

# RPM & Associates, Inc.

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## Employee Handbook

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## **Welcome**

Welcome to RPM & Associates, Inc. We are pleased that you are joining us and we know that your contribution will be an asset to our Company.

As one of our employees, you will want to know what you can expect from us and what we expect from you. This Handbook will give you that information by outlining our Company's current practices and policies.

## **About Our Company**

RPM & Associates, Inc. has been in business since June 1978. As a General Contractor in commercial construction only, we build, primarily, grocery stores with "strip centers" (four to six retail shops included). We do other types of construction, however, Grocery Store Strip Centers in the main focus for our estimating department.

We strive to maintain a high standard of construction. We base our professionalism on the principles of the highest quality of work and owner satisfaction.

## **Purpose Of The Handbook**

This Handbook is designed to acquaint you with our Company and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this Handbook to offer two-way communications: what you can expect from us, and what we expect from you.

This Handbook supersedes all previous handbooks, policies and practices, which are in any way inconsistent with the contents of this Handbook. We reserve the right to add, change or delete benefits and policies, as we deem appropriate.

Finally, this Handbook should not be construed as creating any kind of employment contract for any particular period. All of our employees are considered to be employed "at will." Your status as an "at will" employee may not be changed except by a written agreement signed by the President of the Company.

## **WHAT YOU CAN EXPECT FROM US**

### **Our Employee Relations Philosophy**

We are dedicated to continuing what we believe to be an excellent employee relations program. We will do our best to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

Over the years this Company has earned a fine reputation in our industry. We know that our reputation is a direct result of the loyalty, commitment, and continued efforts of our employees.

### **Equal Employment Opportunity**

We are committed to providing equal opportunity in all of our employment practices including selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to race, color, religion, sex/gender, national origin, citizenship status, age, disability or any other status protected by law.

### **No Harassment Policy**

We do not tolerate harassment of any of our employees, applicants or customers. Any form of harassment related to an individual's race, color, sex/gender, religion, national origin, marital status, citizenship status, age or disability is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes:

- *Unwelcome sexual advances and requests for sexual favors*
- *Threatening reprisals for an employee's refusal to respond to requests for sexual favors*
- *Display of offensive pictures, drawings or photographs*
- *Offensive remarks, comments, jokes or slurs pertaining to an individual's race, sex/gender, religion, age, disability, etc.*
- If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, ask Robert P. Mayes, President or Michael A. Higginbotham, Vice President.

**Violation Of This Policy Will Subject An Employee To Disciplinary Action, Up To And Including Immediate Discharge**

You should also be aware that our management team is also covered by this policy and are prohibited from engaging in any form of harassing conduct. Further, no member of the management team has the authority to suggest to any employee or applicant that the individual's employment, continued employment or future advancement will be affected in any way by the individual's entering into (or refusing to enter into) any form of personal relationship with the member of management.

Harassment of our employees in connection with their work by non-employees is also a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to the management. Appropriate action will be taken.

If you feel that you are being harassed by another employee or by anyone else, you should notify management immediately. If the problem involves a member of the management team or if you do not feel that the matter can be discussed with that person you should contact Robert Mayes and arrange for a meeting to discuss your complaint. You may be assured that your complaint will be kept as confidential as possible and you will not be penalized in any way for reporting a harassment problem.

We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring any such problems to our attention so that we can take whatever steps are necessary to correct the problem.

## **Probationary Period**

For every new employee, the first ninety (90) days of full-time employment is a trial period for both you and the Company. During this time, you will have the opportunity to learn about the Company, your job and your new surroundings. The management team will be available to answer any questions that you may have.

During this period, your job performance, attendance, attitude and overall interest in your job will be carefully reviewed. The Company will then evaluate your performance and make a decision concerning your continued employment.

If, as a result of an illness or injury, you are absent from work for more than five days during your introductory period, we may choose to extend your introductory period as necessary to give you a fair opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

Should an employee's performance become unsatisfactory at any time during this trial period, the employee will be subject to discharge at that time.

This introductory period does not eliminate one from being discharged "at will" if reasons arise at a later date.

## **What We Expect of You:**

### **Company Policies**

#### **Absenteeism & Tardiness:**

It is difficult for us to properly serve our customers when an employee does not report to work as scheduled. It also creates an unnecessary and unfair burden on fellow employees. Therefore, we cannot tolerate absenteeism or tardiness. Excessive absenteeism or tardiness can result in discipline, up to and including discharge.

If you are going to be late or absent from work for any reason, you must personally notify your immediate supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases, we expect you to notify us as soon as possible or call the Jobsite phone and leave a message on the answering machine.

When absence is due to illness, the Company reserves the right to require appropriate medical documentation.

#### **Confidential Information:**

All information received from this Company must be treated as confidential. Use of such information for personal or social purposes is strictly prohibited. All such information and/or paperwork must be returned when you leave the Company.

#### **Courtesy:**

Courtesy is the responsibility of every employee. We expect everyone to be courteous, polite and friendly both to our customers and to their fellow employees. No one should be disrespectful, use profanity or foul language or engage in any activity which injures the image or reputation of our company.

#### **Fraud, Dishonesty and False Statements:**

Falsification of any application, medical history record, or any other document is strictly prohibited. No employee may sign the name of a customer or coworker to any document. If you observe any such violations, please report them to the President immediately.

**Harassment:**

We strictly prohibit all forms of harassment of our employees and customers. Please review the NO HARASSMENT policy in this handbook.

**Insubordination:**

We expect every employee to follow the instructions of the management team. We also expect employees to cooperate fully with any internal investigation.

**Personal Conduct:**

We expect every employee to conduct him or herself in a manner, which will reflect favorable on the employee and the Company. This rule applies whether the employee is on or off the job. Rude, unprofessional or offensive conduct toward customers or coworkers damages our Company's reputation and therefore can be grounds for termination.

**Poor Performance:**

Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level. Any employee who fails to maintain a satisfactory level of performance is subject to termination.

**Return of Company Property:**

All company property must be returned immediately upon termination of employment with RPM & Associates, Inc. No final employee payment will be made until all items are returned in appropriate condition. The cost of replacing unreturned items is deducted from the employee's final pay and/or expense reimbursement.

Any outstanding financial obligations owed to RPM & Associates, Inc. will also be deducted from the employee's final pay and/or expense reimbursement.

**Substance Abuse Policy:**

We will not tolerate the use of illegal drugs or other mind-altering substances by any employee. Our employees may be required to submit to drug screens, blood test, and other medical examinations under any of the following circumstances:

- When a member of the management team has reason to believe that the employee is working or has reported to work with illegal substances in his or her system; or
- When an employee suffers an on-the-job injury or is involved in an accident while at work; or

- On a periodic or random basis.

The presence of any illegal drug or other mind-altering substance in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from possessing, using, selling or purchasing illegal drugs or other mind-altering substances on company property, and/or on Company business. Off-premises possession, use, sale or purchase of illegal drugs outside of working hours may reflect unfavorable on the Company's reputation and is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or nonprescription drugs, which could affect their ability to perform their job in a safe and efficient manner, must notify management of this fact when they report to work.

We do not tolerate the use of alcohol during the workday, including at meals. We also do not tolerate an employee reporting to work with alcohol in his or her system. Any employee who is suspected of violating this policy is subject to medical testing, including blood alcohol testing.

In order to protect the safety and property of all employees, we reserve the right to inspect employees' desks and cabinets as well as motor vehicles and any other personal belongings brought onto Company property or any Jobsite. Failure to cooperate with such inspections is a violation of this policy.

Violation of any aspect of the Company's drug and alcohol policy will result in discipline up to and including immediate termination.

**Theft:**

We do not tolerate theft in any form.

**Threats & Violence:**

We cannot tolerate any form of threatening conduct or violence on the part of any employee whether it occurs here or away from the Company. If you are threatened or have any concerns about a coworker, please notify management immediately.

**Unlawful Activity:**

No employee may engage in any unlawful activity either on or off the job as this can adversely affect the Company's reputation.

**Violation of any of these rules may lead to discipline, up to and including immediate discharge. Obviously, this list is not all-inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about these basics or what we expect of you as one of our employees, please discuss them with the management team.**

**Vacations**

Years of Continuous Service      Annual Vacation

After the 1<sup>st</sup> year of employment 5 working days

After the 2<sup>nd</sup> year of employment 10 working days

After the 5<sup>th</sup> year of employment 15 working days

**ALL VACATION MUST BE APPROVED BY THE PRESIDENT OF RPM & ASSOCIATES, INC.** Vacations for field superintendents must be coordinated between projects. Unused vacation time will be canceled for an employee terminated for misconduct. Unused vacation cannot be carried over to the next year.

**Paid Holidays**

**Regular, full time salaried employees are paid for the following holidays:**

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day (2) Thursday and Friday

Christmas Eve

Christmas Day

**\*\*Hourly employees are not eligible for paid holidays and/or vacation pay.\*\***

**\*\*However, benefits may be paid at the discretion of the president of RPM & Associates, Inc.\*\***

## **Changes in Personnel Records**

To keep your personnel records up to date, to ensure that the Company has the ability to contact you, we ask that you notify your supervisor promptly of any change of name, address, phone number, marital status, number of dependents, or other applicable information.

## **Notice of Resignation**

In the event you choose to resign from your position, we ask that you give us at least two weeks notice.

## **On the Job Injuries**

Employees who are injured on the job are covered by Workers compensation insurance. The Company pays the entire premium for this insurance.

## **Security**

Every employee is responsible for helping us to protect the property of their coworkers and this company. If you see something or someone who looks suspicious, check into it or notify management immediately.

## ***To Sum It All Up***

This Handbook highlights your opportunities and responsibilities with RPM & Associates, Inc. by always keeping the contents of the Handbook in mind, you should be successful and happy working with us. Once again, welcome to our Company, and we look forward to working with you.