

# GRAHAM'SCAPE®

## Employee Handbook

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### **Section 1. Introduction**

#### **1.1. Purpose of this Handbook**

The purpose of this handbook is to familiarize you - the employee - with the policies, rules and other key aspects of GRAHAM'SCAPE® (the "Company"). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. The Company reserves the right to interpret this handbook's content as it sees fit, and to deviate

from policy when it deems necessary.

## **1.2 Changes of Policy**

GRAHAM'SCAPE® reserves the right to change this handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook, and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Human Resources Manager.

## **1.3 Employment Forms**

All new employees are required to complete and submit the following forms.

Starred (\*) forms can be

found at the end of this manual. All others have been or will be provided separately.

At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook \*

Employment Eligibility Form I-9

On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility within the next three business days. The same policy applies to re-hired employees whose I-9's are over three years old or otherwise invalid.

Non-Disclosure Agreement

This agreement prohibits the unauthorized disclosure of confidential Company information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the Internet.

## **Section 2. Terms & Definitions**

GRAHAM'SCAPE® typically employs less than 20 employees regular and temporary employees on an "at-will" basis. This section defines the terms of "at-will" employment, as well as the different types of employees we hire.

### **2.1 Definition of "At-Will" Employment**

The job of an "at-will" employee is not guaranteed. It may be ended, at any time with a two(2) week notice by the employee or, for a lawful reason and without notice by the Company. The Company also reserves the right to alter an "at-will" employee's pay rate, and assignments as it sees fit. The "at-will" terms of an employee's employment may only be changed by the Owner, and must be signed by the Owner.

### **2.2 Exempt Workers**

This Company employs Exempt Employees only. Employee status is established at the time of hire and may only be altered via a written statement signed by the Company's Owner. Exempt status is defined by particular standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is paid a set weekly salary based on a 40 hour work week

year round no matter how many physical hours were worked, based on perfect attendance.

### **Independent Contractors & Consultants**

Independent contractors and consultants are not Company employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Company direction, and control their own methods, materials and schedules.

## **Section 3. Payroll**

### **3.1 Payment Schedule**

Employees are paid weekly generally on Fridays . In cases where the regular payday falls on a recognized federal holiday, Employees will receive payment on the last business day before said holiday.

### **3.2 Wages**

Wages vary from employee to employee and are based on level of skill and experience. The Company conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact Walter Graham to discuss.

### **3.3 Deductions & Garnishment**

Federal and state law requires that we deduct the following from every paycheck:

#### **Social Security**

#### **Income tax (federal and state)**

#### **Medicare**

State Disability Insurance & Family Temporary Disability Insurance

Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to Accounting.

#### **Wage Garnishment**

Sometimes, the Company receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

## **Section 4. Rights & Policies**

The following section summarizes your legal rights as an employee of GRAHAM'SCAPE®...

### **4.1 Equal Opportunity Employment Policy**

The Company provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status,

or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

#### **4.2 Religion & Politics**

GRAHAM'SCAPE® is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Company in any way. We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance.

#### **4.3 Private Information**

Employee information is considered to be private and only accessed on a need-to-know basis. Employee pay is strictly confidential and never to be shared written or verbally. Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment in advance with Human Resources. A Company appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Company premises. You may not alter your files, although you may add comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

#### **4.4 Leaves of Absence**

Employees requiring time off from work may apply for a leave of absence. All leaves must be approved by management. For planned leaves, employees must submit requests at least 5 days in advance. Emergency leaves must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation. We consider all requests in terms of effect on the Company and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's health care provider or a doctor's signed excusable note. Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, the Company will try to reinstate each returning employee in his or her old position, or one that is comparable.

### **Section 5. Rules of Conduct**

## **5.1 On the Job & Reporting for Work**

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor before the start of the work day if you will be absent or late, and obtain his or her permission to leave early.

Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's supervisor or report to work for consecutive workdays will be considered voluntary resignation, and result in removal from payroll.

### **Staying Safe**

Safety in the workplace is the Company's number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

### **Meals & Breaks**

Bring your lunch and snacks with you to work. Break times are when in route between properties.

### **Cell Phone Use**

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may only be used during breaks and meal periods, unless it is an emergency. If cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

## **5.2 Rules, Policies & Confidentiality**

No previous or current employee may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

### **Other Employee Guidelines outlined in the Employee contract:**

- A. Employees must follow the posted daily checklist at the shop.
- B. Break times are in route to the next property only.
- C. Bring your lunch and snacks to get through the day. Ice is provided by the company.
- D. Never throw trash or cigarette butts on a customer's property or out of a work vehicle! Keep company vehicles clean.
- E. Never initiate "side work" with a GRAHAM'SCAPE® customer without management approval.
- F. Never "skip" anything unless told to.
- G. Keep proper work attire on at all times.
- H. Keep phone conversations to break times only unless an emergency.
- I. Be cordial to customers and have them call the office if any issues.
- J. All tools must be placed back in their original location after use.
- K. Anything broken by misuse or ignorance is subject to pay deduction.
- L. Advances in pay will not be given unless payday falls on a federal holiday.
- M. Resignation must be in writing with a two week notice or pay will be forfeited.
- N. Stealing from the company will result in immediate termination and prosecution to

the fullest extent of the law.

## **Discrimination & Harassment**

In keeping with our Equal Opportunity Employment clause, the Company will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behaviour among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point the Company will investigate and take corrective action. You are welcome to seek legal relief if you find the Company's actions inadequate.

## **Drugs & Alcohol**

Good performance on the part of our employees is crucial to GRAHAM'SCAPE's success. For this reason, we strictly forbid employees to do the following while at work\*:

- Drinking alcohol and selling, purchasing or using illegal drugs at work. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.
- Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

\*Any piece of Company property, including Company vehicles, as well as during work hours.

## **5.3 Disciplinary Action**

The Company takes disciplinary matters very seriously, and will exact discipline as it sees fit for any

unacceptable action or behaviour. These may include:

Excessive lateness and/or absence

Improper or indecent conduct

Poor communication

Uncooperative attitude

Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property, friends or family who are not employed by the Company on Company property

Unauthorized use or disclosure of Company information

Possession and/or use of illegal drugs, weapons or explosives

Illegal harassment and/or discrimination - of any kind

Violation of Company policy

Disciplinary action may consist of anything from verbal/written warnings and counselling to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Company will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of "Don'ts" above, and make an effort to use good judgments at all times.

### **Workplace Inspections**

At GRAHAM'SCAPE®, we have a responsibility to protect our employees and our property. For this reason, all activity is recorded by surveillance cameras and we reserve the right to inspect the following, at any time, with or without notice:

Offices

Computers and other equipment

Company vehicles, surveillance cameras and recordings

Any personal possessions brought onto Company premises, such as handbags, briefcases, and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Company premises and subject to termination and possible prosecution by law.