consideration the specific condition and the operational requirements of and financial cost and expense to the company, among other factors. Please be aware that although the company would like to keep employment opportunities open for qualified individuals, it will not be able to accommodate an applicant or employee who poses a significant risk to the health or safety of himself/herself or others in the workplace (including customers and coworkers) if a reasonable accommodation will not eliminate or reduce the risk to an acceptable level.

The company will try to keep all medical documentation and other information pertaining to disabilities and any reasonable accommodations proposed or made for an applicant or employee as confidential as possible. Of course:

- Supervisors and other appropriate members of management may be informed regarding any restrictions in work duties or necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if a disability might require emergency treatment;
- Government officials investigating compliance with the Americans with Disabilities Act may be provided information in compliance with applicable laws and regulations;
- The company may submit information to the state industrial commission or our workers' compensation carrier(s) in accordance with applicable workers' compensation laws; and
- The company may use the information for insurance purposes.

The company also may consult with occupational health professionals and other similar agents for purposes of considering possible direct threats to health or safety posed by an individual with a disability and/or possible reasonable accommodations for that individual.

# **ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE**

It is the policy of T.A. Woods Company to maintain a workplace that is free from intimidation, coercion, and harassment, and in which all individuals are treated with respect and dignity. The company prohibits unlawful discriminatory practices, including harassment. The company expressly prohibits discrimination or harassment on the basis of race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, genetic information, marital status, amnesty, or status as a covered veteran. Harassment includes any behavior that is coercive, intimidating, or harassing in nature including any verbal, physical, or visual conduct that belittles or demeans an individual because of his or her race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, other protected status, and (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment, (2) has the purpose or effect of unreasonably interfering with an individual's work performance, or (3) otherwise adversely affects an individual's employment opportunities. Such harassment is strictly prohibited. Incidents of harassment by co-workers, managers, contractors, vendors, clients or others involved in or with the company will not be tolerated and should be reported promptly as outlined in this policy.

## **Sexual Harassment**

Sexual harassment constitutes discrimination and is unlawful under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other physical, verbal, or visual conduct of a sexual nature when (1) submission to the conduct is an explicit or implicit term or condition of employment (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive working environment.

Sexual Harassment can include, but is not limited to, any of the following kinds of behavior:

- Explicit sexual propositions
- Sexual innuendoes
- Sexually suggestive comments
- Sexually oriented teasing or kidding
- Sexually oriented jokes
- Obscene gestures or language
- Obscene or sexually suggestive pictures or drawings
- Leering or whistling



- Commentary about an individual's body, sexual prowess, or sexual deficiencies
- Physical contact, such as patting, pinching, or touching

As with harassment on the basis of any protected characteristic, sexual harassment is expressly prohibited by the company.

The Anti-Harassment policies and procedures apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the company, such as an outside vendor, consultant, or customer. Conduct prohibited by these policies is prohibited in the workplace and outside the workplace.

### **Complaint Procedure**

When possible, the company encourages individual who believe they are being subjected to harassment to promptly advise the offender that his or her behavior is unwelcome and request that the behavior cease. Often, this action will resolve the problem. The company recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

The company encourages prompt reporting of all perceived incidents of discrimination or harassment. If any employee has a complaint with regard to discrimination, harassment, coercion, or retaliation, he or she **should** report it to his or her immediate supervisor, general superintendent, division manager, and/or a human resources representative. If you feel that your issue has not been addressed, or if you do not feel comfortable discussing the issue with the individuals listed above, you should contact an owner of the company. Prompt reporting of complaints and concerns ensures that rapid and constructive action can be taken. Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action, up to and including suspension without pay and/or immediate discharge.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is prohibited and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination, or retaliation, will be dealt with appropriately.

False and malicious complaints of harassment, discrimination, or retaliation may be the subject of appropriate disciplinary action.

# EMPLOYMENT STATUS

## **New Employee Orientation Period**

New employees will serve an orientation period of 90 days from the onset of employment with T.A. Woods Company. The time frame for this orientation period is subject to extension at the discretion of the employee's supervisor. The major focus of the orientation period is to determine whether the employment relationship is appropriate for both the company and the employee.

During and/or at the end of the orientation period, employees may receive an orientation evaluation. This evaluation may be verbal, written, or both and is focused on providing feedback covering the first 90 days of employment. If the company determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching during the initial orientation period, the employee may be provided an extended orientation period, placed on probationary status, provided a remediation action plan, or discharged.

The company reserves the right to conduct screenings/testing for controlled substances for applicants and employees in accordance with the North Carolina Controlled Substance Examination Regulation Act (CSERA). The company also reserves the right to conduct background investigations of applicants and employees when applicable and as allowed by law. The background investigations may embrace the following areas:

- criminal background
- motor vehicle records
- personal credit history
- social security number verification tracking/E-Verify
- employment verification, employment history, and references
- others as directed by project owners in order to gain access

Information obtained through these investigations may result in an employment offer becoming void, project reassignment, or termination of employment.

As stated on the employment application, any misrepresentation of information on the initial application, documents during the orientation period or during regular employment may result in termination of employment.

## **Regular Full-Time Employees**

Regular, full-time employees are those who have successfully completed the orientation period and work a minimum of 32 hours per week on a continuous and regular basis throughout the year. Regular, full-time employees are eligible to participate in company benefits and programs as applicable. *\*Note federal and/or state mandates may provide different minimum work hours in order to participate in specified benefit programs.*



**Part-Time Employees**

Part-time employees are those who are employed by the company less than 32 hours per week on a continuous and regular basis throughout the year and/or are assigned to work at a seasonal or temporary assignment. Part-time employees are not eligible for company benefits and programs. *\*Note federal and/or state mandates may provide different minimum work hours in order to participate in specified benefit programs.*

**Promotion**

It is the desire of T.A. Woods Company to fill vacancies, as far as practical, by promotion of employees within the company.

**Demotion**

Any time an employee's work performance, attendance, skill competency, communication skills and/or other production-related characteristic(s) is/are unsatisfactory, the employee may be demoted.

**Transfer**

Any employee of T.A. Woods Company may request transfer to another division. This request will be considered provided there is a vacancy that needs to be filled and the employee possess the necessary skill set to be successful. An employee desiring to be transferred should make the request known to his/her supervisor or a human resources representative. A transfer document or written request should be completed and submitted to human resources. When vacancies occur, the employee's request will be submitted for consideration.

**Termination**

When an employee resigns or is discharged, he/she will be paid compensation that is due at the next regularly scheduled pay date. Before an employee receives his/her final check, all company equipment that was issued such as keys, tools, manuals, purchase order books, computers, software, company documents, uniforms and any and all items considered to be company property should be returned and inspected by designated personnel. If these items are not returned, the company will take legally-accepted steps to retrieve the items or to be compensated accordingly.

Employees who have been issued a company vehicle must return the vehicle in clean condition. If the vehicle is returned in an unsatisfactory condition, the employee may be responsible for the cost associated with appropriate cleaning.

Employees who have been issued a company vehicle are responsible at employment termination for damage incurred to the vehicle that had not been reported at the time of issuance or had not been reported during the period in which the vehicle was being used by the employee prior to termination.

An Employee Termination Report will be completed and signed by both the employee and his/her supervisor. This document will be forwarded to human

resources. An exit interview or survey may be scheduled with a human resources representative.

### **Resignation**

Any employee may resign by submitting a resignation letter which includes the effective date to his/her supervisor at least fourteen (14) days in advance for non-exempt (hourly) employees and a minimum of thirty (30) days in advance for exempt (salary) employees. The same principles apply as related to company-owned items and company vehicles as stated in previous section Termination. An Employee Termination Report will be completed and signed by both the employee and his/her supervisor. These documents will be forwarded to human resources. An exit interview or survey may be scheduled with a human resources representative.

### **Rehire**

To be considered for rehire by T.A. Woods Company, you must have left in good standing; given the company appropriate notice; have no record of cash/inventory variances; returned all items issued during previous employment; and have acceptable disciplinary, attendance, and work performance records. If you seek re-employment, you must complete an application. If you should be rehired, you may be treated as a new hire orientation employee, and you will not be eligible for any benefits at the onset of employment other than those required by federal, state, or contract requirements. An employee who has met the criteria listed may be eligible for rehire three (3) months after resignation of employment.

An employee who leaves the company without giving appropriate notice, or who has been discharged due to policy violations, may be eligible for rehire after six (6) months.

An employee who leaves the company for a second time due to resignation or discharge may not be eligible for rehire.

### **Moonlighting**

The work of T.A. Woods Company shall have preference over any other occupational interests of its employees. Moonlighting in non-construction jobs is discouraged, but not forbidden as long as it does not interfere with job performance and attendance. Moonlighting in the mechanical, plumbing, and/or electrical construction or service business including installation, repair, and maintenance, either for a competitor or for yourself, is strictly forbidden. Employees who violate this rule should keep in mind they are risking legal liability, as well as disciplinary action. Unlicensed individuals and firms may be cited and can be sued individually by dissatisfied customers.

Any conflicting outside employment shall be grounds for disciplinary action up to and including an unpaid suspension or immediate discharge.



## Retirement

Any employee planning early or regular retirement from T.A. Woods Company needs to advise a human resources representative prior to taking official action. You should make this notification in writing sixty days (60) prior to your planned date of retirement. This needs to be done even if you wish to continue to work on a part-time basis.

## PERSONNEL RECORDS AND PRIVACY

Personnel records are maintained in a confidential manner by the human resources department. Employees' records are maintained in accordance with federal and state laws.

An employee should contact the Human Resources Department to record the following change(s) to personnel records:

- address
- phone number
- emergency contact
- pertinent medical information
- family status (insurance related)

Human resources will request an employee complete an appropriate form to make these changes. Employees who do not inform human resources of these changes will be held responsible for incorrect reporting and mailing.

## HOURS OF WORK

Scheduled hours of work are implemented for all employees. Hourly employees working on construction projects will normally begin work at 7:00 AM and cease work at 3:30 PM with a 30-minute lunch break. Hourly office personnel will normally begin work at 8:00 AM and cease work at 4:30-5:00 PM with a lunch break of 30 minutes to 1 hour as determined in **advance** by the direct supervisor. Hourly employees of the service division will have normal working hours beginning at 8:00 AM until 4:30 PM with a 30-minute lunch break. Hours may change based on project and labor needs. Deviation from normal work hours including early start, early leave, extended work hours, and all overtime must be approved in advance by an immediate supervisor or appropriate manager. Employees opting to work unauthorized hours will face disciplinary action up to and including discharge.

Salaried employees are expected to report to work no later than 8AM. If reporting directly to a project site or meeting rather than the assigned business office, employees are expected to contact the designated office personnel to report such or utilize the company's sign out board.

All employees are required to be at their work assignments and ready to work at the designated start time. Employees are expected to remain at their work assignments until the designated time or as notified by a supervisor. Employees who are not at the appropriate work assignment and prepared to start at the stated time including return from break and/or lunch will be considered tardy. Employees leaving the work area/assigned task prior the start of break and/or lunch and/or the end of the workday will be considered early leave. Disciplinary action up to and including an unpaid suspension or immediate discharge may be taken.

## OVERTIME

Normally scheduled work hours may be altered at the sole discretion of the company due to various business issues. Earlier and/or later hours may be required at times. The possibility of working overtime, which may include extended hours, Saturday, or Sunday, may be present and considered mandatory if necessitated by the company's workload. Employees will be informed of the need for extended work schedules in a timely manner with as much lead time as possible. T.A. Woods Company has the right to expect any and all employees to work overtime on an as-needed basis as part of their regular job requirements.

Attempts will be made to equally and impartially distribute overtime hours of work to employees who are qualified to complete the necessary tasks.

All overtime hours for non-exempt (hourly) employees must be **approved prior to the commencement** of work by the supervisor, project manager, general superintendent, and/or division manager. Administrative support staff **must** have prior approval of his/her immediate supervisor.

- Wage and Hour Rules will be followed regarding overtime pay. Non-exempt employees receiving hourly wages will be paid overtime wages using the "time and a half" method. This method will be utilized for all hours **worked** in excess of 40 in a given workweek.
- To be compensated at overtime wages, a non-exempt employee must **work** in excess of 40 hours per workweek. Compensation for Paid Time Off, Bereavement Leave, Jury Duty Leave, and the like is not considered actual work hours.

Exempt employees are not eligible for overtime compensation.

## REST BREAKS

**Paid rest breaks are a privilege, not a right.** At the discretion of the company, employees working an 8-hour day are given a 15-minute break in the morning. Employees working a 10-hour day are given an additional 15-minute break in



the afternoon. Employees working in a department or division where breaks are not directly assigned should coordinate break times with co-workers in order to maintain coverage at all times. Intermittent breaks of shorter duration should not exceed the break allotment cited above. Certain work conditions may facilitate an alternative break schedule due to heat, cold, confined space or the similar. Alternative break schedules must be approved in advance by a supervisor.

Employees are expected to remain on the project site, in the fabrication facility, in the business office, or at the assigned location during rest breaks. Employees who leave will be considered in violation of the company's rest break policy.

In the event of an emergency or unusual condition, your supervisor may ask you to change, forego, or postpone your break in order to complete a particular task. Employees are not permitted to forego rest breaks in order to make up work time for instances of being tardy or leaving early.

Abuse of break time can result in the loss of this privilege as well as disciplinary action up to and including an unpaid suspension or immediate termination. Superintendents or assigned supervisors will determine the beginning and end of each rest break period. Employees who do not adhere to the times given by the superintendent or assigned employee are subject to disciplinary procedures. Supervisors who do not adhere to appropriate break policies, will face disciplinary action. Telephone calls and other personnel business should be accomplished during allotted breaks and not during assigned production time.

As noted personal cell phones, use of company cell phones for personal business, radios, and other electronic devices are strictly prohibited from use on work sites and in all company facilities during assigned work hours.

## **PER DIEM/TRAVEL**

When necessary, employees of T.A. Woods Company may be required to work on projects out of our normal geographical work area. Assignments for this work will be made fairly.

When applicable, the company will provide transportation. Courtesy shuttle vehicles may be made available. These shuttle vehicles are provided as a courtesy and are not mandated for use. Employees opting to ride in the courtesy vehicles must adhere to all company policies as well as communicated pick up locations and leave times. Employees are prohibited from smoking, using smokeless tobacco, chewing tobacco, and electronic cigarettes while riding in these shuttle vehicles. Violations will result in disciplinary action up to and including an unpaid suspension or immediate discharge.

Travel time, whether riding in a company vehicle or privately-owned vehicle,

will commence at 60 miles from the shop, one way and will be paid at minimum wage.

Per diem will be reimbursed at an acceptable rate as determined by the cost of stay in the surrounding area of the project. Employees will be advised of the per diem rate prior to the onset of the project. Per diem which consists of overnight stay and food allotment must be authorized by the project manager based on the project criteria.

Employees receiving per diem are expected to remain in the immediate area of the work assignment. Employees selecting to return home or to stay in a different location other than designated will forfeit per diem payment(s) for those specific days and/or nights.

## **PERSONAL BUSINESS**

Personal matters should be dealt with during rest breaks and/or lunch break. Employees are prohibited from utilizing company-paid working hours other than breaks to deal with personal business unless an emergency occurs. Family members should be provided contact information of the closest corporate office in case of an emergency. The Wilmington business office can be reached by calling 910.452.7900.

## **YOUR PAYCHECK**

### **Wages/Salary**

Hourly wages for non-exempt employees or salary for exempt employees will be agreed upon prior to the onset of employment with T.A. Woods. Wage and Hour Laws will be adhered to. Employees compensated on an hourly basis will be paid weekly as determined by the company. Pay day will be Friday. Training wages, travel wages, and other miscellaneous wages may be paid at minimum wage. Employees must verify and sign individual timesheets at the end of the work week for submission to payroll. Salaried employees are compensated on a monthly schedule with payment on the last day of the month.

Compensation payments are distributed through direct deposit for all T.A. Woods Company's employees. Records of compensation, taxation and deductions will be provided via mail, inter-office delivery, or electronically. It is your responsibility to review and maintain these records for future use as needed.

### **Payroll Deductions**

Deductions mandated by the federal, state, or local governments will automatically be deducted from your paycheck as directed with or without prior notification. In addition, other deductions you have authorized the company to make such as insurance premiums, uniform expenses, tool deductions, and the



like will be withheld. Employees may be asked to sign a payroll deduction form authorizing deductions for:

- Company sponsored tool purchase program
- Emergency advances in pay
- Purchase of company apparel
- Failure to return company property/destruction of company property
- Any amount due the company

It is hoped that you will manage your financial affairs so that the company will not be obligated to execute any court-ordered tax levies or garnishments against your wages. Be advised, T.A. Woods Company is entitled to certain processing fees associated with executing child support orders and certain levies and garnishments.

### **Safe Harbor Policy/Payroll Deductions**

The company strictly prohibits improper payroll deductions. If an employee believes an improper deduction has occurred, the employee should report this concern to the payroll office immediately for prompt investigation. Upon review, if it is determined that an improper deduction has occurred, the company promptly will reimburse the employee in full and take reasonable measures to ensure future compliance in accordance with the Fair Labor Standards Act.

### **Loans and Advances**

T.A. Woods Company will not loan money to employees. To cover emergency situations, an employee in good standing with a minimum of 6 months of employment may be eligible for an advance in pay at the discretion of the company. This advance will not exceed one standard week's net pay, and reimbursement payments to the company may not exceed 4 weeks.

The human resources department will process such requests. Approval will be limited to 2 advances per calendar year.

## **EMPLOYEE FRINGE BENEFITS PROGRAM**

In addition to your pay, you will receive valuable fringe benefits while working for T.A. Woods Company. These fringe benefits will be briefly described in the following section of the Employee Handbook. The terms, restrictions, and eligibility requirements for these benefits may be determined only by reading the actual plan documents, under which the company or the plan administrator, as applicable, may make certain administrative interpretations with discretion. If a question arises regarding the nature and extent of insurance or other benefits, or if there is a discrepancy between the actual provisions of the plan documents and the information included in this handbook or any other communication to employees, the formal language of the plan documents is controlling. Because

insurance plans, premiums, coverage, and benefits change from time to time, the company reserves the right to modify (or terminate) each of the insurance and other benefits and each plan's provisions.

If you have any questions regarding the Fringe Benefits Program, please contact the human resources department.

### **Company-Sponsored Insurance**

All regular full-time employees are eligible for medical, dental, and ancillary insurance coverage upon the completion of 90 consecutive days of employment with the company. Medical, dental, and ancillary insurance may also be available for the employee's spouse and/or children. Insurance plans and corresponding certificates will determine the parameters of coverage. Open Enrollment is another time that employees and/or dependents can apply for coverage. Open Enrollment will occur once a year as determined by insurance plans. You should maintain all insurance documents in your personal files.

The human resources department will supply full-time orientation employees with an insurance packet describing all aspects of the health, dental, ancillary insurance programs. Insurance information packets will be mailed to the employee's home address as recorded in payroll. Prior to the potential insurance activation date, a human resources representative generally will provide an opportunity for employees to attend an insurance information meeting or provide a time to answer questions and assist in the completion of enrollment applications

### **Accidents, Injuries, and Workers' Compensation**

T.A. Woods Company pays premiums to insurance carrier(s) providing Workers' Compensation insurance in the event of an accident resulting in an injury sustained while working.

**Any injury at work, no matter how minor, must be immediately reported to your supervisor.** This includes first aid treatment for all minor injuries. Even tiny scratches may become infected if not treated appropriately. Failing to follow this policy may result in disciplinary action, up to and including an unpaid suspension or immediate termination.

If it is deemed the injury or illness requires medical treatment, your supervisor will contact the safety director or designated employee for specific instructions in transporting you to the company's designated corporate physician or approved clinic or hospital. An injured employee requiring medical treatment, other than in emergency situations, will be transported to a designated corporate physician or clinic by a supervisor or designated employee.

An accident report, either an Accident/Incident Report if no medical treatment other than first aid is rendered or an Accident Report and Treatment form if medical treatment is provided by a designated physician or clinic, will



be completed by the injured or ill employee and the employee's supervisor immediately after reporting and/or treatment and forwarded to safety for review. An investigation of the accident and resulting injury will be conducted by review of the accident report and/or work site observation and/or interviews with witnesses. A conference will be held with the involved employee(s) and supervisor(s) to determine the root cause of the accident. Employees are responsible to ensure documents and the procedures are completed. As applicable, a report will be submitted to the NC Industrial Commission and/or other designated federal or state agencies. Employees not following company procedures may experience a delay in medical treatment, denial of claim, and disciplinary action.

### **Social Security**

T.A. Woods Company contributes an amount equal to a percentage of your pay to your federal Social Security account.

### **Leaves of Absence**

There may be occasions when employees need time off from work due to important personal reasons such as illness, injury, disability, military service, education, etc. When this occurs, a Leave Request form must be submitted to the human resources department with as much lead time as possible. Employees who are not eligible for protected leave associated with the Family and Medical Leave Act or other federal leave protection, are normally provided up to two weeks in total of non-concurrent unpaid leave during the course of a benefit year. Employees who do not follow notification procedures may not be eligible for this leave.

### **Family and Medical Leave**

T.A. Woods Company in accordance with the Family and Medical Leave Act (FMLA) of 1993, permits eligible employees to take up 12 weeks of unpaid leave within a 12 month period for the following reasons:

- Birth and/or care of the employee's newborn child
- Placement of a child in the employee's home by adoption or foster care
- Care of the employee's spouse, child, or parent who has a serious health condition
- A serious health condition that makes the employee unable to perform essential functions of his/her job or requires the employee to be absent from work to obtain medical treatment from a qualifying health care provider.
- Because of any "qualifying exigency," as defined by federal law. Qualifying exigencies include short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and any additional activities to which

the company consents arising out of the fact that the spouse, or a son, daughter, or parent of the eligible employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

Employees who have worked for T.A. Woods Company for at least 12 months **and** at least 1250 hours during the 12-month period immediately prior to the date leave will commence, and work at a location where T.A. Woods Company employees 50 or more employees within a 75 mile radius may take up to 12 weeks of unpaid leave during a 12-month period if the leave is for one of the above-listed reasons.

In addition, and subject to the certification provisions set forth below, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to take up to 26 workweeks of leave during a single 12 month period to care for a covered servicemember. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered servicemember during this single 12-month period, the remaining part of his or her 26 workweeks of leave entitlement to care for the covered servicemember is forfeited.

During the single 12-month period described in the immediately preceding paragraph, an eligible employee shall be entitled to a combined total of 26 workweeks of Servicemember Family Leave and the other types of FMLA leave described above.

The term “*covered servicemember*” means a current member or veteran of the Armed Forces, including a member or veteran of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty; provided that, in the case of veterans, the medical treatment triggering the need for leave occurs within five years of the veteran departing the Armed Forces. For the purposes of this definition, a serious injury or illness incurred in the line of duty includes the aggravation by a current member of the Armed Forces or existing or preexisting injuries. Furthermore, for the purposes of this definition, a serious injury or illness incurred in the line of duty by a veteran may manifest itself before or after the Armed forces member became a veteran.

The employee seeking FMLA must provide at least 30 day advance written notice when the need for leave is foreseeable. If an employee fails to provide 30 days notice, leave may be denied until 30 days after the date notice is given. In cases where the need for leave is unforeseeable, employees must give as much notice as possible under the circumstances. Requests for leave should be submitted to your immediate supervisor or a human resources representative. Supervisors who receive notice from an employee that he or she needs leave



that may qualify as FMLA leave are expected to contact a human resources representative immediately, so that a determination as to the employee's FMLA eligibility and the conditions of the employee's leave may be made.

Employee who have accrued paid leave time (Paid Time Off, Vacation if applicable) are required to substitute such accrued paid leave to cover any period of otherwise unpaid FMLA leave. Once the employee has exhausted his/her bank of accrued paid leave, the duration of the FMLA leave will be unpaid. Vacation and PTO leave will not be applied toward FMLA leave if the employee is receiving long or short term disability or workers' compensation.

The employee must provide a medical certificate form completed and signed by the employee's health care provider when the request for leave is due to the employee's own serious health condition. In the case of the employee's spouse, child, servicemember, or parent the form should be completed by the appropriate health care provider and should document that the employee is needed to provide care. Required medical certification forms for the employee's use are available upon request from the human resources department. This medical certification form must be completed by the appropriate health care provider and returned no later than 15 calendar days after the date of the request. Failure to provide certification within the appropriate time frame may result in leave being delayed or denied.

The employee must notify the employer every two weeks or as otherwise noted on the "Response to Employee" documents as of his/her status and intent to return to work. Employees on leave longer than 30 days may be required to recertify their serious health condition or serious health condition of a family member by submitting another completed medical certification form.

The employee must provide a medical certification known as a "Fitness for Duty" or "Return to Duty" document to resume work before returning from leave due to the employee's own serious health condition. Otherwise the employee will not be permitted to return to work until he or she submits the required certification. Failure to provide a Fitness for Duty document after the end of the FMLA leave may result in the employee being terminated from employment. The Fitness for Duty document **must** list any limitations upon your ability to return to work, as well as the anticipated duration of such limitation.

If the employee is covered under the employer's group health insurance plan during unpaid leave, the employer will continue to pay its portion of the health insurance premium, and the employee must continue to pay his/her share of the premium to the employer. If the premium payment for the employee's share is more than 30 days late, the company may cease maintaining health insurance coverage (after providing 15 days' written notice that payment has not been received), or may pay the employee's share and recover the amount paid from the employee. If an employee is unable to pay his or her portion of the group



health insurance premium during FMLA leave, the company may in its sole discretion agree to pay the amounts owed by an employee to avoid a lapse of coverage. At this time, the employee will be asked to sign and submit an Acknowledgment - Continued Insurance Coverage form. The employee will be required to reimburse the company for any premiums paid on his or her behalf, whether or not an acknowledgment is signed or submitted, and whether or not the employee returns to work.

Upon return from FMLA leave, the employee will be reinstated to the same or equivalent job, with the same pay and benefits, unless the employee has received a written notice that special circumstances apply.

During unpaid leave, the employee will not accrue leave benefits including Paid Time Off or Vacation (if applicable), and will not receive holiday pay or other associated benefits.

Any employee who takes FMLA leave for a condition which also qualifies for worker's compensation or disability leave will not be entitled to substitute accrued paid leave for the period covered by worker's compensation or disability benefits, but such time will be counted against the employee's 12 week FMLA entitlement. If an employee is certified to return to a restricted duty position, but chooses not to do so, and instead chooses to remain on FMLA leave, or if such employee's workers' compensation or disability benefits cease for any reason, such employee will then be required to substitute accrued paid leave for the duration of the FMLA leave. If an employee exhausts his/her accrued paid leave, the remainder of the leave will be unpaid.

Each employee seeking FMLA leave will be provided with a Leave Request application upon request. Application for leave must be submitted in writing to your supervisor or the human resources department. Applications must be submitted at least 30 days prior to leave when the need for leave is foreseeable or as soon as possible if 30 days notice is not practicable under the circumstances.

An employee will normally be advised whether his or her leave will be counted as FMLA leave within two business days after submitting a Leave Request document. If T.A. Woods Company does not designate the leave as FMLA leave, and the employee wants the leave to be counted as FMLA leave because it is felt the leave was due to FMLA qualifying reason, the employee must, prior to departure or within two days after returning to work, notify the company of his/her desire to have the leave counted as FMLA leave. Any such request must be in writing, and submitted to the human resources department.

### **Military Leave of Absence**

If you are a full-time employee and are inducted into the U.S. Armed Forces, you must notify your supervisor or manager immediately upon receiving confirmation of your induction and deployment orders. T.A. Woods Company will provide military leaves of absence in accordance with existing law.



## **Military Reserves or National Guard Leave of Absence**

Employees who serve in military reserves or state militia groups may take the necessary time off to fulfill this obligation and will retain their legal rights for continued employment under existing laws. These employees may apply accrued paid time off or vacation as applicable to the leave if they wish; however, they are not obliged to do so and all other time spent away from the company will be unpaid.

You are expected to notify your supervisor or manager as soon as you are aware of the dates of deployment and/or duty so arrangements can be made during this absence.

## **Paid Time Off (hourly, non-exempt)**

T.A. Woods Company recognizes the need for employees to take off from work for rest and relaxation, personal illness, and to attend to personal matters. Regular full time non-exempt employees are eligible for Paid Time Off (PTO) with approval.

Regular full-time non-exempt employees accrue PTO hours based on their length of service. Employees must complete a full month of service to accrue allotted hours. Full time non-exempt employees accrue PTO according to the following schedule:

<b>Length of Completed Service</b>	<b>Monthly Accrual</b>	<b>PTO Hours (total accrual)</b>
91st day	1.778 hours	16
1 year	3.334 hours	40
2 years	3.334 hours	40
3 years	6.667 hours	80
4 years	6.667 hours	80
5 years	6.667 hours	80
6 years	7.334 hours	88
7 years	8.000 hours	96
8 years	8.667 hours	104
9 years	9.334 hours	112
10 years and more	10.00 hours	120

PTO may be taken in increments of 2, 4, or 8 hours. All PTO accumulated during the benefit leave year, should be utilized prior to the end of the benefit year. Accumulated PTO can not be carried over to the next benefit year. If an employee elects not to use all PTO prior to the end of the benefit leave year, he will be compensated at minimum wage. In some instances, for federal contracted work under the Davis-Bacon Act or similar, compensation maybe at a rate other than minimum wage. For purposes of this policy, the benefit leave year shall correspond to the employment anniversary year.

Employees are required to complete Leave Request forms for foreseeable leave of 1 (one) or more days. Managers and supervisors (superintendents, foremen/

women, and leads) should submit a Leave Request form at least 4 weeks in advance of the anticipated leave. Employees not in a supervisory role wishing to take foreseeable PTO for 1 (one) or more days in duration should complete a Leave Request form at least 14 days in advance of leave. Leave Request forms should be completed, approved by your supervisor and forwarded to human resources according to the time provisions listed above. These provisions must be followed in order to have approved PTO. Employees not following these procedures are subject to denial of leave requests and/or accompanying PTO..

Employees utilizing PTO for paid leave other than that mentioned above, such as sick leave, doctor appointments, and similar, must follow appropriate attendance procedures in order to receive compensation. Absentee Reports will serve as documentation supporting the validation of the absence and the following of appropriate notification procedures. Compensation may be denied if not followed.

Approval of PTO may be denied due to business needs. When business needs prevent two or more employees from taking PTO at the same time, the immediate supervisors and/or the human resources department will determine the schedule.

Employees are expected to utilize accrued PTO prior to taking any type of leave without pay. Thus if an employee reports to his supervisor that he will be absent for a day during the workweek and he has accumulated PTO, it is expected that this be used.

If employment is terminated for any reason, hourly employees will be compensated for accrued unused PTO. In a case where an employee has requested and been loaned unaccrued PTO hours, a payroll deduction will be issued equaling the PTO not earned.

Per contractual clauses such as project labor agreements, federal contracts governed by the Davis-Bacon Act, and other such standards, paid time off such as sick leave, additional paid holidays, and similar leave benefits may be awarded as determined by the provisions of the initial solicitation and/or contract. Postings will be made on applicable work sites.

#### **Paid Vacation and PTO (salaried, exempt employees)**

Exempt employees will earn five days of paid vacation their first year of service, as calculated by hire date. Paid vacation will be earned at a rate of one (1) more additional vacation day each year thereafter for a maximum of 15 paid vacation days during the eleventh year of continuous service. Exempt employees are expected to submit completed Leave Request for approval at least four (4) weeks in advance of foreseeable leave. Exempt employees will not be compensated for unused vacation leave. If employment is terminated for any reason, the employee forfeits all unused vacation leave.



Exempt employees will accrue 3.334 hours of PTO monthly for sum of 40 hours per benefit leave year. PTO is to be used for leave such as illness, appointments, personal business, and the like. Appropriate notification must be given to a supervisor by completing a Leave Request form for foreseeable leave or Absentee Report for unforeseeable leave which will be forwarded to human resources. Exempt employees will not be compensated for unused PTO. If an employment is terminated for any reason, the employee forfeits all unused PTO. For purposes of this policy, the benefit leave year shall correspond to the employment anniversary year.

### **Holidays**

T.A. Woods Company will observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

When a holiday is on a Sunday, the holiday will usually be observed on Monday after the holiday. When the holiday is on a Saturday, the holiday will usually be observed on Friday proceeding the holiday.

Holiday pay will be eight (8) hours of regular pay. Every effort will be made to observe these holidays. However, due to the nature of our work, you may sometimes be asked to work on these holidays. When this occurs, the eligible employee will be paid for the time worked plus regular holiday pay.

To be eligible for holiday pay, one or more of the following requirements must be met:

- Exempt employees
- Superintendents and foreman/woman who have completed 90 days of consecutive employment
- Regular full time employees who have completed one (1) consecutive year of employment

In order to receive holiday pay, you must be present or eligible for pay such as PTO for the **complete** workday before and the **complete** workday after the holiday. Thus employees must work , be eligible for PTO or vacation if applicable, or combination there of for 8 hours each day, unless project needs prove for an alternative schedule. Deviation in this will result in forfeiture of Holiday Pay.

Note: At the company's discretion, most divisions, when they have no operational commitments will consider the day after Thanksgiving to be an "unpaid day off"; check with your supervisor or manager to see if this will be applicable to you. Please feel free to ask your supervisor to substitute PTO hours or vacation leave for this "unpaid day off" if you have them available. Also, the same set of circumstances applies to the day before Christmas or the day after Christmas depending on the calendar.

## **Bereavement Leave**

Regular full time employees who have completed one consecutive year of employment and are in good standing with the company may receive time off with straight pay, for up to one regular work day (8 hours work days) from the day of death until and including the day of the funeral in the case of death of an immediate family member. An immediate family member is defined as: spouse (current and legal), children, brother, sister, mother, father, step-children (those residing with the employee), grandparents, mother-in-law (current and legal), and father-in-law (current and legal), daughter-in-law (current and legal), and son-in-law (current and legal).

It is the employee's responsibility to request Bereavement Leave as soon as possible. Notification should be made to your supervisor or a human resources representative. A Leave Request form must be completed and approved with appropriate documentation such as an obituary notice attached to receive Bereavement Leave.

Unpaid leave up to 3 work days is available upon approval in the event of the death of an immediate family member. You may request PTO, if eligible, for this time.

This benefit is available one time during the benefit leave year. For purposes of this policy, the benefit leave year shall correspond to the employment anniversary year.

## **Jury Duty Leave**

T.A. Woods Company recognizes that employees need to fulfill civic duty in serving as a juror in a court of law. You must notify your supervisor by completing a Leave Request form within three (3) working days after receiving a jury summons to be eligible for jury duty compensation. A copy of the summons should be attached to the Leave Request. This should be submitted to human resources.

Regular full time employees with one consecutive year of employment will be paid the minimum wage per hour of service less any compensation by the court system. A statement from the Clerk of Courts which will include the specific dates of jury duty, the times of jury duty, and the amount of compensation should be submitted to your supervisor immediately following your return to work in order to receive compensation. Employees will not be compensated for more than 8 hours per day with a total not exceeding 40 hours per week.

The jury duty compensation benefit is available one time during the benefit leave year. The total compensation provided by the company will not exceed 80 hours in jury duty compensation during the benefit leave year. For purposes of this policy, the benefit leave year shall correspond to the employment anniversary year.



### **School Involvement Leave**

Parents, guardians, or others acting in place of a parent are allowed 4 hours of leave per calendar year to attend school related activities. This leave may be used for such activities as: meeting with a teacher or administrator or a school or childcare program; attending a school or childcare academic or artistic program, or volunteering in a school.

The company requires at minimum of five (5) day notice prior to this leave. A Leave Request form should be completed, approved by your supervisor and submitted to human resources. If eligible, you may substitute PTO for this unpaid leave.

### **Education and Training Assistance**

T.A. Woods Company appreciates all employees' initiative in attaining and upgrading their skills. In light of this, the company contributes up to \$5000 annually to an education and training fund in an attempt to provide assistance to employees wishing to better or expand their skills.

The following criteria must be met to apply for Education and Training Assistance:

- Regular full time employee with six months of consecutive employment who has displayed motivation toward his/her work through above satisfactory evaluations, attendance, and supervisor's recommendations, as determined in the company's sole discretion.
- Registered for course(s) or seminar(s) related to increasing the employee's skills in applicable construction areas, supervisory areas, or related business areas.
- Educational and training assistance will be limited to one course or seminar at a time. At the successful completion of this, application maybe made for another class.
- Application for Education and Training Assistance must be submitted to the human resources department **4 weeks** prior to the start of the course or seminar. A conference concerning your application may be required. Documents related to the cost of tuition and necessary books and/or supplies should be presented with the Application for Education and Training Assistance.
- Acceptance of the application by human resources, which is in the company's sole discretion, must be made prior to the start of the course or seminar in order to receive reimbursement from the company.
- The employee must complete and attain a B average or better for a structured course or attain a certificate of attendance or completion in the case of a seminar in order to receive appropriate reimbursement. Documents providing this information must be

presented immediately after the completion of the course to the human resources department.

- Employees will be reimbursed for tuition costs and specifically needed books and/or supplies at the completion of the course if criteria 1-6 above are met. General supplies such as notebooks, pencils, calculators, parking passes, and the like are not applicable. Costs of Code Books will not be reimbursed.
- All conditions set forth as stated above must be met in order to be eligible for reimbursement or payment.

If you have questions concerning this program or would like an application, please contact a human resources representative.

### **Profit Sharing /401k Retirement Program**

T.A. Woods Company has and continues to believe all employees should participate in saving for retirement along with sharing the profits of the company. To accomplish this, the company has created a profit sharing/401k plan for the benefit of all employees. Employees with one consecutive year of employment and an accumulation of at least 1000 hours of work are eligible to participate. The full benefits provided under the plan are outlined in a separate summary plan description, a copy of which will be provided to you when you are eligible. Any questions about participation in this Plan should be directed to the accounting or human resources department.

## **POLICIES AND PROCEDURES**

T.A. Woods Company has established policies and procedures in an effort to help the company operate in an efficient manner. These policies and procedures help to guarantee fair, consistent, and equal treatment for all employees as well as setting acceptable standards for which the company can operate in an efficient manner.

### **Attendance, Absenteeism, and Tardiness**

In order to be a productive company, it is essential every employee is engaged and understands the importance of reporting to work and being productive each scheduled workday. Absences, tardies, and early leaves are costly to the company. Being present, on time, and engaged in productive tasks throughout the workday contributes toward a better team effort, more efficient operation, and better service to our clients.

Each employee is expected to be present at work on all scheduled workdays. If an employee is scheduled to work on a day off, during off hours, a holiday, or during paid time off, such day(s) will be considered as scheduled workdays. Absences in such situations will be counted as unexcused absence.

We understand situations beyond your control may occasionally occur. If



you find it necessary to be absent from work, tardy, or must leave early it is **your responsibility** to notify your supervisor as soon as possible. In the case of an absence or tardy, it is **your responsibility** to notify your supervisor at least 1 hour in advance of your scheduled start time. If your supervisor can't be reached by phone or electronic communication, you should call the office and leave a message with a general superintendent, project manager, or human resources representative 1 hour prior to start time. You must report each day's absence unless otherwise notified. Failure to report absence or failure to report an absence as stated in the above-mentioned guidelines will be considered unexcused. If you find you must leave work prior to the regularly scheduled stop time, you must notify your supervisor prior to exiting the project, facility, or assigned work area. In case of absences due to illness or injury, a doctor's release may be required before returning to work. If proper procedures are not followed, employees may not be eligible for PTO pay.

Chronic or excessive absenteeism, lateness, and/or early leaves (even when considered excused), and unexcused absenteeism will be considered an attendance violation. An attendance violation may result in disciplinary action, up to and including an unpaid suspension or immediate discharge.

Absence without notification to your supervisor or a human resources representative for two (2) concurrent or non-concurrent workdays will be considered a job abandonment and recorded as a voluntary resignation of employment.

**Approved Absence:** Paid time off, vacation (if applicable), jury duty, military service, bereavement leave, school involvement leave, protected Family-Medical Leave. Approved absences should be approved in advance by your supervisor, manager, division general superintendent or human resources representative. An approved absence generally entails completing a Leave Request document with supervisor approval prior to the onset of leave based on guidelines previously provided.

**Excused Absence:** A justifiable and documented situation regarding your absence that is excused by your supervisor, manager, general superintendent, or a human resources representative. Excused absences include illness, having a doctor's appointments, and similar. In order to be considered an excused absence, proper notification procedures must be followed along with the completion a Leave Request if advance notice given or Absentee Report if not, as well as supporting documentation. PTO will only be approved if proper notification procedures and/or documentation are completed.

**Unexcused Absence:** Absence without required notice or without following the appropriate notification procedures listed. Absence without acceptable reason as determined by your supervisor, general superintendent, or manager. Absence without documentation when requested.

**Tardy:** Report to work after the designated start time, report to assigned task after designated start time or supervisor's instructions, return from break or lunch after designated time

**Early Leave:** Leaving work prior to the designated quite time, leaving assigned task prior to supervisor's approval or instructions, leave for break or lunch prior to designated time.

Record of incidents of absenteeism, including tardy and early leave, will be prepared and maintained in personnel folders.

### **Substance Use and Abuse**

The employees of T.A. Woods Company are our most valuable resource. The health and safety of all employees is of paramount concern to us. As such, substance abuse of any kind is inconsistent with a safe and productive work environment and subjects all employees and customers to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. For these reasons T.A. Woods Company is committed to the elimination of drug and/or alcohol abuse in the workplace and has adopted a formal policy related to substance abuse. This policy applies to all employees and applicants for employment with the company. Compliance with this policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

Accordingly, employees are prohibited from engaging in the following conduct:

- The illegal use of drugs, including the abuse of prescription drugs or over-the-counter drugs whether on or off duty
- The use of certain drugs which alter perception and behaviors, such as narcotics, while on-duty or use off-duty effecting work behavior
- The use of alcohol or being under the influence of alcohol while on duty
- The abuse of alcohol off-duty which adversely affects the employee's job performance
- Unlawful possession, use, distribution, or purchase of illegal drugs (including prescription drugs) on company premises or at any time and place during working hours.
- Off-duty conduct related to the illegal use, manufacture, possession, purchase, or distribution of drugs or use or abuse of alcohol which reflects adversely on the reputation of T.A. Woods Company in the workplace and community.

An employee will be deemed in violation of this policy if the employee has drugs or alcohol in his or her system in detectable amounts, is observed participating in such behaviors, or is convicted of such behaviors by a court of law. Any employees who engage in prohibited conduct identified above will receive disciplinary action up to and including an unpaid suspension or immediate discharge.



The company's policy is to comply with all federal and state laws governing drug testing, including the North Carolina Controlled Substances Examination Regulation Act (CSERA) and is designed to safeguard employee and applicant privacy rights to the fullest extent of the law. Any drug testing required by the company will be conducted in accordance with applicable laws, including CSERA. If the employee or applicant receives notice that the drug screen result was positive, he or she will be given an opportunity to explain the positive result. In addition, the employee or applicant may have the same sample retested at a laboratory of his or her choice.

The company reserves the right to require the following tests:

- **Pre-Employment:** Applicants for certain positions, including current employees who may be transferred into such a position, are subject to drug testing. Prospective employees will only be asked to submit to a drug test once a conditional offer of employment has been extended and accepted. An offer of employment by the company is conditioned upon the applicant testing negative for all illegal substances.
- **Reasonable Suspicion:** Employees are subject to testing based upon observations or suspicions of apparent workplace use, possession, or impairment. Human resources must be consulted before sending an employee for reasonable suspicion testing.
- **Random:** Employees may be asked to submit to drug testing on a random basis.
- **Individual Project:** Employees may be required to submit to drug testing prior to beginning work upon certain projects, as required by law or by contractor.

Any employee who fails to submit to a substance test when requested by a supervisor or assigned company employee, who fails to cooperate with a supervisor's or assigned company employee's request that he or she submit to substance testing, or who alters or attempts to alter a sample submitted for substance testing will receive disciplinary action up to and including an unpaid suspension or immediate discharge.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided shall be kept confidential to the extent required by and permitted by law and maintained in secure files separate from normal personnel files.

### **Inspection**

The company reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees

who possess such contraband or who refuse to cooperate with such inspections are subject to discipline up to and including discharge.

Any employee who is charged and/or arrested for conduct related to illegal use, possession, or distribution of drugs or the use of alcohol must immediately notify his or her supervisor or human resources representative of the charge and/or arrest. Failure to so notify will result in immediate discipline, up to and including an unpaid suspension or immediate termination. Open drug-related charges may affect an employee's placement on specific projects.

### **Dress Code**

All employees are expected to maintain good personal hygiene and to come to work dressed in appropriate clothing for assigned tasks. You are expected to be suitably attired during working hours or any time you are representing T.A. Woods Company. Radical departures from acceptable dress or personal grooming are not permitted.

#### **Basic guidelines:**

- Bathe, shave (men) and use deodorant daily
- Keep your hair clean, neat and unobtrusive
- Keep your beards neat and unobtrusive
- Wear appropriate protective toe or steel-toed safety shoes or boots on all construction project sites, in the fabrication facility and storage yard, lay down yards, when performing service calls, and all other times foot protection is needed.
- No shorts at any time are to be worn by T.A. Woods Company employees.
- No sleeveless shirts. Employees working in field operations or service are required to wear sleeved shirts with a minimum of 4 inch sleeves for safety reasons
- No pants with holes to allow exposure. Pants should be worn at the waist as baggy pants are prohibited. The length of pants should be appropriate as to not allow dragging on the floor to create a tripping hazard
- Office personnel should dress professionally and appropriately for assigned tasks. Shorts, halter tops, halter dresses and the like are prohibited at all times. Office casual attire is accepted at certain times as designated by management.
- Clothing may not contain objectionable or offensive language and/or images
- Jewelry should not be worn on construction project sites, in the fabrication facility, when performing services tasks, or at any other time jewelry presents safety concerns.
- If uniforms are issued (service division), they are expected to be worn as designed. Employees issued uniforms are



responsible for maintaining these uniforms. A designated day will be communicated concerning the delivery of clean uniforms. Employees will sign a uniform agreement which holds them accountable for pieces assigned from loss or unreasonable damage. Employees will be charged for missing and/or lost uniform(s) and damage beyond reasonable wear and tear. Prior to the issuance of uniforms, your manager will establish a reasonable dress code. If other t-shirts, sweatshirts or other company apparel is issued, it is expected to be worn in a clean and acceptable manner.

- Certain restrictions concerning appearance may be instituted based on the specific job duties or project assignment.

Employees reporting to assigned projects with inappropriate attire will be asked to leave the workplace until properly dressed. You will not be paid for the time you are off the job for this purpose. Continued violation of this dress code will be dealt with using disciplinary procedures.

### **Safety**

T.A. Woods Company considers safety to be the top priority in every aspect of our operations. Our motto of “Think Safety: Work Safely” is the core of our safety culture. It is the policy of T.A. Woods Company to take all practical steps to provide a safe and healthy workplace free of recognized hazards that may cause injury. Every employee will be provided safety training. Every employee is expected to demonstrate a safety attitude and have safe work behaviors when completing all tasks.

Employees are expected to attend all required safety training including Weekly Safety Training, Daily 5X3 Production/Safety Huddles, client required safety training, and safety training as directed by supervisors or human resources.

***Accidents are preventable.*** By following our company’s safety policies, we can greatly decrease the probability of accidents and resulting injuries and illness.

**In the case of accident, injury, or job-related illness, or near miss, it is imperative that you report the incident to your supervisor immediately. Under no circumstances should you leave your work area/ worksite without reporting and completing a written accident reporting document. Failure to follow this policy may result in a delay of medical treatment, denial of claim, and disciplinary action.**

Procedures are in place to respond to a reported accident, injury, or job-related illness. You will be given specific instructions concerning the treatment of your injury or illness. Treatment may be provided by our corporate medical provider, clinic or hospital as designated by T.A. Woods Company. If treatment other than project first aid is necessary, the ill or injured employee must be transported by his/her supervisor or designated employee. The supervisor or designated

employee will remain with the injured employee during initial treatment and then transport the employee back to the project site or business office as directed by safety or human resources.

An Accident/Incident report will be completed by the supervisor and employee involved in an accident or near miss resulting or possibly resulting in property damage or personal injury needing site-based first aid. An Accident Reporting and Treatment (ART) form or similar will be completed by the supervisor and employee involved in accident resulting in property damage and/or injury or illness requiring treatment from an approved treating physician, clinic, or hospital. T.A. Woods Company safety, human resources, or project manager will be alerted to all claims of near misses, accidents resulting in or potentially resulting in property damage or personal injury immediately after the incident/accident and in all situations within 2 (two) hours of the incident/accident. Written Incident/Accident Reports or Accident Reporting and Treatment documents will be forwarded to the safety director or human resources for review as soon as possible. An investigation will be conducted by reviewing the accident report, work site observation, and interviewing the employees involved and witnesses.

In an effort to provide safety for all, employees and visitors, employees should notify their supervisor when non-employees (inspectors, salesmen, applicants, and strangers) are on site. Unauthorized visitors will be asked to leave and if necessary law enforcement will be contacted to assist.

Any unsafe condition should be brought to the immediate attention of your supervisor. If the situation is not corrected immediately, you should contact your division general superintendent, project manager, safety director, or human resources representative.

### **Personal Protective Equipment**

Employees must wear Personal Protective Equipment (PPE) including hardhats, protective –toed or steel-toed safety shoes or boots, safety glasses, hearing protection, hand protection, etc. when required and as instructed. Wearing proper protective clothing and equipment when exposed to potential hazards just makes good sense and is required by company policy.

The company will provide general PPE for employees including hard hats, safety glasses, gloves, hearing protection, and safety vests. Task-based PPE such as respirators, specialty gloves, and similar will be assigned to employees based on assessment of hazards. It is the responsibility of the company to provide personal protective equipment as mandated by federal agencies in an effort to protect employees from hazards of the workplace. Loss of issued equipment, deliberate destruction, or negligent destruction will result in a payroll deduction to cover the cost of replacement. Defective or worn equipment will be replaced after the defective or worn equipment is turned in to your supervisor or manager.



Employees who report to assigned duties without appropriate PPE will be directed to leave the work site. You will not be paid for time lost due to not having the appropriate PPE. You may return to the work site wearing appropriate PPE.

Safety and PPE violations will be addressed through company disciplinary procedures.

### **Tobacco Use**

T.A. Woods Company offers a tobacco free environment. Smoking, dipping smokeless tobacco, chewing tobacco, and the use of electronic cigarettes are not permitted in work areas including business offices, fabrication facilities, warehouses (both permanent and mobile), mobile offices on project sites, designated company vehicles including the employee shuttle vans, and any other location designated as such by T.A. Woods Company, clients, owner representatives, or general contractors. Smoking including both tobacco products and electronic cigarettes is prohibited in any area designated as non-smoking including buildings under construction, proximity to buildings, or general non-smoking work sites.

Smoking tobacco products, dipping smokeless tobacco, chewing tobacco, and electronic cigarettes are permitted only in areas designated and approved as such. Tobacco and electronic cigarette use is considered personal, non-productive time with participation being reserved for designated break and lunch times. Employees are responsible for maintaining a safe and clean environment in designated area.

### **Electronic Communication/Telephone**

Only employees who have been assigned company-owned communication equipment are permitted to carry such equipment on the project site or in our business offices during working hours. Employees are instructed to leave personal pagers, personal cellular phones, personal two-way radios and other such personal electronic equipment in an area away from the direct work areas so as not to interfere with safety and production. Employees are permitted to utilize personally-owned communication equipment during rest breaks and lunch in areas designated by the supervisor or manager. Supervisors with company-owned phones and other electronic devices are expected to abide by the provisions of the Electronic Communication Program. Company-owned equipment should be used for personal use during breaks and lunch only and not during working hours. These provisions are mandated due to safety concerns and productivity guidelines. Employees who violate this will be subject to disciplinary procedures.

In the case of emergency situations, employees should instruct immediate family members to contact the business office at 910.452.7900. Procedures are in place

to relay this information in a confidential and time-sensitive manner.

Employees who are assigned company-owned communication equipment and other electronic devices will be supplied a copy of the Electronic Communication Program guidelines.

Employees in offices with regular phone service are expected to utilize rest and lunch breaks for making and receiving personal phone calls. Employees are prohibited from making personal calls at company expense. Failure to follow this policy may result in disciplinary action, up to and including an unpaid suspension or immediate discharge.

**The Information Systems (inclusive of internet, voicemail, and email)**

Any documents, records, and communication generated by and/or stored on company computers or information pertaining to the business of the company generated on other computers are the property of the company. Documents, records, and communication transmitted thorough the company telephonic systems are considered property of the company. Therefore, company equipment should not be used for personal or private communication as this equipment is subject to monitoring by the company at its discretion. T.A. Woods Company retains the right to search any files or messages, as T.A. Woods Company owns all the equipment and software licenses.

The company views ALL messages on its Information Systems as business-related and not as personal or confidential messages or information of the employee. All messages and information transmitted via the Information Systems are made available by the company and shall remain the exclusive property of the company. For this reason, the company may monitor and record all access to and use of these Information Systems and reserves the right, without prior notice to the employee and for any reason, in its sole discretion, to access the Information Systems, to use any and all information on any system (including reviewing, copying, or deleting any message or other information sent to or by any employee), and to disclose any and all information on any system to others, including law enforcement authorities.

By accessing and using the Information Systems provided or made available by the company, you expressly consent to such monitoring, access, use, and disclosure by the company and acknowledge that YOU HAVE NO EXPECTATION OF PRIVACY WITH RESPECT TO ANY INFORMATION ON THE INFORMATION SYSTEMS PROVIDED OR MADE AVAILABLE BY THE COMPANY. Passwords are to be used only by the person to whom it is assigned. Passwords or access codes and private disk drives do not mean that the data stored is private. Delete commands do not necessarily delete files from a hard disk or server.



**Protect Confidential Company Information.** Employees are prohibited from disclosing confidential company information via the Information Systems or otherwise, outside the company, to employees within the company, or to clients of the company, unless the recipient of the information is authorized to receive that information and has a legitimate need to know. Examples of confidential information include information regarding the development of systems, processes, products, know-how, trade secrets, and technology, customer identities, or customer financial information. In order to protect the company's proprietary information, employees must not leave electronic mail messages on computer screens. Employees are required to maintain company assigned or approved access passwords in a confidential manner to meet the confidentiality standards set by the company. Sensitive and highly confidential information should be sent within the company via electronic mail or voice mail only when absolutely necessary, and then only after appropriate passwords and encryption devices, if available, have been used. As a general rule, confidential information should not be sent via the Internet or any other communications system to which individuals not employed by the company have access.

**Keep It Professional.** All Information Systems users must keep their messages businesslike and refrain from using these systems for gossip or personal messages. Employees are expected to use good judgment and common sense when sending or receiving messages by the Information Systems. The Information Systems may NOT be used in such a way as to be disruptive or offensive to others. Messages containing offensive sexual material, racial or ethnic slurs or epithets, or other material of a harassing nature are strictly prohibited. Remember - the company's policies against discrimination and sexual and other unlawful harassment apply to communications through the Information Systems or otherwise. Employees learning of the misuse of the company's Information Systems or of violations of this policy have the responsibility to notify the human resources department immediately.

**Do Not Solicit.** Employees may not use the Information Systems provided or made available by the company to solicit other employers, clients, vendors, or others associated with the company for any purpose, including but not limited to religious, commercial, or charitable purposes, or for membership in or adherence to any outside organization or political cause.

**Abide by Copyright Laws.** The illegal downloading, copying, or sending of copyrighted software and/or other copyrighted materials is prohibited.

**Keep Your Personal Use of Communications Systems Separate.** The company recognizes that some of its employees may have access to the Internet and other communications systems at their homes or through sources outside the company. Although employees may access and use these personal systems in any manner they see fit for their own personal purposes, the company's policy

against distribution of confidential material, as well as the anti-discrimination and anti-harassment policies continue to apply..

**Social networking.** Utilization and communication through internet social networks is prohibited during assigned work hours.

The company understands that the use of social media during non-working hours can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of the company.

### **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the company, as well as any other form of electronic communication.

The same principles and guidelines found in the company's policies regarding employee conduct apply to your activities online. Ultimately, you are responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects, customers, suppliers, people who work on behalf of the company or the company's legitimate business interests may result in disciplinary action up to and including termination.

### **Know and Follow the Rules**

Carefully read these guidelines, the company Anti-Discrimination and Anti-Harassment policies, the company statement on workplace bullying and all other company policies and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **Be Respectful**

Always be fair and courteous to fellow associates, customers, suppliers or people who work on behalf of the company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with you co-workers or by discussing with a supervisor or member of management than by posting complaints to a social media outlet. Nevertheless, if you decide to post



complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customer or co-workers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

### **Be Honest and Accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the company, co-workers, customers, suppliers, people working on behalf of the company, or competitors.

### **Post Only Appropriate and Respectful Content**

Maintain the confidentiality of company trade secrets and private information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a company website without identifying yourself as an employee of the company.

Express only your personal opinions. Never represent yourself as a spokesperson for the company. If the company is a subject of the content you are creating, be clear and open about the fact that you are an employee of the company and make it clear that your views do not represent those of the company, co-workers, customers, suppliers or people working on behalf of the company. If you do publish a blog or post online related to the work you do or subjects associated with the company, make it clear that you are not speaking on behalf of the company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the company."

Violations of this policy may result in disciplinary action up to and including an unpaid suspension or immediate discharge.

### **Personal Property**

T.A. Woods Company will not be responsible for any personal items on company property, work sites, or other areas associated with our work. Employees should take precautions to secure all personal items.

### **Solicitation**

Persons not in employment with T.A. Woods Company are not allowed to solicit employees or anyone else on company property or on work sites for any

purpose. No employee will be allowed to solicit for any reason while he/she is on the job and on company paid time. This rule applies only to actual working time and paid break time, but not lunch time, or before or after work. All types of solicitation on company time are prohibited by this rule. Anyone who violates this rule and who thereby neglects his/her own work or interferes with the work of any other employee will be subject to immediate discipline up to and including an unpaid suspension or immediate discharge.

### **Distribution**

Persons not in employment with T.A. Woods Company are not allowed to distribute any material on company property or on work sites for any purpose. Employees are not permitted to engage in the distribution of advertising material, literature or other non-work material during their working time or when they might interfere with the work of others. Employees are not permitted to distribute any such materials at any time in the work areas. Anyone who violates this rule and thereby neglects his/her own work or interferes with the work of any other employee will be subject to immediate discipline up to and including an unpaid suspension or immediate termination.

### **Conflict of Interest**

It is the policy of T.A. Woods Company to prohibit its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of the company, its customers, or its suppliers. Since it is impossible to describe all the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and only include some of the more clear-cut examples.

Employees are expected to represent the company in a positive and ethical manner and have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflict to their supervisor or human resources representative. Management and employees who have contact with customers and suppliers may be required to sign a special statement acknowledging their understanding of and adherence to this policy.

Employees are not to engage in, directly or indirectly, either on or off the job, any conduct which is disloyal, disruptive, competitive, or damaging to the company.

Employees and their immediate family are not to accept gifts (except those of nominal value), or any special discounts or loans from any person or firm doing, or seeking to do business, with the company. Such incidents should they occur should be immediately reported to your supervisor.

Employees are not to give, or promise, directly or indirectly, anything of value to any representative of a client/customer, or of a financial institution, in connection with any transaction or business that the company may have with such customer, potential client/customer, or financial institution.



Only employees approved to do so are permitted to sign contractual agreements with clients, vendors, and others doing business with T.A. Woods Company.

### **Emergency Plan**

It is T.A. Woods Company's goal to serve our customers by being available and keeping our work current. However, there will be emergency situations such as extreme weather and in-house or project-based emergencies which may disrupt regular operations.

Supervisors have been provided a specific Emergency Plan to activate when notified by division general superintendents, project managers, and/or division manager. As well supervisors may determine an emergency situation and take precautionary steps prior to contacting a manager.

As we work in a coastal region, hurricanes and tropical storms are a possibility. At the end of the workday prior to the possible emergency, plans will be communicated by supervisors to their employees regarding work attendance. It is the responsibility of the employee to contact his/her supervisor concerning work arrangements. Employees should make contact before, during, or immediately after the emergency for instructions. If the supervisor cannot be reached, employees should contact the office at 910.452.7900 for instructions. If personnel are not available, a recording will give basic instructions. If this is not feasible due to the emergency situation, wait until the immediate danger is over and try to make contact again.

Exempt employees are expected to report to work depending upon the extent of the emergency or as soon as possible after the emergency has passed. If this is not possible, a supervisor or human resources representative should be contacted.

A specific plan has been designed to deal with each of following emergency situations:

- Tropical storms and hurricanes
- Threat
- Fire
- Workplace violence
- Hazardous chemical spills

Only employees authorized by the owners of the company will communicate with the media.

### **Company Vehicles**

Employees must be authorized to drive a company vehicle. This includes driving a company vehicle on the project site, in the laydown yard, as well as on public and private roads. Employees must meet the requirements as stated in the Company Vehicle Policy. Motor Vehicle Records are reviewed prior to becoming an authorized driver at a minimum annually for all company drivers and as deemed necessary for individual drivers.

All authorized drivers must inform their supervisors of any changes that may affect their ability to meet the standards of this policy. This may include vehicle accidents, traffic citations, loss of driver's license, conviction of crimes, and the like.

Employees who drive a company-owned vehicle must, in addition to meeting the requirements of the Company Vehicle Policy, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Drivers are responsible for any driving infractions or fines as a result of their driving or use of company vehicle.

Employees must report any accident, near-accident, theft, or damage involving a company vehicle to the vehicle coordinator, safety, or designated employee. Such reports must be made immediately after such a situation, but under no circumstances later than 2 hours. In the case of injuries, the safety director will inform employees of the proper procedure. Employees involved in a vehicle accident or near accident are subject to drug and alcohol screening and/or testing. This will be conducted immediately following the accident, but under no circumstances later than 2 hours after the reported accident. Employees are expected to follow the provisions of the Company Vehicle Policy, which is provided at the onset of driving privileges, at all times when operating a company vehicle.

Employees who do not report damage according to the guidelines may be held accountable for repair and/or costs associated with the repair.

A Vehicle Accident Report as well as an ART document will be completed, if applicable. Vehicle Accident Reporting documents should be maintained in the vehicle's glove compartment. The reports will be reviewed by safety. An investigation will be conducted entailing the review of documents, observation of the vehicles and accident areas, and interviews with witnesses.

Driving violations, including those observed by the company's GPS tracking system, and complaints reported to safety or human resources will be recorded. A conference with involved employee(s) conducted by the safety director or designated employee will be held. Record(s) of driving violations and complaints will be placed in respective employee's personnel folder. Employees involved in driving violations, complaints, accidents, and near-accidents are subject to disciplinary action up to and including an unpaid suspension or discharge.

An employee who is found responsible for an accident and/or charged by law enforcement officials with a driving violation can be held responsible for payment of the insurance deductible and/or repair charges.

Employees assigned company vehicles are expected to perform a weekly vehicle inspection using the document provided. Maintenance and repair issues



should be reported on this document. It is the employee's responsibility to keep assigned vehicles in a neat and orderly condition. At the time an employee turns in a company vehicle, it is expected that the vehicle be clean and orderly. In situations where this is not the case, the employee may be held accountable for a cleaning fee.

**Under no circumstances are company vehicles to be used for personal transportation or non-company related work.**

Specific guidelines are noted in the Company Vehicle Policy: Safe Driving Performance. This document will be presented to candidate drivers during qualification to become an approved driver.

**Tool Requirements**

As with any job, it is essential to have the correct tools in order to complete the task in an efficient manner. Employees of T.A. Woods Company are expected to have the correct tools in safe, working order. All employees are expected to have industry-accepted tools for their job classification. Tools should be safe and in working order.

At the time of hire, during your orientation period or when you are promoted to a new employee classification, your supervisor can provide you with a list of tools needed for your job classification. It is essential that you have these. T.A. Woods Company has a tool program available to help employees acquire the appropriate tools.

**Standards of Conduct**

It is in your best interest, as well as the interest of T.A. Woods Company, that our company operates fairly, efficiently, consistently, and safely. To accomplish this, it is necessary to establish general rules governing the behavior of all employees.

These are general rules, and are not conclusive nor do they cover everything that is expected of employees. These do not in any way limit the ability of the company to discharge or discipline an employee for what is deemed inappropriate conduct. Employees are expected to use good judgement and common sense in conducting themselves appropriately.

Failure to comply with the company's standards of conduct will result in disciplinary action ranging from an employee intervention to immediate discipline up to and including unpaid suspension or immediate discharge.

The rules are broken down into two categories. A violation of rules in Category I is considered serious enough to warrant immediate discharge on the first violation. A violation of Category II may subject you to other disciplinary action, which may include interventions, warnings, suspensions, and/or termination of employment. Whether or not such violations result in interventions, warnings, suspensions, and/or immediate termination of employment remains up to the discretion of the company.

### **Category I Rules:**

- Failure to pass, refusal to submit to, or attempts to invalidate or circumvent drug and/or alcohol screening and/or testing
- Possession or use of firearms, dangerous weapons, or items such as tools brandished as a weapon on company property; this includes personal vehicles parked on company property or work sites
- Theft or dishonesty in any form. Theft may lead to civil or criminal prosecution
- Fighting, taunting, or assault on a fellow employee, customer, or anyone associated with the company while on the job or company property which includes assigned work sites
- A show of violence on the job, company property, or assigned work sites
- Insubordination
- Tampering with, abuse or destruction of company property or the property of another individual associated with the company.
- Negligence which could or does result in personal injury or damage to company property or property of another individual associated with the company
- Engaging in harassment or discrimination of any type
- Using abusive or threatening language toward employees, customers, suppliers, or others associated with the company
- Failure to exercise reasonable care, consideration, or courtesy in dealing with employees, customers, visitors or others associated with the company
- Committing an act which reflects adversely on T.A. Woods Company's reputation on the work site or in the community
- Performing work or services for other mechanical and/or electrical business or service entity or for yourself if compensated including bartering
- Working unauthorized hours, including regular and overtime
- Engaging in sabotage or espionage
- Falsifying and/or approving falsified documents including timesheets, daily status reports, accident reports, inclusive of all documents supplied by the company and inclusive of all documents supplied by owners, owners' reps, government officials, inspectors, vendors and any others associated with or doing business with the company
- Misuse of company funds including misuse of company credit and fuel cards
- Giving or taking a bribe or self-dealing
- Hiding, sleeping, or otherwise avoiding assigned work tasks
- Restricting productivity or intentional slowdown
- Walking off the job or leaving the job or work site area without notification and authorization of supervisor or manager



- Purposeful neglect of safety rules
- Refusing to make available any item for inspection when requested to do so by an authorized representative of T.A. Woods Company
- Immoral conduct on company property or a project site or work site associated with the company
- Absenteeism in violation of company policies
- Violation of local, county, state or federal law including, but not limited to felonies and misdemeanors
- Customer neglect or abuse
- Trading and/or selling property of T.A. Woods Company including tools, supplies, materials, equipment, and similar inclusive of new and used from the business office, fabrication facility, warehouses, storage yards, company vehicles, and work sites. This includes all scrap.

### **Category II Rules:**

- Horseplay on the work site, company property, or other areas representing T.A. Woods Company
- Failure to immediately report an accident or near miss resulting or potentially resulting in property damage or personal injury, however slight, sustained on company property or on company time
- Failure to immediately report damage to, accident, or near miss involving company equipment or property
- Negligence or disregard for safety requirements or violations of company safety rules or common safety practices
- Engaging in profane, obscene language or behavior
- Disorderly conduct on company property or company time
- Being late to work or stopping work before scheduled time without permission of supervisor including late/early break and lunch time
- Failure to perform work properly or to follow work instructions; concealing defective work
- Poor careless work performance
- Failure to maintain satisfactory and/or harmonious working relationships with fellow employees, customers, potential customers, owner's representatives, employees of companies with which we work or do business, and the public in general; malicious gossip and spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job
- Use of company time or equipment for personal gain
- Creating or contributing to unsanitary conditions or neglecting housekeeping guidelines
- Inefficiency
- Failure to account for company tools, machinery, or equipment
- Carrying unauthorized passengers in company owned vehicles

- Violation of the company's tobacco and electronic cigarette use standard
- Failure to complete assigned company records or documents
- Use of company equipment for personal use
- Posting, removing, or altering notices distributed by the company or posted on company property without the permission of a supervisor

In order to maintain a level of fairness, T.A. Woods Company may utilize a system of progressive discipline in dealing with lesser violations. This system allows employees to become aware of and to correct unacceptable behaviors in order to maintain employment. The company reserves the right to suspend this system under appropriate circumstances in its sole discretion. The following will describe the progressive discipline program:

First Offense	A written intervention or warning may be issued for violation of a company policy, procedure, or standard of conduct. May also include loss of status, unpaid administrative leave, unpaid suspension, and/or other disciplinary action including termination
Second Offense	A written intervention or warning may be issued for violation of a company policy, procedure, or standard of conduct. May also include loss of status, unpaid administrative leave, unpaid suspension, and/or other disciplinary action including termination
Third Offense	A written warning may result in immediate action up to and including termination of employment

Employees will be presented interventions and warnings in a confidential setting during a conference with his/her supervisor or authorized personnel of the company. A copy of the warning will be provided to the employee for written comment. Employee interventions, warnings, and all disciplinary records are maintained by human resources

### **Communication/Grievance Procedure**

As an important part of this company, you may have suggestions, complaints, or questions that arise from time to time. We want to hear from you. We have established a communications program to insure that you receive consideration for any complaint, suggestion, or question you may have.

Step 1	Talk with your supervisor. He/She will listen in order to learn all the facts. The grievance should then be resolved as quickly as possible. You should receive an answer and an explanation for it.
--------	--



- Step 2                      If you do not feel comfortable talking to your supervisor or after Step 1 you have not had your problem resolved, you should take your concern(s) to appropriate division general superintendent, manager, division manager, or human resources.
- Step 3                      If after going through Step 1 and Step 2 and you have still not had your concern(s) resolved, you are encouraged to discuss your concern(s) with the owners of the company. This “open door policy” is to insure all complaints, suggestions, or questions receive prompt and thorough consideration.

Our company owners will meet with supervisors periodically during the course of the year. Meetings for all employees will be held as necessary. Use these meetings to share your thoughts.

## Statement of Understanding

I acknowledge that I have received and have read the Employee Handbook given to me by T.A. Woods Company. I understand that I am expected to comply with the standards, procedures, policies, and guidelines presented in the Employee Handbook

I understand that the Employee Handbook does not represent a contract and that my employment with the company is solely at-will.

T.A. Woods Company retains absolute discretion to make changes in the Employee Handbook at any time. Interpretation of any standard, procedure, policy, or guideline rests solely with T.A. Woods Company.

---

(Employee's Name)

---

(Date)

---

(Employee's Signature)

---

(Date)

---

(Witness' Signature)

---

(Date)



# NOTES