In the state of Virginia, my last name is Connor do I need to register Connor as a fictitious business? If I am a sole Proprietor

In Virginia, if you're operating as a sole proprietor under your own name (Connor), you **do not need to register a fictitious business name**. However, if you plan to use a name other than your personal name (e.g., "Connor Consulting"), you would need to file a certificate for the fictitious name with the circuit court in the jurisdiction where you'll be doing business1.

Does that help clarify things for you?

As a soul parager in the state of Virginia. My last name does it need to be registered as a fictitious business? However, can I use my last name and a fictitious name for same business

As a sole proprietor in Virginia, your last name alone doesn't need to be registered as a fictitious business name. However, if you wish to use both your last name and a fictitious name for the same business (e.g., "Connor Consulting Services"), you will need to

register the fictitious name with the circuit court in the jurisdiction where you'll be conducting business.

This process involves filing a certificate for the fictitious name and publishing a notice in a local newspaper. It's a good idea to check with your local county or city government for any specific requirements.

Let me know if there's anything more you need help with!

I need a employee contract for employees that seal asphalt driveways. And parking lots fix cracks in asphalt, driveways and parking lots, as well as stripe parking lot

I found a resource that offers customizable templates for asphalt maintenance businesses, including employee contracts. You can download and modify these templates to suit your specific needs1. Here's a link to get started: [Asphalt Kingdom Business Templates](https://info.asphaltkingdom.com/download-business-templates).

Would you like some help customizing the

contract, or do you have specific clauses in mind that you want to include?

How to change ignition switch in 2000 Ford F350 super duty

Changing the ignition switch on a 2000 Ford F350 Super Duty involves several steps. Here's a general guide to help you through the process:

* **Disconnect the Battery**: Start by disconnecting the negative battery cable to ensure safety.
* **Remove the Steering Column Cover**: Use a screwdriver to remove the screws holding the steering column cover in place. Carefully take off the cover to expose the ignition switch3.
* **Remove the Ignition Switch**: You may need a flat blade screwdriver or a pick to push up a pin under the ignition cylinder lock while turning the key to the "on" position. This will release the lock cylinder2. Pull out the old ignition switch.
* **Install the New Ignition Switch**: Align the
* new ignition switch with the mounting holes and secure it with screws. Make sure it's properly aligned and secure3.
* **Reconnect the Battery**: Reconnect the negative battery cable.
* **Test the New Ignition Switch**: Turn the key to ensure the new ignition switch is working correctly.

For a more detailed visual guide, you might find this YouTube tutorial helpful.

Do you feel comfortable tackling this repair, or would you prefer to have a professional mechanic handle it?

What are some of the typical paperwork for an employee Handbook? Terms of service terms and conditions rules and regulations for employees in the asphalt ceiling in crack repair business

Creating an employee handbook for your asphalt maintenance business is a great idea! Here are some typical sections you might want to include:

**1. Welcome and Introduction**

* A welcome letter from the CEO or business owner.
* An overview of the company's mission, vision, and values.

**2. Employment Policies**

* **At-Will Employment**: Clarify that employment is at-will, meaning either party can terminate the relationship at any time.
* **Equal Opportunity Statement**: Include a statement about equal opportunity and anti-discrimination policies.
* **Work Authorization**: Outline the requirement for employees to be legally eligible to work in the U.S.

**3. Job Descriptions and Responsibilities**

* Detailed job descriptions for different roles, including responsibilities and expectations.

**4. Compensation and Benefits**

* Information on pay structure, overtime policies, and any benefits offered (e.g.,
* health insurance, retirement plans).

**5. Work Hours and Attendance**

* Policies on work hours, breaks, attendance, and time-off requests.

**6. Safety and Health**

* **Personal Protective Equipment (PPE)**: Requirements for wearing appropriate PPE, such as long pants and safety boots.
* **Accident Prevention and Safety Procedures**: Guidelines for safe work practices and accident reporting.
* **Hazard Communication**: Information on handling hazardous materials and substances.

**7. Conduct and Discipline**

* Code of conduct, including expectations for professional behavior.
* Disciplinary procedures for violations of company policies.

**8. Training and Development**

* Opportunities for training and professional development.

**9. Termination and Exit Procedures**

* Procedures for resignation and termination, including notice periods and exit interviews.

**10. Acknowledgment of Receipt**

* A section where employees acknowledge they have received, read, and understand the handbook.

Would you like more details on any specific section, or do you have any particular clauses in mind that you want to include?

Can you create a professional template for me to use

Absolutely, I can help you draft a professional employee handbook template for your asphalt maintenance business. Here's a basic outline to get you started:

**[Your Company Name] Employee Handbook**

**Welcome and Introduction**

* **Welcome Letter**: Welcome to [Your Company Name]. We are excited to have
* you as part of our team. Our mission is to provide top-quality asphalt maintenance services while ensuring a safe and positive work environment for all our employees.

**Employment Policies**

**At-Will Employment**

Employment at [Your Company Name] is on an at-will basis, which means that either the employee or the company may terminate the employment relationship at any time, with or without cause or notice.

**Equal Opportunity Statement**

[Your Company Name] is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected characteristic as established by law.

**Work Authorization**

All employees must be legally authorized to work in the United States. Verification of

eligibility to work is required by law and must be confirmed through the completion of Form I-9.

**Job Descriptions and Responsibilities**

* **Job Titles**: Detailed descriptions of roles, such as Asphalt Technician, Crack Repair Specialist, and Parking Lot Striper.
* **Responsibilities**:
* Sealing asphalt driveways and parking lots.
* Repairing cracks in asphalt surfaces.
* Striping parking lots according to specifications.

**Compensation and Benefits**

**Pay Structure**

Employees are compensated on an hourly basis. Overtime pay is calculated at one and a half times the regular hourly rate for hours worked over 40 in a workweek.

**Benefits**

[Your Company Name] offers the following

benefits to eligible employees:

* Health insurance
* Retirement plans

**Work Hours and Attendance**

**Work Hours**

Standard work hours are from [Start Time] to [End Time], Monday through Friday.

**Attendance Policy**

Regular attendance is essential to the successful operation of [Your Company Name]. Employees are expected to report to work on time and notify their supervisor in advance if they are unable to work.

**Safety and Health**

**Personal Protective Equipment (PPE)**

Employees are required to wear appropriate PPE, including long pants, safety boots, gloves, and safety glasses, while performing their duties.

**Accident Prevention and Safety**

**Procedures**

* Adhere to all safety protocols and procedures.
* Report any accidents or unsafe conditions to your supervisor immediately.

**Conduct and Discipline**

**Code of Conduct**

Employees are expected to conduct themselves in a professional and respectful manner at all times.

**Disciplinary Procedures**

Violations of company policies may result in disciplinary action, up to and including termination.

**Training and Development**

**Training Opportunities**

[Your Company Name] provides ongoing training to ensure employees are skilled and knowledgeable in their roles.

**Termination and Exit Procedures**

**Notice of Resignation**

Employees who wish to resign are encouraged to provide at least two weeks' notice.

**Exit Interviews**

An exit interview will be conducted to gather feedback and ensure a smooth transition.

**Acknowledgment of Receipt**

I acknowledge that I have received, read, and understand the [Your Company Name] Employee Handbook.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to customize this template to better fit your specific business needs. If you have any particular sections or clauses you want to add, let me know!

Can you expand and make detailed template

Certainly! Here's a more detailed employee handbook template for your asphalt

maintenance business:

**[Your Company Name] Employee Handbook**

**Welcome and Introduction**

**Welcome Letter**

Welcome to [Your Company Name]! We are thrilled to have you on our team. Our mission is to provide top-quality asphalt maintenance services while ensuring a safe and positive work environment for all our employees. This handbook is designed to familiarize you with our policies, procedures, and benefits. We hope you find it helpful.

Sincerely, [CEO/Owner's Name]

**Company Overview**

* **Mission Statement**: Our mission is to deliver exceptional asphalt maintenance services with integrity, quality, and innovation.
* **Vision Statement**: Our vision is to be the leading provider of asphalt maintenance
* solutions, recognized for our dedication to excellence and customer satisfaction.
* **Core Values**: Quality, Safety, Integrity, Teamwork, and Customer Service.

**Employment Policies**

**At-Will Employment**

Employment at [Your Company Name] is on an at-will basis, meaning either the employee or the company may terminate the employment relationship at any time, with or without cause or notice.

**Equal Opportunity Statement**

[Your Company Name] is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected characteristic as established by law.

**Work Authorization**

All employees must be legally authorized to work in the United States. Verification of eligibility to work is required by law and must be confirmed through the completion of Form

I-9.

**Job Descriptions and Responsibilities**

**Job Titles**

* **Asphalt Technician**: Responsible for sealing asphalt driveways and parking lots, repairing cracks, and ensuring surfaces are smooth and durable.
* **Crack Repair Specialist**: Focuses on identifying and repairing cracks in asphalt surfaces using appropriate materials and techniques.
* **Parking Lot Striper**: Specializes in painting and striping parking lots according to specifications, ensuring clear and accurate markings.

**Responsibilities**

* Adhering to all safety protocols and wearing appropriate PPE.
* Using equipment and materials properly to ensure high-quality results.
* Maintaining a clean and organized work
* area.
* Communicating effectively with team members and supervisors.

**Compensation and Benefits**

**Pay Structure**

* Employees are compensated on an hourly basis.
* Overtime pay is calculated at one and a half times the regular hourly rate for hours worked over 40 in a workweek.

**Benefits**

* **Health Insurance**: Eligible employees can enroll in health insurance plans provided by the company.
* **Retirement Plans**: Employees may participate in company-sponsored retirement plans.
* **Paid Time Off (PTO)**: Details on vacation, sick leave, and other types of PTO.

**Work Hours and Attendance**

**Work Hours**

Standard work hours are from [Start Time] to

[End Time], Monday through Friday. Adjustments to work hours may be made based on project requirements.

**Attendance Policy**

Regular attendance is essential to the successful operation of [Your Company Name]. Employees are expected to report to work on time and notify their supervisor in advance if they are unable to work.

**Safety and Health**

**Personal Protective Equipment (PPE)**

Employees are required to wear appropriate PPE, including long pants, safety boots, gloves, and safety glasses, while performing their duties.

**Accident Prevention and Safety Procedures**

* Adhere to all safety protocols and procedures.
* Report any accidents or unsafe conditions
* to your supervisor immediately.
* Participate in safety training sessions and drills.

**Conduct and Discipline**

**Code of Conduct**

Employees are expected to conduct themselves in a professional and respectful manner at all times. This includes:

* Treating colleagues, clients, and the public with respect and courtesy.
* Complying with all company policies and procedures.
* Maintaining a positive and collaborative work environment.

**Disciplinary Procedures**

Violations of company policies may result in disciplinary action, up to and including termination. Steps in the disciplinary process may include verbal warnings, written warnings, suspension, and termination.

**Training and Development**

**Training Opportunities**

[Your Company Name] provides ongoing training to ensure employees are skilled and knowledgeable in their roles. Training programs may include:

* On-the-job training
* Safety training
* Professional development workshops

**Career Development**

Employees are encouraged to pursue career development opportunities and may discuss their career goals with their supervisors.

**Termination and Exit Procedures**

**Notice of Resignation**

Employees who wish to resign are encouraged to provide at least two weeks' notice.

**Exit Interviews**

An exit interview will be conducted to gather feedback and ensure a smooth transition. Employees are expected to return all company property upon termination of employment.

**Acknowledgment of Receipt**

I acknowledge that I have received, read, and understand the [Your Company Name] Employee Handbook.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to customize this template further to fit your specific business needs. If you need any additional sections or specific clauses, just let me know!

Can you further expand and make even more detailed? With any information that could possibly be added to this template And make it super professional

Absolutely! Here's a more detailed and comprehensive employee handbook for your asphalt maintenance business. I've added more sections and detailed information to make it super professional.

**[Your Company Name] Employee Handbook**

**Welcome and Introduction**

**Welcome Letter**

Welcome to [Your Company Name]! We are thrilled to have you on our team. Our mission is to provide top-quality asphalt maintenance services while ensuring a safe and positive work environment for all our employees. This handbook is designed to familiarize you with our policies, procedures, and benefits. We hope you find it helpful.

Sincerely, [CEO/Owner's Name]

**Company Overview**

* **Mission Statement**: Our mission is to deliver exceptional asphalt maintenance services with integrity, quality, and innovation.
* **Vision Statement**: Our vision is to be the leading provider of asphalt maintenance solutions, recognized for our dedication to excellence and customer satisfaction.
* **Core Values**: Quality, Safety, Integrity, Teamwork, and Customer Service.

**Employment Policies**

**At-Will Employment**

Employment at [Your Company Name] is on an at-will basis, meaning either the employee or the company may terminate the employment relationship at any time, with or without cause or notice.

**Equal Opportunity Statement**

[Your Company Name] is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other protected characteristic as established by law.

**Work Authorization**

All employees must be legally authorized to work in the United States. Verification of eligibility to work is required by law and must be confirmed through the completion of Form I-9.

**Anti-Harassment Policy**

[Your Company Name] is committed to maintaining a work environment that is free from harassment. Harassment in any form, including sexual harassment, is strictly prohibited. Employees are encouraged to report any incidents of harassment to their supervisor or HR department.

**Job Descriptions and Responsibilities**

**Job Titles**

* **Asphalt Technician**: Responsible for sealing asphalt driveways and parking lots, repairing cracks, and ensuring surfaces are smooth and durable.
* **Crack Repair Specialist**: Focuses on identifying and repairing cracks in asphalt surfaces using appropriate materials and techniques.
* **Parking Lot Striper**: Specializes in painting and striping parking lots according to specifications, ensuring clear and accurate markings.

**Responsibilities**

* Adhering to all safety protocols and wearing appropriate PPE.
* Using equipment and materials properly to ensure high-quality results.
* Maintaining a clean and organized work area.
* Communicating effectively with team members and supervisors.

**Compensation and Benefits**

**Pay Structure**

* Employees are compensated on an hourly basis.
* Overtime pay is calculated at one and a half times the regular hourly rate for hours worked over 40 in a workweek.

**Benefits**

* **Health Insurance**: Eligible employees can enroll in health insurance plans provided by the company.
* **Retirement Plans**: Employees may participate in company-sponsored
* retirement plans.
* **Paid Time Off (PTO)**: Details on vacation, sick leave, and other types of PTO.
* **Employee Assistance Program (EAP)**: Access to confidential counseling and support services for personal and work-related issues.

**Work Hours and Attendance**

**Work Hours**

Standard work hours are from [Start Time] to [End Time], Monday through Friday. Adjustments to work hours may be made based on project requirements.

**Attendance Policy**

Regular attendance is essential to the successful operation of [Your Company Name]. Employees are expected to report to work on time and notify their supervisor in advance if they are unable to work.

**Absence and Tardiness**

Repeated unexcused absences or tardiness may result in disciplinary action. Employees

must inform their supervisor as soon as possible if they are unable to report to work.

**Safety and Health**

**Personal Protective Equipment (PPE)**

Employees are required to wear appropriate PPE, including long pants, safety boots, gloves, and safety glasses, while performing their duties.

**Accident Prevention and Safety Procedures**

* Adhere to all safety protocols and procedures.
* Report any accidents or unsafe conditions to your supervisor immediately.
* Participate in safety training sessions and drills.

**Health and Wellness Programs**

[Your Company Name] is committed to promoting the health and wellness of its employees. We offer programs and resources to support physical and mental well-being.

**Conduct and Discipline**

**Code of Conduct**

Employees are expected to conduct themselves in a professional and respectful manner at all times. This includes:

* Treating colleagues, clients, and the public with respect and courtesy.
* Complying with all company policies and procedures.
* Maintaining a positive and collaborative work environment.

**Disciplinary Procedures**

Violations of company policies may result in disciplinary action, up to and including termination. Steps in the disciplinary process may include verbal warnings, written warnings, suspension, and termination.

**Training and Development**

**Training Opportunities**

[Your Company Name] provides ongoing training to ensure employees are skilled and knowledgeable in their roles. Training

programs may include:

* On-the-job training
* Safety training
* Professional development workshops

**Career Development**

Employees are encouraged to pursue career development opportunities and may discuss their career goals with their supervisors.

**Performance Evaluations**

Regular performance evaluations will be conducted to provide feedback and identify areas for improvement. Employees are encouraged to discuss their performance and career goals during these evaluations.

**Technology and Equipment Usage**

**Use of Company Equipment**

Employees are expected to use company equipment responsibly and for work-related purposes only. Any damage or malfunction should be reported to a supervisor immediately.

**Internet and Email Policy**

Internet and email access provided by [Your Company Name] are to be used for business purposes only. Unauthorized or inappropriate use may result in disciplinary action.

**Termination and Exit Procedures**

**Notice of Resignation**

Employees who wish to resign are encouraged to provide at least two weeks' notice.

**Exit Interviews**

An exit interview will be conducted to gather feedback and ensure a smooth transition. Employees are expected to return all company property upon termination of employment.

**Final Paycheck**

Employees will receive their final paycheck, including any accrued but unused PTO, on the next scheduled payday following their termination date.

**Acknowledgment of Receipt**

I acknowledge that I have received, read, and understand the [Your Company Name] Employee Handbook.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to customize this template further to fit your specific business needs. If you have any additional sections or specific clauses, just let me know!

Can you expand further and make this a top tier? Template with adding more precise details in all areas

Absolutely, let's take it up a notch! Here's a more detailed and comprehensive employee handbook template, with precise details in all areas:

**[Your Company Name] Employee Handbook**

**Welcome and Introduction**

**Welcome Letter**

Welcome to [Your Company Name]! We are thrilled to have you on our team. Our mission is to provide top-quality asphalt maintenance services while ensuring a safe and positive work environment for all our employees. This handbook is designed to familiarize you with our policies, procedures, and benefits. We hope you find it helpful.

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**Responsibilities**

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* Maintaining a clean and organized work area.
* Communicating effectively with team members and supervisors.

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**Pay Structure**

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**Benefits**

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* **Retirement Plans**: Employees may participate in company-sponsored retirement plans.
* **Paid Time Off (PTO)**: Details on vacation,
* sick leave, and other types of PTO.
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**Work Hours**

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[Your Company Name] is committed to promoting the health and wellness of its employees. We offer programs and resources to support physical and mental well-being.

**Conduct and Discipline**

**Code of Conduct**

Employees are expected to conduct themselves in a professional and respectful manner at all times. This includes:

* Treating colleagues, clients, and the public with respect and courtesy.
* Complying with all company policies and procedures.
* Maintaining a positive and collaborative work environment.

**Disciplinary Procedures**

Violations of company policies may result in disciplinary action, up to and including termination. Steps in the disciplinary process may include verbal warnings, written warnings, suspension, and termination.

**Training and Development**

**Training Opportunities**

[Your Company Name] provides ongoing training to ensure employees are skilled and knowledgeable in their roles. Training programs may include:

* On-the-job training
* Safety training
* Professional development workshops

**Career Development**

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**Performance Evaluations**

Regular performance evaluations will be conducted to provide feedback and identify areas for improvement. Employees are encouraged to discuss their performance and career goals during these evaluations.

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**Internet and Email Policy**

Internet and email access provided by [Your Company Name] are to be used for business purposes only. Unauthorized or inappropriate use may result in disciplinary action.

**Termination and Exit Procedures**

**Notice of Resignation**

Employees who wish to resign are encouraged to provide at least two weeks' notice.

**Exit Interviews**

An exit interview will be conducted to gather feedback and ensure a smooth transition. Employees are expected to return all company property upon termination of employment.

**Final Paycheck**

Employees will receive their final paycheck, including any accrued but unused PTO, on the next scheduled payday following their termination date.

**Acknowledgment of Receipt**

I acknowledge that I have received, read, and

understand the [Your Company Name] Employee Handbook.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to customize this template further to fit your specific business needs. If you have any additional sections or specific clauses, just let me know!

Looks good. Can you highlight underline and capitalized? All key words

Absolutely! Here's the updated employee handbook template with all key words highlighted, underlined, and capitalized:

**[YOUR COMPANY NAME] EMPLOYEE HANDBOOK**

**WELCOME AND INTRODUCTION**

**Welcome Letter**

WELCOME to **[YOUR COMPANY NAME]**! We

are THRILLED to have you on our TEAM. Our MISSION is to provide TOP-QUALITY ASPHALT MAINTENANCE SERVICES while ensuring a SAFE and POSITIVE WORK ENVIRONMENT for all our EMPLOYEES. This HANDBOOK is designed to familiarize you with our POLICIES, PROCEDURES, and BENEFITS. We hope you find it HELPFUL.

Sincerely, [CEO/Owner's Name]

**Company Overview**

* **MISSION STATEMENT**: Our MISSION is to deliver EXCEPTIONAL ASPHALT MAINTENANCE SERVICES with INTEGRITY, QUALITY, and INNOVATION.
* **VISION STATEMENT**: Our VISION is to be the LEADING PROVIDER of ASPHALT MAINTENANCE SOLUTIONS, recognized for our DEDICATION to EXCELLENCE and CUSTOMER SATISFACTION.
* **CORE VALUES**: QUALITY, SAFETY, INTEGRITY, TEAMWORK, and CUSTOMER SERVICE.

**EMPLOYMENT POLICIES**

**AT-WILL EMPLOYMENT**

EMPLOYMENT at **[YOUR COMPANY NAME]** is on an AT-WILL BASIS, meaning either the EMPLOYEE or the COMPANY may TERMINATE the EMPLOYMENT RELATIONSHIP at any time, with or without CAUSE or NOTICE.

**EQUAL OPPORTUNITY STATEMENT**

**[YOUR COMPANY NAME]** is an EQUAL OPPORTUNITY EMPLOYER. We do not DISCRIMINATE on the basis of RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, or any other PROTECTED CHARACTERISTIC as established by LAW.

**WORK AUTHORIZATION**

All EMPLOYEES must be legally AUTHORIZED to WORK in the UNITED STATES. Verification of ELIGIBILITY to WORK is required by LAW and must be confirmed through the completion of FORM I-9.

**ANTI-HARASSMENT POLICY**

**[YOUR COMPANY NAME]** is committed to

maintaining a WORK ENVIRONMENT that is FREE FROM HARASSMENT. HARASSMENT in any form, including SEXUAL HARASSMENT, is strictly PROHIBITED. EMPLOYEES are encouraged to report any incidents of HARASSMENT to their SUPERVISOR or HR DEPARTMENT.

**JOB DESCRIPTIONS AND RESPONSIBILITIES**

**JOB TITLES**

* **ASPHALT TECHNICIAN**: Responsible for SEALING ASPHALT DRIVEWAYS and PARKING LOTS, REPAIRING CRACKS, and ensuring SURFACES are SMOOTH and DURABLE.
* **CRACK REPAIR SPECIALIST**: Focuses on IDENTIFYING and REPAIRING CRACKS in ASPHALT SURFACES using appropriate MATERIALS and TECHNIQUES.
* **PARKING LOT STRIPER**: Specializes in PAINTING and STRIPING PARKING LOTS according to SPECIFICATIONS, ensuring CLEAR and ACCURATE MARKINGS.

**RESPONSIBILITIES**

* Adhering to all SAFETY PROTOCOLS and wearing appropriate PPE.
* Using EQUIPMENT and MATERIALS properly to ensure HIGH-QUALITY RESULTS.
* Maintaining a CLEAN and ORGANIZED WORK AREA.
* Communicating effectively with TEAM MEMBERS and SUPERVISORS.

**COMPENSATION AND BENEFITS**

**PAY STRUCTURE**

* EMPLOYEES are compensated on an HOURLY BASIS.
* OVERTIME PAY is calculated at ONE AND A HALF TIMES the regular HOURLY RATE for hours worked over 40 in a WORKWEEK.

**BENEFITS**

* **HEALTH INSURANCE**: Eligible EMPLOYEES can enroll in HEALTH INSURANCE PLANS provided by the COMPANY.
* **RETIREMENT PLANS**: EMPLOYEES may
* participate in COMPANY-SPONSORED RETIREMENT PLANS.
* **PAID TIME OFF (PTO)**: Details on VACATION, SICK LEAVE, and other types of PTO.
* **EMPLOYEE ASSISTANCE PROGRAM (EAP)**: Access to confidential COUNSELING and SUPPORT SERVICES for PERSONAL and WORK-RELATED ISSUES.

**WORK HOURS AND ATTENDANCE**

**WORK HOURS**

STANDARD WORK HOURS are from [START TIME] to [END TIME], MONDAY through FRIDAY. Adjustments to WORK HOURS may be made based on PROJECT REQUIREMENTS.

**ATTENDANCE POLICY**

Regular ATTENDANCE is essential to the successful operation of **[YOUR COMPANY NAME]**. EMPLOYEES are expected to report to WORK on TIME and notify their SUPERVISOR in ADVANCE if they are unable to WORK.

**ABSENCE AND TARDINESS**

Repeated UNEXCUSED ABSENCES or TARDINESS may result in DISCIPLINARY ACTION. EMPLOYEES must inform their SUPERVISOR as soon as possible if they are unable to report to WORK.

**SAFETY AND HEALTH**

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

EMPLOYEES are required to wear appropriate PPE, including LONG PANTS, SAFETY BOOTS, GLOVES, and SAFETY GLASSES, while performing their duties.

**ACCIDENT PREVENTION AND SAFETY PROCEDURES**

* Adhere to all SAFETY PROTOCOLS and PROCEDURES.
* Report any ACCIDENTS or UNSAFE CONDITIONS to your SUPERVISOR immediately.
* Participate in SAFETY TRAINING SESSIONS and DRILLS.

**HEALTH AND WELLNESS PROGRAMS**

**[YOUR COMPANY NAME]** is committed to promoting the HEALTH and WELLNESS of its EMPLOYEES. We offer PROGRAMS and RESOURCES to support PHYSICAL and MENTAL WELL-BEING.

**CONDUCT AND DISCIPLINE**

**CODE OF CONDUCT**

EMPLOYEES are expected to conduct themselves in a PROFESSIONAL and RESPECTFUL manner at all times. This includes:

* Treating COLLEAGUES, CLIENTS, and the PUBLIC with RESPECT and COURTESY.
* Complying with all COMPANY POLICIES and PROCEDURES.
* Maintaining a POSITIVE and COLLABORATIVE WORK ENVIRONMENT.

**DISCIPLINARY PROCEDURES**

Violations of COMPANY POLICIES may result in DISCIPLINARY ACTION, up to and including

TERMINATION. Steps in the DISCIPLINARY PROCESS may include VERBAL WARNINGS, WRITTEN WARNINGS, SUSPENSION, and TERMINATION.

**TRAINING AND DEVELOPMENT**

**TRAINING OPPORTUNITIES**

**[YOUR COMPANY NAME]** provides ONGOING TRAINING to ensure EMPLOYEES are skilled and knowledgeable in their roles. TRAINING PROGRAMS may include:

* ON-THE-JOB TRAINING
* SAFETY TRAINING
* PROFESSIONAL DEVELOPMENT WORKSHOPS

**CAREER DEVELOPMENT**

EMPLOYEES are encouraged to pursue CAREER DEVELOPMENT OPPORTUNITIES and may discuss their CAREER GOALS with their SUPERVISORS.

**PERFORMANCE EVALUATIONS**

Regular PERFORMANCE EVALUATIONS will be conducted to provide FEEDBACK and identify

AREAS FOR IMPROVEMENT. EMPLOYEES are encouraged to discuss their PERFORMANCE and CAREER GOALS during these EVALUATIONS.

**TECHNOLOGY AND EQUIPMENT USAGE**

**USE OF COMPANY EQUIPMENT**

EMPLOYEES are expected to use COMPANY EQUIPMENT responsibly and for WORK-RELATED PURPOSES ONLY. Any DAMAGE or MALFUNCTION should be reported to a SUPERVISOR immediately.

**INTERNET AND EMAIL POLICY**

INTERNET and EMAIL ACCESS provided by **[YOUR COMPANY NAME]** are to be used for BUSINESS PURPOSES ONLY. Unauthorized or inappropriate USE may result in DISCIPLINARY ACTION.

**TERMINATION AND EXIT PROCEDURES**

**NOTICE OF RESIGNATION**

EMPLOYEES who wish to RESIGN are encouraged to provide at least TWO WEEKS' NOTICE.

**EXIT INTERVIEWS**

An EXIT INTERVIEW will be conducted to gather FEEDBACK and ensure a SMOOTH TRANSITION. EMPLOYEES are expected to return all COMPANY PROPERTY upon TERMINATION of EMPLOYMENT.

**FINAL PAYCHECK**

EMPLOYEES will receive their FINAL PAYCHECK, including any ACCRUED but unused PTO, on the next scheduled PAYDAY following their TERMINATION DATE.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received, read, and understand the **[YOUR COMPANY NAME] EMPLOYEE HANDBOOK**.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_

Feel free to customize this template further to fit your specific business needs. If you have any additional sections or specific clauses, just let me know!

Expand rules and regulations

Of course! Here's an expanded and detailed section for rules and regulations in your employee handbook:

**RULES AND REGULATIONS**

**GENERAL CONDUCT**

* **Professional Behavior**: Employees are expected to maintain a professional demeanor at all times, including treating colleagues, clients, and the public with respect and courtesy.
* **Dress Code**: Employees must adhere to the company dress code, which includes wearing appropriate personal protective equipment (PPE) such as long pants, safety boots, gloves, and safety glasses.
* **Work Environment**: Maintain a clean and organized work area. Dispose of waste
* materials properly and keep tools and equipment in good working order.

**ATTENDANCE AND PUNCTUALITY**

* **Attendance**: Employees are expected to report to work on time and notify their supervisor in advance if they are unable to work.
* **Tardiness**: Repeated unexcused tardiness may result in disciplinary action. Employees must inform their supervisor as soon as possible if they are running late.
* **Absence**: If an employee is unable to report to work, they must notify their supervisor as soon as possible, preferably at least one hour before the start of their shift.

**USE OF COMPANY PROPERTY**

* **Equipment and Tools**: Employees are responsible for the proper use and care of company equipment and tools. Any damage or malfunction should be reported to a supervisor immediately.
* **Vehicles**: Company vehicles should be used for work-related purposes only. Employees must have a valid driver's license and follow all traffic laws when operating a company vehicle.

**INTERNET AND EMAIL USAGE**

* **Business Purposes**: Internet and email access provided by [Your Company Name] are to be used for business purposes only. Unauthorized or inappropriate use may result in disciplinary action.
* **Confidentiality**: Employees must not share confidential company information through email or other online platforms.

**DRUG AND ALCOHOL POLICY**

* **Prohibited Substances**: The use, possession, or distribution of illegal drugs or alcohol on company premises or while performing work duties is strictly prohibited.
* **Drug Testing**: Employees may be subject to random drug testing. Failure to comply
* with testing or testing positive for prohibited substances may result in disciplinary action, up to and including termination.

**HARASSMENT AND DISCRIMINATION**

* **Zero Tolerance**: Harassment and discrimination in any form, including sexual harassment, are strictly prohibited. Employees are encouraged to report any incidents of harassment to their supervisor or HR department.
* **Complaint Procedure**: All complaints will be investigated promptly and confidentially. Retaliation against employees who report harassment or discrimination is prohibited.

**SAFETY AND HEALTH**

* **Safety Protocols**: Employees must adhere to all safety protocols and procedures, including wearing appropriate PPE and attending safety training sessions and drills.
* **Accident Reporting**: Any accidents, injuries, or unsafe conditions must be reported to a supervisor immediately. Failure to report incidents in a timely manner may result in disciplinary action.

**PERSONAL CONDUCT**

* **Conflict of Interest**: Employees must avoid any activities or relationships that could create a conflict of interest with their duties at [Your Company Name].
* **Use of Personal Devices**: Personal devices should not be used during work hours, except for emergencies or work-related purposes with supervisor approval.

**DISCIPLINARY ACTION**

* **Verbal Warnings**: The first step in the disciplinary process for minor infractions.
* **Written Warnings**: Issued for repeated or more serious infractions.
* **Suspension**: Temporary removal from duties for serious infractions or continued non-compliance with company policies.
* **Termination**: The final step for severe or
* repeated violations of company policies.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received, read, and understand the [Your Company Name] Employee Handbook, including the Rules and Regulations section.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to customize this section further to fit your specific business needs. If there are any other areas you want to expand or additional clauses you'd like to include, let me know!

Terms and conditions

Of course! Here’s a detailed Terms and Conditions section for your employee handbook:

**TERMS AND CONDITIONS**

**EMPLOYMENT TERMS**

* **At-Will Employment**: Employment with [Your Company Name] is on an at-will basis. This means that either the employee or the company can terminate the employment relationship at any time, with or without cause or notice.
* **Probationary Period**: All new employees are subject to a [90-day] probationary period during which their performance and suitability for the position will be evaluated. Successful completion of the probationary period does not alter the at-will nature of employment.

**COMPENSATION AND BENEFITS**

* **Pay Periods**: Employees will be paid on a [bi-weekly] basis. Pay periods begin on [Monday] and end on [Sunday].
* **Overtime**: Non-exempt employees are eligible for overtime pay at one and a half times their regular hourly rate for hours worked over 40 in a workweek.
* **Benefits Eligibility**: Eligibility for health insurance, retirement plans, and other
* benefits will be determined based on employment status and length of service.

**WORK HOURS AND ATTENDANCE**

* **Standard Work Hours**: The standard work hours are from [Start Time] to [End Time], Monday through Friday. Adjustments may be made based on project requirements.
* **Timekeeping**: Employees must accurately record their hours worked. Any discrepancies or issues should be reported to a supervisor immediately.
* **Attendance**: Regular attendance is essential. Unexcused absences and tardiness will be addressed through the disciplinary process.

**SAFETY AND HEALTH**

* **Compliance**: Employees must comply with all safety protocols and procedures, including wearing appropriate personal protective equipment (PPE).
* **Accident Reporting**: Any accidents or injuries must be reported to a supervisor immediately. Failure to report may result
* in disciplinary action.
* **Health and Wellness**: [Your Company Name] offers health and wellness programs and resources to support employees' physical and mental well-being.

**USE OF COMPANY PROPERTY**

* **Equipment and Tools**: Employees are responsible for the proper use and care of company equipment and tools. Any damage or malfunction should be reported immediately.
* **Vehicles**: Company vehicles should be used for work-related purposes only. Employees must have a valid driver’s license and follow all traffic laws.

**CONDUCT AND DISCIPLINE**

* **Code of Conduct**: Employees are expected to maintain a professional demeanor, treat colleagues with respect, and comply with company policies.
* **Disciplinary Process**: Violations of company policies may result in
* disciplinary action, including verbal warnings, written warnings, suspension, and termination.

**CONFIDENTIALITY AND NON-DISCLOSURE**

* **Confidential Information**: Employees may have access to confidential information. This information should not be disclosed to unauthorized individuals or used for personal gain.
* **Non-Disclosure Agreement (NDA)**: Employees may be required to sign a Non-Disclosure Agreement to protect the company’s confidential information.

**INTERNET AND EMAIL USAGE**

* **Business Use**: Internet and email access provided by [Your Company Name] are to be used for business purposes only.
* **Monitoring**: The company reserves the right to monitor internet and email usage to ensure compliance with policies.

**TERMINATION AND EXIT**

**PROCEDURES**

* **Resignation**: Employees who wish to resign are encouraged to provide at least two weeks' notice.
* **Exit Interviews**: An exit interview will be conducted to gather feedback and ensure a smooth transition.
* **Return of Company Property**: Employees must return all company property, including equipment, tools, and identification badges, upon termination.

**ACKNOWLEDGMENT OF TERMS AND CONDITIONS**

I acknowledge that I have read and understand the Terms and Conditions outlined in the [Your Company Name] Employee Handbook.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to customize these terms and conditions to suit the specific needs of your business. If you have any additional clauses or sections you’d like to include, let me know!

Add the results of an infraction

Absolutely, I'll add a section detailing the results of infractions and the disciplinary actions that may follow:

**RULES AND REGULATIONS**

**GENERAL CONDUCT**

* **Professional Behavior**: Employees are expected to maintain a professional demeanor at all times, including treating colleagues, clients, and the public with respect and courtesy.
* **Dress Code**: Employees must adhere to the company dress code, which includes wearing appropriate personal protective equipment (PPE) such as long pants, safety boots, gloves, and safety glasses.
* **Work Environment**: Maintain a clean and organized work area. Dispose of waste materials properly and keep tools and
* equipment in good working order.

**ATTENDANCE AND PUNCTUALITY**

* **Attendance**: Employees are expected to report to work on time and notify their supervisor in advance if they are unable to work.
* **Tardiness**: Repeated unexcused tardiness may result in disciplinary action. Employees must inform their supervisor as soon as possible if they are running late.
* **Absence**: If an employee is unable to report to work, they must notify their supervisor as soon as possible, preferably at least one hour before the start of their shift.

**USE OF COMPANY PROPERTY**

* **Equipment and Tools**: Employees are responsible for the proper use and care of company equipment and tools. Any damage or malfunction should be reported to a supervisor immediately.
* **Vehicles**: Company vehicles should be
* used for work-related purposes only. Employees must have a valid driver's license and follow all traffic laws when operating a company vehicle.

**INTERNET AND EMAIL USAGE**

* **Business Purposes**: Internet and email access provided by [Your Company Name] are to be used for business purposes only. Unauthorized or inappropriate use may result in disciplinary action.
* **Confidentiality**: Employees must not share confidential company information through email or other online platforms.

**DRUG AND ALCOHOL POLICY**

* **Prohibited Substances**: The use, possession, or distribution of illegal drugs or alcohol on company premises or while performing work duties is strictly prohibited.
* **Drug Testing**: Employees may be subject to random drug testing. Failure to comply with testing or testing positive for prohibited substances may result in
* disciplinary action, up to and including termination.

**HARASSMENT AND DISCRIMINATION**

* **Zero Tolerance**: Harassment and discrimination in any form, including sexual harassment, are strictly prohibited. Employees are encouraged to report any incidents of harassment to their supervisor or HR department.
* **Complaint Procedure**: All complaints will be investigated promptly and confidentially. Retaliation against employees who report harassment or discrimination is prohibited.

**SAFETY AND HEALTH**

* **Safety Protocols**: Employees must adhere to all safety protocols and procedures, including wearing appropriate PPE and attending safety training sessions and drills.
* **Accident Reporting**: Any accidents,
* injuries, or unsafe conditions must be reported to a supervisor immediately. Failure to report incidents in a timely manner may result in disciplinary action.

**PERSONAL CONDUCT**

* **Conflict of Interest**: Employees must avoid any activities or relationships that could create a conflict of interest with their duties at [Your Company Name].
* **Use of Personal Devices**: Personal devices should not be used during work hours, except for emergencies or work-related purposes with supervisor approval.

**DISCIPLINARY ACTION**

* **Verbal Warnings**: Issued for minor infractions as the first step in the disciplinary process.
* **Written Warnings**: Given for repeated or more serious infractions. A copy of the written warning will be placed in the employee's personnel file.
* **Suspension**: Temporary removal from duties for serious infractions or continued
* non-compliance with company policies. The duration of the suspension will be determined based on the severity of the infraction.
* **Termination**: The final step for severe or repeated violations of company policies. Employment will be terminated with a detailed record of the infractions leading to this decision.

**RESULTS OF AN INFRACTION**

* **First Infraction**: Typically results in a verbal warning. The supervisor will discuss the issue with the employee to ensure understanding and document the discussion.
* **Second Infraction**: Results in a written warning, outlining the nature of the infraction and the required corrective action. The employee must acknowledge receipt of the warning.
* **Third Infraction**: May lead to suspension without pay. The length of suspension will depend on the severity of the infraction. A plan for improvement will be developed
* and agreed upon.
* **Fourth Infraction**: If infractions continue, termination of employment may be considered. This decision will be reviewed and approved by senior management and HR.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received, read, and understand the [Your Company Name] Employee Handbook, including the Rules and Regulations section.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to customize this section further to fit your specific business needs. If there are any other areas you want to expand or additional clauses you'd like to include, let me know!

In the harassment and discrimination section,

add a bullet point on bullying and making fun of employees

Absolutely, here's the updated section with a bullet point on bullying and making fun of employees:

**HARASSMENT AND DISCRIMINATION**

* **Zero Tolerance**: Harassment and discrimination in any form, including sexual harassment, are strictly prohibited. Employees are encouraged to report any incidents of harassment to their supervisor or HR department.
* **Bullying and Making Fun of Employees**: Bullying, making fun of, or belittling employees is strictly prohibited. This includes verbal, physical, and psychological abuse. Such behavior will not be tolerated and will be subject to disciplinary action.
* **Complaint Procedure**: All complaints will be investigated promptly and confidentially. Retaliation against
* employees who report harassment or discrimination is prohibited.

Feel free to let me know if there are any other sections you'd like to expand or additional clauses you'd like to include!

Add a section on code of conduct with detail and specific.Information

Sure, here is an expanded and detailed section for the Code of Conduct in your employee handbook:

**CODE OF CONDUCT**

**GENERAL EXPECTATIONS**

* **Professionalism**: Employees are expected to exhibit professionalism in all aspects of their work. This includes punctuality, courtesy, and maintaining a positive attitude.
* **Respect**: Treat all colleagues, clients, and members of the public with respect and courtesy. Disrespectful or discriminatory behavior will not be tolerated.
* **Integrity**: Act with integrity and honesty in all dealings. Employees are expected to
* be truthful, ethical, and transparent in their actions.

**WORKPLACE BEHAVIOR**

* **Collaboration**: Work collaboratively with team members. Share knowledge and assist colleagues to achieve common goals.
* **Conflict Resolution**: Address conflicts professionally and constructively. Seek assistance from supervisors if needed to resolve issues.
* **Communication**: Maintain open and effective communication. Listen actively and provide constructive feedback.

**ATTIRE AND APPEARANCE**

* **Dress Code**: Adhere to the company dress code, which includes wearing appropriate personal protective equipment (PPE) such as long pants, safety boots, gloves, and safety glasses.
* **Personal Hygiene**: Maintain personal hygiene and ensure a clean and professional appearance.

**USE OF COMPANY PROPERTY**

* **Equipment and Tools**: Use company equipment and tools responsibly. Report any damage or malfunction to a supervisor immediately.
* **Vehicles**: Use company vehicles for work-related purposes only. Follow all traffic laws and ensure the vehicle is maintained in good condition.
* **Facilities**: Keep work areas clean and organized. Properly dispose of waste materials and ensure that facilities are used appropriately.

**CONFIDENTIALITY AND DATA PROTECTION**

* **Confidential Information**: Protect confidential company information. Do not disclose proprietary or sensitive information to unauthorized individuals.
* **Data Security**: Follow company policies on data protection and security. Ensure that data is stored securely and accessed only
* by authorized personnel.

**ETHICAL CONDUCT**

* **Conflict of Interest**: Avoid activities or relationships that could create a conflict of interest with your duties at [Your Company Name].
* **Gifts and Gratuities**: Do not accept or offer gifts, gratuities, or other benefits that could influence business decisions.

**BULLYING AND HARASSMENT**

* **Zero Tolerance**: Bullying, harassment, and any form of discrimination are strictly prohibited. This includes verbal, physical, and psychological abuse.
* **Reporting**: Report any incidents of bullying or harassment to your supervisor or HR department. All complaints will be investigated promptly and confidentially.

**COMPLIANCE WITH LAWS AND REGULATIONS**

* **Legal Compliance**: Adhere to all applicable laws and regulations. Ensure that your actions comply with legal and
* regulatory requirements.
* **Health and Safety Regulations**: Follow all health and safety regulations. Participate in safety training sessions and drills.

**PERSONAL CONDUCT**

* **Substance Abuse**: The use, possession, or distribution of illegal drugs or alcohol on company premises or while performing work duties is strictly prohibited.
* **Personal Devices**: Personal devices should not be used during work hours, except for emergencies or work-related purposes with supervisor approval.

**DISCIPLINARY ACTION**

* **Verbal Warnings**: Issued for minor infractions as the first step in the disciplinary process.
* **Written Warnings**: Given for repeated or more serious infractions. A copy of the written warning will be placed in the employee's personnel file.
* **Suspension**: Temporary removal from duties for serious infractions or continued
* non-compliance with company policies. The duration of the suspension will be determined based on the severity of the infraction.
* **Termination**: The final step for severe or repeated violations of company policies. Employment will be terminated with a detailed record of the infractions leading to this decision.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received, read, and understand the [Your Company Name] Employee Handbook, including the Code of Conduct section.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to customize this section further to fit your specific business needs. If there are any other areas you want to expand or

additional clauses you’d like to include, let me know!

Add a section about prohibiting someone from being a too faced. Individual and explain in detail what being too faced means

Certainly! Here's a section about prohibiting "two-faced" behavior in the workplace, including a detailed explanation of what it means:

**CODE OF CONDUCT**

**GENERAL EXPECTATIONS**

* **Professionalism**: Employees are expected to exhibit professionalism in all aspects of their work. This includes punctuality, courtesy, and maintaining a positive attitude.
* **Respect**: Treat all colleagues, clients, and members of the public with respect and courtesy. Disrespectful or discriminatory behavior will not be tolerated.
* **Integrity**: Act with integrity and honesty in all dealings. Employees are expected to be truthful, ethical, and transparent in
* their actions.

**WORKPLACE BEHAVIOR**

* **Collaboration**: Work collaboratively with team members. Share knowledge and assist colleagues to achieve common goals.
* **Conflict Resolution**: Address conflicts professionally and constructively. Seek assistance from supervisors if needed to resolve issues.
* **Communication**: Maintain open and effective communication. Listen actively and provide constructive feedback.

**ATTIRE AND APPEARANCE**

* **Dress Code**: Adhere to the company dress code, which includes wearing appropriate personal protective equipment (PPE) such as long pants, safety boots, gloves, and safety glasses.
* **Personal Hygiene**: Maintain personal hygiene and ensure a clean and professional appearance.

**USE OF COMPANY PROPERTY**

* **Equipment and Tools**: Use company equipment and tools responsibly. Report any damage or malfunction to a supervisor immediately.
* **Vehicles**: Use company vehicles for work-related purposes only. Follow all traffic laws and ensure the vehicle is maintained in good condition.
* **Facilities**: Keep work areas clean and organized. Properly dispose of waste materials and ensure that facilities are used appropriately.

**CONFIDENTIALITY AND DATA PROTECTION**

* **Confidential Information**: Protect confidential company information. Do not disclose proprietary or sensitive information to unauthorized individuals.
* **Data Security**: Follow company policies on data protection and security. Ensure that data is stored securely and accessed only by authorized personnel.

**ETHICAL CONDUCT**

* **Conflict of Interest**: Avoid activities or relationships that could create a conflict of interest with your duties at [Your Company Name].
* **Gifts and Gratuities**: Do not accept or offer gifts, gratuities, or other benefits that could influence business decisions.

**BULLYING AND HARASSMENT**

* **Zero Tolerance**: Bullying, harassment, and any form of discrimination are strictly prohibited. This includes verbal, physical, and psychological abuse.
* **Reporting**: Report any incidents of bullying or harassment to your supervisor or HR department. All complaints will be investigated promptly and confidentially.

**TWO-FACED BEHAVIOR**

* **Definition**: "Two-faced" behavior refers to the act of being deceitful or dishonest by presenting different personas to different people. This can involve saying one thing to someone's face and another behind
* their back, or pretending to support a colleague while undermining them in other settings.
* **Prohibition**: Two-faced behavior is strictly prohibited at [Your Company Name]. Such actions are harmful to trust, morale, and the overall work environment.
* **Examples of Two-Faced Behavior**:
* Speaking positively about a colleague in their presence but criticizing them behind their back.
* Pretending to support a team decision while privately working against it.
* Sharing confidential information with others after promising to keep it private.
* **Consequences**: Engaging in two-faced behavior may result in disciplinary action, up to and including termination. This behavior undermines teamwork and trust, which are essential for a productive work environment.

**COMPLIANCE WITH LAWS AND REGULATIONS**

* **Legal Compliance**: Adhere to all applicable laws and regulations. Ensure that your actions comply with legal and regulatory requirements.
* **Health and Safety Regulations**: Follow all health and safety regulations. Participate in safety training sessions and drills.

**PERSONAL CONDUCT**

* **Substance Abuse**: The use, possession, or distribution of illegal drugs or alcohol on company premises or while performing work duties is strictly prohibited.
* **Personal Devices**: Personal devices should not be used during work hours, except for emergencies or work-related purposes with supervisor approval.

**DISCIPLINARY ACTION**

* **Verbal Warnings**: Issued for minor infractions as the first step in the disciplinary process.
* **Written Warnings**: Given for repeated or more serious infractions. A copy of the written warning will be placed in the
* employee's personnel file.
* **Suspension**: Temporary removal from duties for serious infractions or continued non-compliance with company policies. The duration of the suspension will be determined based on the severity of the infraction.
* **Termination**: The final step for severe or repeated violations of company policies. Employment will be terminated with a detailed record of the infractions leading to this decision.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received, read, and understand the [Your Company Name] Employee Handbook, including the Code of Conduct section.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Feel free to let me know if there are any other sections you'd like to expand or additional clauses you'd like to include!

Explain the difference between demanding respect commanding, respect and earning respect

Sure, let's break down the differences between demanding respect, commanding respect, and earning respect:

**Demanding Respect**

* **Definition**: Demanding respect involves insisting on being treated with respect, often through authoritative or forceful means.
* **Characteristics**: This approach usually comes across as aggressive or entitled. The person may use their position of power, threats, or ultimatums to ensure they are respected.
* **Example**: A manager might say, "You will respect me because I am your boss," without demonstrating why they deserve that respect.
* **Outcome**: This often leads to superficial
* compliance rather than genuine respect. People may follow orders out of fear or obligation, but the underlying respect is not truly present.

**Commanding Respect**

* **Definition**: Commanding respect means establishing a presence or authority that naturally encourages others to respect you.
* **Characteristics**: This involves confidence, competence, and a strong sense of integrity. The individual does not need to ask for respect; their actions and demeanor inspire it.
* **Example**: A leader who is decisive, knowledgeable, and fair might naturally command respect from their team without explicitly requesting it.
* **Outcome**: This approach tends to result in genuine respect. People respect the individual because of their capabilities and the way they carry themselves.

**Earning Respect**

* **Definition**: Earning respect involves gaining respect through actions, behavior, and how one treats others over time.
* **Characteristics**: This is built on mutual understanding, trust, and consistent behavior. The person demonstrates respect for others and, in turn, earns respect.
* **Example**: A colleague who consistently helps others, listens actively, and performs their job well earns the respect of their peers.
* **Outcome**: This leads to deep, lasting respect. It fosters a positive and collaborative environment where respect is mutual and well-founded.

In essence, **demanding respect** often results in fear or resentment, **commanding respect** arises from inherent qualities and behavior, and **earning respect** is built over time through consistent, respectful actions.

I'm not demanding respect, but I will command respect. Break that sentence down

and explain it in detail.Put for me please

Certainly! Let's break down and explain the sentence "I'm not demanding respect, but I will command respect" in detail:

**I'm Not Demanding Respect**

* **Not Forcing Respect**: This part of the sentence emphasizes that you are not insisting on being respected through forceful means. You're not using your authority, threats, or ultimatums to make others respect you.
* **Avoiding Aggression**: It suggests that you're not adopting an aggressive or entitled approach. You understand that demanding respect usually leads to superficial compliance rather than genuine admiration.

**But I Will Command Respect**

* **Inspiring Respect Naturally**: This part of the sentence indicates that you will establish a presence or authority that naturally encourages others to respect you.
* **Confidence and Competence**: It implies that through your confidence, competence, and integrity, you will inspire respect. People will recognize and appreciate your abilities and character without needing to be told to respect you.
* **Actions and Behavior**: Your actions and behavior will speak for themselves. By demonstrating qualities such as fairness, knowledge, and decisiveness, you will command respect.

**Putting It All Together**

* **Balanced Approach**: The sentence highlights a balanced approach to respect. You're not resorting to force or aggression to gain respect. Instead, you rely on your natural ability to lead and inspire others through your actions and demeanor.

In essence, you are saying that respect is something you will naturally garner through your conduct and professionalism, rather than something you need to demand or force

from others. This approach is more likely to result in genuine and lasting respect from those around you.

Incorporate the fourteen marine corps leadership traits into running an asphalt maintenance and repair business and included in the previous terms and conditions code of conduct employee contract et.C

Incorporating the fourteen Marine Corps leadership traits into running an asphalt maintenance and repair business can create a strong foundation for leadership, teamwork, and overall company success. Here’s how these traits can be included in the previous terms and conditions, code of conduct, and employee contract:

**[YOUR COMPANY NAME] EMPLOYEE HANDBOOK**

**Welcome and Introduction**

**Welcome Letter**

Welcome to **[YOUR COMPANY NAME]**! We are THRILLED to have you on our TEAM. Our

MISSION is to provide TOP-QUALITY ASPHALT MAINTENANCE SERVICES while ensuring a SAFE and POSITIVE WORK ENVIRONMENT for all our EMPLOYEES. This HANDBOOK is designed to familiarize you with our POLICIES, PROCEDURES, and BENEFITS. We hope you find it HELPFUL.

Sincerely, [CEO/Owner's Name]

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**Employment Policies**

**AT-WILL EMPLOYMENT**

EMPLOYMENT at **[YOUR COMPANY NAME]** is on an AT-WILL BASIS, meaning either the EMPLOYEE or the COMPANY may TERMINATE the EMPLOYMENT RELATIONSHIP at any time, with or without CAUSE or NOTICE.

**EQUAL OPPORTUNITY STATEMENT**

**[YOUR COMPANY NAME]** is an EQUAL OPPORTUNITY EMPLOYER. We do not DISCRIMINATE on the basis of RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, or any other PROTECTED CHARACTERISTIC as established by LAW.

**WORK AUTHORIZATION**

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any form, including SEXUAL HARASSMENT, is strictly PROHIBITED. EMPLOYEES are encouraged to report any incidents of HARASSMENT to their SUPERVISOR or HR DEPARTMENT.

**Job Descriptions and Responsibilities**

**JOB TITLES**

* **ASPHALT TECHNICIAN**: Responsible for SEALING ASPHALT DRIVEWAYS and PARKING LOTS, REPAIRING CRACKS, and ensuring SURFACES are SMOOTH and DURABLE.
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* **PARKING LOT STRIPER**: Specializes in PAINTING and STRIPING PARKING LOTS according to SPECIFICATIONS, ensuring CLEAR and ACCURATE MARKINGS.

**RESPONSIBILITIES**

* Adhering to all SAFETY PROTOCOLS and wearing appropriate PPE.
* Using EQUIPMENT and MATERIALS properly to ensure HIGH-QUALITY RESULTS.
* Maintaining a CLEAN and ORGANIZED WORK AREA.
* Communicating effectively with TEAM MEMBERS and SUPERVISORS.

**COMPENSATION AND BENEFITS**

**PAY STRUCTURE**

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* OVERTIME PAY is calculated at ONE AND A HALF TIMES the regular HOURLY RATE for hours worked over 40 in a WORKWEEK.

**BENEFITS**

* **HEALTH INSURANCE**: Eligible EMPLOYEES can enroll in HEALTH INSURANCE PLANS provided by the COMPANY.
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* Adhere to all SAFETY PROTOCOLS and PROCEDURES.
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**CODE OF CONDUCT**

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* Maintaining a POSITIVE and COLLABORATIVE WORK ENVIRONMENT.

**DISCIPLINARY PROCEDURES**

Violations of COMPANY POLICIES may result in DISCIPLINARY ACTION, up to and including TERMINATION. Steps in the DISCIPLINARY

PROCESS may include VERBAL WARNINGS, WRITTEN WARNINGS, SUSPENSION, and TERMINATION.

**TRAINING AND DEVELOPMENT**

**TRAINING OPPORTUNITIES**

**[YOUR COMPANY NAME]** provides ONGOING TRAINING to ensure EMPLOYEES are skilled and knowledgeable in their roles. TRAINING PROGRAMS may include:

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**CAREER DEVELOPMENT**

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**PERFORMANCE EVALUATIONS**

Regular PERFORMANCE EVALUATIONS will be conducted to provide FEEDBACK and identify AREAS FOR IMPROVEMENT. EMPLOYEES are encouraged to discuss their PERFORMANCE

and CAREER GOALS during these EVALUATIONS.

**TECHNOLOGY AND EQUIPMENT USAGE**

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**INCORPORATING THE MARINE CORPS LEADERSHIP TRAITS**

**1. JUSTICE**

* **Fairness in Decisions**: Ensure all decisions are made fairly and impartially.
* **Equal Treatment**: Treat all employees equally and without favoritism.

**2. JUDGMENT**

* **Sound Decisions**: Make well-informed and thoughtful decisions.
* **Critical Thinking**: Evaluate all available information before making decisions.

**3. DEPENDABILITY**

* **Reliability**: Be reliable and trustworthy in all aspects of your job.
* **Consistency**: Perform your duties consistently and reliably.

**4. INITIATIVE**

* **Proactivity**: Take proactive steps to improve work processes and address issues.
* **Problem Solving**: Actively seek solutions
* to problems without waiting for instructions.

**5. DECISIVENESS**

* **Timely Decisions**: Make decisions in a timely manner, especially in high-pressure situations.
* **Confidence**: Display confidence in your decisions and actions.

**6. TACT**

* \*\*Dipl

Incorporate the fourteen marine corps leaderships and explain in detail.They meaning and examples

Certainly! Incorporating the fourteen Marine Corps leadership traits into your asphalt maintenance and repair business can enhance leadership, teamwork, and overall success. Here's how these traits can be integrated into your employee handbook, with detailed explanations and examples:

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**INCORPORATING THE MARINE CORPS LEADERSHIP TRAITS**

**1. JUSTICE**

* **Definition**: Being fair and consistent in your decisions.
* **Example**: Apply company policies equally to all employees, ensuring fairness in promotions, disciplinary actions, and rewards.

**2. JUDGMENT**

* **Definition**: Making sound decisions based on facts and careful consideration.
* **Example**: Evaluate all aspects of a situation before deciding on the best course of action, such as determining the most effective repair method for a cracked driveway.

**3. DEPENDABILITY**

* **Definition**: Being reliable and trustworthy.
* **Example**: Consistently complete tasks on time and meet commitments, such as arriving promptly for scheduled work shifts and deadlines.

**4. INITIATIVE**

* **Definition**: Taking action without waiting for orders.
* **Example**: Identify and address potential issues on a job site, such as repairing minor cracks before they become major problems.

**5. DECISIVENESS**

* **Definition**: Making decisions promptly and effectively.
* **Example**: Quickly

What are the fourteen leadership traits of a marine

The fourteen Marine Corps leadership traits, often remembered by the acronym "JJ DID TIE BUCKLE," are essential qualities that help leaders inspire and guide their teams effectively. Here are the traits along with

their definitions and examples:

* **Justice**
* **Definition**: Being fair and impartial in all decisions and actions.
* **Example**: Treating all employees equally and ensuring promotions and rewards are based on merit, not favoritism.
* **Judgment**
* **Definition**: Making sound decisions based on facts and careful consideration.
* **Example**: Evaluating the most effective repair method for a cracked driveway by considering all available options and potential outcomes.
* **Dependability**
* **Definition**: Being reliable and trustworthy.
* **Example**: Consistently arriving on time for work and completing tasks as promised.
* **Initiative**
* **Definition**: Taking action without waiting for orders.
* **Example**: Addressing potential issues on a job site, such as repairing minor cracks before they become major problems.
* **Decisiveness**
* **Definition**: Making decisions promptly and effectively.
* **Example**: Quickly determining the best course of action when unexpected challenges arise during a project.
* **Tact**
* **Definition**: Dealing with people in a respectful and sensitive manner.
* **Example**: Resolving conflicts between team members by addressing concerns calmly and diplomatically.
* **Integrity**
* **Definition**: Being honest and having strong moral principles.
* **Example**: Admitting to a mistake and taking responsibility for it, rather than trying to cover it up.
* **Endurance**
* **Definition**: Having the mental and physical stamina to persevere through difficult situations.
* **Example**: Staying focused and motivated
* during long, challenging projects, and encouraging the team to do the same.
* **Bearing**
* **Definition**: Maintaining composure and professional appearance.
* **Example**: Staying calm under pressure and presenting oneself professionally to clients and team members.
* **Unselfishness**
* **Definition**: Putting the needs of others before your own.
* **Example**: Ensuring team members have the tools and support they need to succeed, even if it means putting in extra effort.
* **Courage**
* **Definition**: Facing fear and adversity with determination.
* **Example**: Taking on challenging projects or difficult conversations that require bravery and resolve.
* **Knowledge**
* **Definition**: Understanding your job, responsibilities, and the broader field.
* **Example**: Continuously learning about new asphalt maintenance techniques and industry best practices to improve job performance.
* **Loyalty**
* **Definition**: Being faithful to your team, company, and principles.
* **Example**: Supporting company decisions and standing by your colleagues, even during tough times.
* **Enthusiasm**
* **Definition**: Displaying sincere interest and passion for your work.
* **Example**: Approaching each project with energy and eagerness, inspiring others to do the same.

Incorporating these traits into your asphalt maintenance and repair business can create a strong foundation for leadership and team success.

Discuss, not airing your dirty laundry in the public

"Airing your dirty laundry in public" refers to the act of revealing personal or private issues

in a public setting. This can be problematic for several reasons, especially in a professional context. Here’s a discussion on why it’s important to avoid this practice and the benefits of handling sensitive matters privately:

**Why Avoid Airing Dirty Laundry in Public:**

* **Professionalism**:
* **Maintaining a Professional Image**: Discussing personal or internal company issues publicly can tarnish your professional image and the reputation of your business.
* **Focus on Solutions, Not Problems**: Publicly airing grievances often focuses more on the problem than on finding a solution.
* **Respect and Trust**:
* **Respect for Privacy**: Respecting the privacy of individuals and the company builds trust among team members,
* clients, and partners.
* **Building Trust**: Handling sensitive issues discreetly can strengthen trust within the team, as employees feel secure knowing their concerns are addressed privately.
* **Conflict Resolution**:
* **Effective Resolution**: Private discussions allow for a more effective and focused resolution of issues without the distraction of external opinions.
* **Minimizing Drama**: Keeping disputes private helps to minimize workplace drama and maintain a positive work environment.
* **Legal and Ethical Considerations**:
* **Avoiding Legal Issues**: Publicly discussing sensitive information can lead to legal issues, especially if it involves confidential or proprietary information.
* **Ethical Responsibility**: As leaders and employees, there’s an ethical responsibility to handle issues professionally and with integrity.

**Benefits of Handling Issues**

**Privately:**

* **Enhanced Communication**:
* **Clear and Open Dialogue**: Private discussions allow for more open and honest communication, facilitating better understanding and resolution.
* **Focused Attention**: Addressing issues privately ensures that all parties involved can focus on the conversation without external distractions.
* **Preservation of Relationships**:
* **Strengthening Bonds**: Private resolutions help preserve and strengthen relationships by demonstrating a commitment to resolving issues respectfully.
* **Mutual Respect**: Handling matters privately fosters mutual respect among colleagues, contributing to a more cohesive team dynamic.
* **Positive Work Environment**:
* **Reduced Tension**: Keeping conflicts private reduces workplace tension and
* promotes a more positive and productive work environment.
* **Encouraging Professionalism**: It sets a standard for professionalism and respect within the company culture.
* **Protection of Reputation**:
* **Maintaining Company Image**: Resolving issues privately protects the company’s reputation and ensures that public perception remains positive.
* **Upholding Personal Integrity**: It also upholds the personal integrity of those involved, ensuring that they are viewed as capable and responsible professionals.

**How to Handle Sensitive Matters Privately:**

* **Establish Clear Channels**: Create clear and accessible channels for employees to report and discuss concerns privately.
* **Confidential Meetings**: Hold confidential meetings to address issues, ensuring that all parties involved can speak freely and without fear of public exposure.
* **Document and Follow-Up**: Document the discussion and follow up to ensure that the agreed-upon solutions are implemented and effective.
* **Training**: Provide training for all employees on the importance of confidentiality and the proper procedures for handling sensitive matters.

By keeping personal and sensitive issues private, you create a respectful, trusting, and professional work environment that supports effective conflict resolution and promotes overall team cohesion.

Explain how airing your company's dirty laundry to public opinion. Can destroy the company?And its employees

Airing your company's dirty laundry to public opinion can have severe consequences for both the company and its employees. Here's how it can be destructive:

**1. Damaging the Company's Reputation**

* **Loss of Trust**: Publicly revealing internal
* issues can erode trust among clients, partners, and stakeholders. They may perceive the company as unprofessional or unstable.
* **Negative Publicity**: Negative stories can spread quickly, especially with the reach of social media. This can lead to a tarnished brand image that is difficult to repair.

**2. Impact on Employee Morale**

* **Decreased Morale**: Employees may feel demoralized and insecure if internal conflicts and issues are made public. This can lead to decreased productivity and engagement.
* **Loss of Loyalty**: Employees may lose faith in the company's leadership and direction, leading to higher turnover rates and difficulty retaining talent.

**3. Competitive Disadvantage**

* **Exposing Weaknesses**: Competitors can exploit the company's internal issues to their advantage, potentially poaching
* clients or employees.
* **Loss of Competitive Edge**: Publicly airing problems can distract from the company's strategic goals and initiatives, allowing competitors to gain an edge.

**4. Legal and Financial Consequences**

* **Legal Risks**: Disclosing confidential or sensitive information can lead to legal repercussions, including lawsuits and regulatory penalties.
* **Financial Losses**: Negative publicity and loss of clients can result in significant financial losses, impacting the company's bottom line.

**5. Erosion of Internal Culture**

* **Toxic Environment**: Publicly airing grievances can create a toxic work environment, where employees feel unsafe and unsupported.
* **Breakdown of Team Cohesion**: Trust and collaboration among team members can be severely damaged, leading to a
* breakdown in teamwork and communication.

**6. Long-Term Consequences**

* **Difficulty in Recovery**: Rebuilding a damaged reputation and restoring trust can take years, if not decades. The long-term impact on the company's growth and success can be profound.
* **Permanent Damage**: In some cases, the damage may be irreversible, leading to the company's decline or even closure.

**Conclusion**

Handling internal issues privately and professionally is crucial for maintaining a positive and productive work environment. It ensures that conflicts are resolved effectively without causing unnecessary harm to the company's reputation, employee morale, or overall success. By keeping sensitive matters confidential, companies can protect their interests and foster a culture of trust and respect.

Explain discuss with employees that when

their day is over, they get to go home and not worry about the job. Till the next workday, but as a business owner, when they go home, I'm still working well into the night and into the morning for next workday. To continue the success of the business and the success of my employees

Certainly, it's important to communicate the different responsibilities and workloads between employees and business owners. Here's how you might explain it:

**Understanding Our Roles and Responsibilities**

**For Employees:**

* **Work-Life Balance**: When your workday ends, you have the opportunity to go home, relax, and recharge. Your focus shifts to personal time, family, and hobbies. This balance is crucial for your well-being and helps you return to work refreshed and ready to be productive.
* **Clear Boundaries**: Your job responsibilities
* are typically confined to your work hours. This means you can leave work-related concerns at the office, knowing you'll pick them up again the next workday.

**For the Business Owner:**

* **Continuous Commitment**: As the business owner, my responsibilities extend beyond the typical workday. Even when you go home, my work often continues. I'm planning, strategizing, and ensuring that the business remains on track for success.
* **Ensuring Success**: My role involves making sure that everything is in place for your work the next day. This includes addressing any issues that arise, making decisions that affect the future of the business, and preparing for upcoming challenges.
* **Supporting the Team**: My efforts are aimed at supporting the entire team. By working late into the night and early in the morning, I'm ensuring that we have the resources, direction, and opportunities needed to thrive.

**Why This Matters:**

* **Mutual Success**: The success of the business is intertwined with the success of its employees. By continuing to work after hours, I’m investing in our collective future.
* **Empowerment**: When employees understand that their efforts during work hours are complemented by the owner’s ongoing dedication, it can foster a sense of security and motivation. Knowing that leadership is actively working to create a stable and successful environment can be reassuring.

**Open Communication:**

* **Sharing Insights**: I’m always open to discussing how the business operates and sharing the challenges and triumphs we face. This transparency can help you understand the broader picture and see how your role fits into the company’s success.
* **Feedback and Support**: Your feedback is
* invaluable. If there are ways we can improve how we work together, I’m eager to hear them. Collaboration and support go both ways, and your insights can help shape our strategies.

By explaining this clearly, you can foster a better understanding among employees about the different roles and commitments within the business. This can lead to increased respect and appreciation for the efforts made to ensure the company's ongoing success.

As a business owner, I'm working during the work hours with my employees, but also employees go home. I'm still working my job.Never stops my work days never end. Can you discuss explain and expand upon this idea

Absolutely, this is a crucial aspect of understanding the different roles and responsibilities within a business. Here’s a detailed explanation to help communicate this idea effectively:

**Dual Roles and Endless**

**Responsibilities**

**During Work Hours**

* **Collaborative Effort**: As a business owner, you work alongside your employees during regular work hours. This time is spent collaborating on projects, providing guidance, and ensuring that daily operations run smoothly.
* **Leadership and Support**: Your presence on the worksite is essential for leadership and support. Employees look to you for direction, problem-solving, and decision-making throughout the day.

**After Work Hours**

* **Continuous Commitment**: When the typical workday ends for your employees, your responsibilities often continue. As the business owner, your role extends beyond standard hours, ensuring that the company is prepared for the next day and addressing any issues that arise.
* **Strategic Planning**: This time is often spent on strategic planning, reviewing
* financials, managing administrative tasks, and preparing for upcoming projects. These activities are crucial for the long-term success and stability of the business.
* **Problem-Solving**: After-hours work involves addressing unexpected problems, making key decisions, and ensuring that any issues from the day are resolved. This proactive approach helps prevent disruptions and ensures smooth operations.

**Why This Matters**

* **Ensuring Success**: Your continuous efforts are vital for the overall success of the business. By working beyond regular hours, you ensure that all aspects of the business are managed effectively, setting the stage for future growth and success.
* **Supporting Employees**: Your dedication supports your employees’ success. By taking care of planning and problem-solving, you create a stable and productive work environment where
* employees can focus on their tasks without unnecessary distractions.
* **Maintaining Quality**: Continuous oversight helps maintain the quality of work and services provided. This is essential for building a strong reputation and ensuring customer satisfaction.

**Communicating This to Employees**

* **Transparency**: Be open and transparent about your responsibilities. Explain that while their workday may end, your role as a business owner requires ongoing commitment to ensure the success of the business.
* **Acknowledging Efforts**: Recognize and appreciate the hard work of your employees during their work hours. Emphasize that their contributions are valued and that your after-hours efforts are aimed at supporting them and the business.
* **Teamwork**: Highlight that running a successful business is a team effort. While
* your roles are different, everyone’s contributions are essential. Your continued work after hours is a part of the bigger picture that includes their daily efforts.

**Balancing Responsibilities**

* **Setting Boundaries**: While it’s important to acknowledge the continuous nature of your responsibilities, also set boundaries to ensure you don’t burn out. Prioritize tasks and delegate when possible to maintain a healthy work-life balance.
* **Seeking Support**: Don’t hesitate to seek support from trusted team members or external advisors. Collaboration can help manage the workload and provide different perspectives on handling challenges.

By effectively communicating these points, you can foster a deeper understanding and appreciation among your employees for the different roles within the business. This mutual respect and recognition can enhance teamwork and contribute to the overall

success of the company.

How to eat emphasize this idea to an employee? It doesn't quite understand it, and get that out. Work every day all day and work after work hours yet employee. Thanks.I do nothing, but i'm the business owner

It can be challenging to convey the full scope of responsibilities you carry as a business owner to an employee who may not fully grasp the extent of your work. Here's a way to emphasize this idea effectively:

**Explaining the Owner's Role**

* **Personal Conversation**:
* **Choose the Right Time**: Find a quiet moment to have a one-on-one conversation with the employee. This ensures they feel valued and heard.
* **Be Honest and Open**: Share your daily routine and the tasks you handle after hours. Explain that while the workday may end for employees, your responsibilities continue into the evening and sometimes early morning.
* **Examples and Analogies**:
* **Use Relatable Analogies**: Compare your role to something they can relate to. For instance, you might say, "Think of it like a coach of a sports team. While the players rest after practice, the coach is still planning strategies, reviewing performance, and preparing for the next game."
* **Detail Specific Tasks**: Explain the after-hours tasks you handle, such as financial planning, client communications, strategic planning, and problem-solving. This helps them understand that your work is crucial for the company's and their success.
* **Emphasize Shared Goals**:
* **Mutual Success**: Highlight that your after-hours work directly supports their daily tasks and overall job security. Explain that by ensuring the business runs smoothly, you are creating a stable environment where they can thrive.
* **Building for the Future**: Explain that your efforts are aimed at growing the business, which can lead to new opportunities, better resources, and potential promotions for employees.
* **Involvement and Transparency**:
* **Invite Input**: Encourage the employee to share their thoughts or ask questions about your role. This can foster a better understanding and appreciation for your responsibilities.
* **Transparency**: Occasionally share updates on what you’re working on after hours. For example, a brief mention during team meetings about the strategic plans or challenges you’re addressing can help employees see the bigger picture.

**Sample Conversation:**

**Business Owner**: "Hey [Employee's Name], I wanted to take a moment to explain something important. I know that when the workday ends, you get to go home, relax, and recharge, which is really important for your well-being. However, as the business owner,

my responsibilities don't stop when the workday ends.

While you're resting, I'm often still working. I'm handling financial planning, communicating with clients, solving unexpected problems, and making sure everything is ready for the next day. Think of it like being a coach of a sports team. While the players rest after practice, the coach is still planning strategies and preparing for the next game.

My goal is to support you and the team by ensuring everything runs smoothly and efficiently. By putting in these extra hours, I'm working to create a stable and successful environment where you can thrive and succeed. I want you to know that your hard work during the day is deeply appreciated, and my after-hours efforts are all about building a better future for all of us.

If you ever have questions or want to know more about what I do after hours, I'm always here to chat. Your understanding and support

mean a lot to me."

By having this honest and transparent conversation, you can help the employee understand the unique demands of your role as a business owner and the continuous efforts you make to support the business and its employees.

Hi, Nate! Copilot, ready and waiting! What's up?

Can you hear me?

Loud and clear! How can I help?

Fantastic!

Glad to hear it! What's on your mind?

Can you tell me about asphalt sealing and crack repair?

Hey Nate! Copilot, on the case!

Hey Nate! Hope your evening's going well. What’s on your mind?

can i save this entirer convosation to a document?

While I can't save this conversation as a document directly, you can easily copy and paste the text into a document on your computer. If you're using Word, Google Docs,

or any other text editor, just highlight the conversation, copy it, and paste it into your document. This way, you can save it for future reference.

Message Copilot