



Paradise Masonry LLC

## Employee Handbook

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# **I. Introduction to Company**

## **1. Introductory Statement**

### **Company Mission:**

Shaping the World we live in, by completing concrete services with the foundation of Promptness, Quality and Efficiency!

### **Company Vision:**

To continue growth in both culture and business, have a work environment that will empower employees to provide for themselves and their families. Paradise Masonry LLC strives to be the preferred concrete contractor on every construction site in its region, providing an excellent customer experience. Along with providing a safe & enjoyable workplace, helping employees fulfill their dreams.

Applying the Serving Leadership model that can be passed on for generations.

All while glorifying God by being faithful stewards of all that is entrusted to us.

### **Company Values:**

- 1- Serving Leadership/Christian values
- 2- Safety
- 3- Quality
- 4- Excellent experience for all our people and anyone who encounters our company.
- 5- Efficiency/Profitability

To build our company on the bedrock of integrity, honest feedback, continuous Innovation in culture & company improvements.

### **Training Goals:**

To create Competence, Self-Reliance and Confidence, Quality; Strive for perfection. Open to honest feedback.

To create a workplace where employees can spend their working hours in an environment, serving, collaborating, innovating, enjoyable, efficient, profitable. And be rewarded in return with a life they can enjoy with their family.

### **Integrity:**

Integrity is the practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.

### **Loyalty:**

Loyal to Customer/Job, Loyal to Co-workers, Loyal to Company

### **Innovation:**

Change, Restructure, Reorganize, New Ideas.

Take Ownership/Get it Done; Goal Setting, Responsibility, Accountability, Problem Solving.

### **Purpose of Employee Handbook:**

This handbook is designed to acquaint you with Paradise Masonry LLC and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your

responsibilities as an employee and outlines the programs developed by Paradise Masonry LLC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or questions about our policy. As Paradise Masonry LLC continues to grow, the need may arise and Paradise Masonry LLC reserves the right to revise, supplement, or rescind any policies or portion of the of the handbook from time to time as it deems appropriate, in its sole discretion. The only exception to any changes is our employment-at-will policy permitting you or Paradise Masonry LLC to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

## **2. Company Purpose**

Paradise Masonry LLC is an entity owned and managed by Paradise Masonry LLC. The purpose of the company is to provide construction and construction management services of the highest professional standard. It will be accomplished in a manner that is consistent with the intent of industry standard agreements and contracts, which may be modified for specific projects, owners, and design professionals.

The company will operate with the objective of continuing quality above the industry average and will operate in a way that always adds value to the process.

Every employee should guide his or her day to day operating decisions with specific consideration of performing any task or solving every problem in a way that:

- Is expedient
- Finishes the item completely the first time
- Enhances relationships with all parties involved
- Adds to the reputation of the company and to the personal stature

While at times, for given situations, these objectives may seem mutually exclusive, striving for their attainment in every situation will consistently result in efficient work, creative solutions, respect, and personal satisfaction.

## **3. Nature of Employment**

Employment with Paradise Masonry LLC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Paradise Masonry LLC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intent to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Paradise Masonry LLC and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Paradise Masonry LLC sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the management of Paradise Masonry LLC.

## **4. Employee Relations**

Paradise Masonry LLC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have

concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to management.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Paradise Masonry LLC amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **5. Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Paradise Masonry LLC will be based on merit, qualifications, and abilities. Paradise Masonry LLC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or management. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **6. Business Ethics and Conduct**

The successful business operation and reputation of Paradise Masonry LLC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Paradise Masonry LLC is dependent upon our customers trust and we are dedicated to preserving that trust. Employees owe a duty to Paradise Masonry LLC customers and subcontractors to act in a way that will merit the continued trust and confidence of the public.

Paradise Masonry LLC will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal dishonest, or ethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be openly discussed with your immediate supervisor and, if necessary, with management for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Paradise Masonry LLC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## **II. Policies and Procedures**

### **7. Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Paradise Masonry LLC to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Paradise Masonry LLC.

### **8. Sexual and Other Unlawful Harassment**

Paradise Masonry LLC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted Sexual Advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to management. You can raise concerns and make reports without fear of reprisal or retaliation.



All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **9. Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their job with Paradise Masonry LLC. All employees will be judged by the same performance standards and will be subject to Paradise Masonry LLC scheduling demands, regardless of any existing outside work requirements.

If Paradise Masonry LLC determines that employee's outside work interferes with the performance or the ability to meet the requirements of Paradise Masonry LLC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Paradise Masonry LLC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Paradise Masonry LLC for materials produced or services rendered while performing their jobs.

## **10. Non-Disclosure**

The protection of confidential business information and trade secrets is vital to the interests and the success of Paradise Masonry LLC such confidential information includes, but is not limited to, the following examples:

- Business Methods
- Compensation Data
- Customer List
- Customer Preferences
- Financial Information
- Labor Relations Strategies
- Marketing Strategies
- Pending Projects and Proposals
- Proprietary Production Processes

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

- **Computers and Electronic Information**

All computers, equipment, software, and electronic files and information located on premises or Paradise Masonry LLC mobile devices are the property of Paradise Masonry LLC and may not be used, copied, photographed, taken, or transported without the express consent of Paradise Masonry LLC. Any use of information related to Paradise Masonry LLC for any purpose other than legitimate work-related activities is prohibited.

Paradise Masonry LLC mobile device users must always maintain a device password, to prevent personnel outside of company access of company electronic files, data, and keep devices safe from theft or unauthorized use.

No unauthorized software may be loaded on any computer without the expressed consent of the manager. This includes, but is not limited to, downloads from the Internet, software brought from home, or software purchased in a retail store.

Never open attachments or click on downloads that are unrecognized or suspicious. Malware, viruses, and phishing attacks are harmful results of careless downloading.

Paradise Masonry LLC licenses the use of computer software from a variety of outside companies. Paradise Masonry LLC does not own this software or its related documentation. Therefore, copying or misuse of third-party programs and software is prohibited.

- I. Regarding use on local area networks or on multiple machines, Paradise Masonry LLC employees shall use the software only in accordance with the software publisher's license and user agreements.
- II. Paradise Masonry LLC employees who discover any misuse of software or related documentation within the company must notify their manager.
- III. According to U.S. copyright law, illegal reproduction of software can be subject to civil damage and criminal penalties, including fines and imprisonment. Unauthorized reproduction of software is prohibited.

- **Electronic Communications**

Paradise Masonry LLC voice mail, telephone, fax, e-mail, and Internet systems are for business use. Using the Paradise Masonry LLC e-mail system for personal use is discouraged. E-mails on the company e-mail domain are not private and are accessible by management. Personal web browsing should be reserved for break and lunch periods. All web access at the office is accessible and subject to search and review by Paradise Masonry LLC management and IT support at any time.

By using Paradise Masonry LLC systems or the Internet it provides, the employee gives his or her consent to have any communications made or received by him or her accessed, reviewed, recorded, and monitored. The employee also acknowledges his or her understanding that Paradise Masonry LLC may access its electronic communications systems and obtain the communications within the systems, without notice to users of the system, in the ordinary course of business whenever Paradise Masonry LLC determines it appropriate to do so. The reasons for which Paradise Masonry LLC may obtain such access include, but are not limited to, maintaining the system, prevent or investigate allegations of system abuse or misuse, assuring compliance with software copyright laws, complying with legal and regulatory requests for information, and ensuring that Paradise Masonry LLC operations are conducted appropriately.

Paradise Masonry LLC uses a router filter to protect computers from malicious sites and to prevent inappropriate Internet use. Employees should contact their manager if they have trouble accessing a site necessary for work.

- **Security**

Security is an extremely high priority for Paradise Masonry LLC. Company files and property may not be removed from the home office unless approved by the manager. This includes electronic property such as digital files. At the end of each day, employees must lock, store, and secure all

Paradise Masonry LLC property as directed by their manager. The last person to leave the office is responsible to ensure that all company property is properly secured and lock office.

The last person to leave the shop, is responsible to lock the shop, secure all outside (parking lot/shop yard) equipment.

Paradise Masonry LLC has security cameras on the premises and reserves the right to view all camera/video footage at any time.

#### **11. Access to Personal Files**

Paradise Masonry LLC maintains a personal file on each employee. The personal file includes such information as the employees' job application, resume, records of training, documentation of performance appraisals and wage increases, and other employment records.

Personnel files are the property of Paradise Masonry LLC and access to the information they contain is restricted only to management.

All requests for access to your personal file must be provided in writing to human resources. Upon receipt of your written request, human resources will schedule an appointment for you, or your designated agent, to view your file during normal office hours. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personal file. Written responses will be attached to the original document in the personal file.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to personal file information.

#### **12. Employment Reference Checks**

To ensure that individuals who join Paradise Masonry LLC are well qualified and have a strong potential to be productive and successful, it is the policy of Paradise Masonry LLC to check the employment references of all applicants.

#### **13. Personal Data Changes**

It is the responsibility of each employee to promptly notify Paradise Masonry LLC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify management.

#### **14. Introductory Period**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Paradise Masonry LLC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Paradise Masonry LLC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first ninety (90) calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of

the absence. If Paradise Masonry LLC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within Paradise Masonry LLC an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Paradise Masonry LLC needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as worker's compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other company-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

### **15. Employment Application**

Paradise Masonry LLC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsification, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **16. Performance Evaluation**

Employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both management and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Merit-based pay adjustments are awarded by Paradise Masonry LLC in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

### **17. Employee Benefits**

Eligible employees at Paradise Masonry LLC are provided a wide range of benefits. A number of the programs (such as Social Security, Workers Compensation, State Disability, and Unemployment Insurance) cover all employees in the manner prescribed by law.

The following benefit programs are available to eligible employees:

- Health Insurance
- Paid Holidays
- Vacation Benefits
- Profit Sharing
- IRA Retirement Benefit

Some benefit programs require contributions from employees, but most are fully paid by Paradise Masonry LLC.

### 18. Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and State laws require Paradise Masonry LLC to keep accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record their total hours of work on each project. (See example.)

The time normally starts at 6:00 am and when employees are called into work earlier or later than normal starting times the starting time is at the time, there supervisor asked them to be at the shop. Employee's time is paid according to the following. Drivers: Time ends upon arriving back at the shop. Passengers: Time Ends upon arriving at the shop minus 1/2 Hr. Time is counted in ½ hour increments. Example 6:00 to 4:14 is 10 hours 6:00 to 4:15 is 10.5 hours.

Name: John Doe

Date: 12-3 to 12-8-year

<b>Monday</b>	
Job Name	10 F
<b>Tuesday</b>	
Job Name	5.5 F
Job Name	4.5 D
	⑩ circle total hours for the day
<b>Wednesday</b>	
Job Name	12 F
<b>Thursday</b>	
Job Name	8 F
<b>Friday</b>	
Job Name	10 D
Shop	1 D
	11

#### Break and Lunch

Break is a 15-minute break provided in the morning which will be a paid break.

Lunch is a 30-minute break provided during the midday period. The lunch is a break considered an employee time off. Therefore, if Lunch is taken during a workday this time is deducted from employee total hours for the day.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## **19. Paydays**

All employees are paid bi-weekly on Friday morning. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a Holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

You have the option to receive a check or direct deposit.

## **20. Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons of termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation – voluntary employment termination initiated by an employee.

Discharge – involuntary employment termination initiated by the organization.

Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with Paradise Masonry LLC is based on mutual consent, both the employee and Paradise Masonry LLC have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay via US Mail postmarked no later than the date of the appointed pay day in accordance with Pennsylvania State law.

Employee Benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid.

## **21. Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with Paradise Masonry LLC although advance notice is required, Paradise Masonry LLC requests at least 2 weeks written resignation notice from all employees.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

## **22. Pay Advances**

In the event of a personal emergency, employees may submit a written request for a pay advance to management, indicating the nature of the emergency involved. Management will evaluate the request and determine whether a pay advance can be granted.

## **23. Administrative Pay Corrections**

Paradise Masonry LLC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that the employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of management so that corrections can be made as quickly as possible.

#### **24. Pay Deductions and Setoffs**

The law requires that Paradise Masonry LLC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Paradise Masonry LLC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Paradise Masonry LLC matches the amount of Social Security taxes paid by each employee.

Paradise Masonry LLC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Pay setoffs are other pay deductions taken by Paradise Masonry LLC usually to help pay off a debt or obligation to Paradise Masonry LLC or others (i.e. child support, etc.) incurred by said employee.

If you have any questions concerning why deductions were made from your paycheck or how they were calculated, management can assist in having your questions answered.

#### **25. Work Schedules**

Project Foreman will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

#### **26. Use of Phones**

Personal use of cell phones is not permitted during working hours. Personal calls must be done during breaks and lunch times.

It is strictly prohibited to make or receive telephone calls, text messages, and emails while driving a Company Vehicle.

To ensure effective telephone communications, everyone should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

#### **27. Smoking**

In keeping with Paradise Masonry LLC intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas by the foreman. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

Places that are prohibited from smoking, while filling trucks, equipment, cans, or heaters with gas, kerosene, or diesel fuel. Any closed in buildings onsite. and the shop and office buildings.

## **28. Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. Overtime assignments will be distributed as equitable as practical to all employees qualified to perform the required work.

Overtime compensation is paid to employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

## **29. Use of Equipment and Vehicles**

Equipment and vehicles are essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify management if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Management can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment and reimbursement for losses incurred by Paradise Masonry LLC.

## **30. Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at Paradise Masonry LLC, only authorized visitors are allowed in the workplace. Restricted unauthorized visitors help maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting our facility and construction sites.

## **31. Workplace Violence Prevention**

Paradise Masonry LLC is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Paradise Masonry LLC has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including temporary employees, should always be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Paradise Masonry LLC, Construction sites and Vehicles without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.



All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril if you see or hear a commotion or disturbance near your workstation, do not try to intercede.

Paradise Masonry LLC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Paradise Masonry LLC may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Paradise Masonry LLC encourages employees to bring their disputes or differences with other employees to the attention of management before the situation escalates into potential violence. Paradise Masonry LLC is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Paradise Masonry LLC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Paradise Masonry LLC may suspend employees, either with or without pay, pending investigation.

### **32. Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, Paradise Masonry LLC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating company owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct to damage of company owned or customer owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment

- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work during the workday
- Unauthorized use of telephones, or other company owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with Paradise Masonry LLC is at the mutual consent of Paradise Masonry LLC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### **33. Penn Dot Criminal Background Check**

It is the right of Paradise Masonry LLC to conduct a Penn Dot Criminal Background check on all employees at any time. Due to some of the projects we work on, some Homeowners or General Contractors request them.

### **34. Drug and Alcohol**

It is Paradise Masonry LLC desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Paradise Masonry LLC premises and while conducting business-related activities off Paradise Masonry LLC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

### **35. Attendance and Punctuality**

To maintain a safe and productive work environment, Paradise Masonry LLC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Paradise Masonry LLC. In the instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify management as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### **36. Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and effect the business image of Paradise Masonry LLC presents to customers.

During business hours or when representing Paradise Masonry LLC, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your project foreman is responsible for establishing a reasonable dress code appropriate to the job you perform. If the foreman feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your project foreman if you have questions as to what constitutes appropriate appearance. Where necessary reasonable accommodation may be made to a person with a disability.

### **37. Return of Property**

Employees are responsible for all Paradise Masonry LLC property, materials, or written information issued to them or in their possession or control. Employees must return all Paradise Masonry LLC property immediately upon request or upon termination of employment. Where permitted by applicable laws, Paradise Masonry LLC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Paradise Masonry LLC may also take all action deemed appropriate to recover or protect its property. Any and all uniforms distributed with the Paradise Masonry LLC logo or name on the uniforms must be returned upon termination of employment.

## **III. Benefits**

### **38. Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

- After 1 year of eligible service the employee is entitled to five (5) vacation days year.
- One day of vacation is added for each year thereafter not to exceed 15 days in vacation total.
- 9 hours per vacation day

The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins April 1 to March 31 when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees are considered regular, full-time employees, earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees need to request advance approval from management. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year employees will be reimbursed for the remaining days.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if Paradise Masonry LLC in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

### **39. Holidays**

Paradise Masonry LLC will grant holiday time off to all fulltime employees on the following schedule.

The initial year of employment the employee will be paid New Year, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Day after 90 days of fulltime employment,

Seven (7) Holidays are eligible to be taken as a holiday or as a paid time off from work after 1-year of employment. 9 hours per holiday. Fiscal Year April 1 to Mar 31.

### **40. Time Off Request**

**Early Day:** Need to ask Supervisor 1 week in advance.

**1 Day to a Week Off:** Need to ask permission from your supervisor 2 weeks in advance.

**More than 1 Week Off:** Need to ask permission from your supervisor 1 month in advance.

For family emergencies we will accommodate time off on short notice as appropriate.

Please respect this policy when you ask for an early day off or days off. We often want to accommodate your time off but on short notice this may not always be possible due to projects that are scheduled. You can ask for time off in less days than required but the request may not be granted.

### **41. Jury Duty**

Paradise Masonry LLC provides unpaid time off when an employee is impaneled for actual jury duty or is required by the Court to be present for potential selection for service. During any other time, the employee shall report to work

### **42. Worker's Compensation Insurance**

Paradise Masonry LLC provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical surgical or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform management immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. (See Workers Compensation Letter for reporting guidelines).

Neither Paradise Masonry LLC nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Paradise Masonry LLC.

#### **43. Benefits Continuation (Cobra)**

The federal Consolidated Omnibus Budget Reconciliation Act (Cobra) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Paradise Masonry LLC health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee hours or a leave of absence; an employee divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under Cobra, the employee or beneficiary pays the full cost of coverage at Paradise Masonry LLC group rates plus an administration fee. Paradise Masonry LLC provides each eligible employee with a written notice describing rights granted under Cobra when the employee becomes eligible for coverage under Paradise Masonry LLC health insurance plan. The notice contains important information about the employee’s rights and obligations.

#### **44. Health Insurance**

Paradise Masonry LLC health insurance plan provides employees and their dependents access to medical insurance benefits. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Paradise Masonry LLC and the insurance carrier.

Details of the Health insurance plan are described in the Summary Plan Description. An Summary Plan Document and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact management for more information about health insurance benefits.

#### **45. Profit Share**

Paradise Masonry LLC offers a profit share program to all eligible employees, based on the company profits for two 6-months periods; December 1 to May 31 and June 1 to November 30. The profit share is calculated based upon the employee’s position and their hours worked.

#### **46. SIMPLE IRA Retirement Benefit**

Paradise Masonry LLC establishes an individual SIMPLE IRA for eligible employees. Employees may contribute up to 6% of their compensation to the IRA, subject to annual contribution limits, and the company then matches the employee’s contribution, up to 3% of employee’s compensation.

### **IV. Commitment and Responsibility to Safety**

#### **47. Safety**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner, complying with all local, state, federal, as well as all company, safety, and health regulations.

To assist in providing a safe and healthful work environment for employees, clients, and visitors, Paradise Masonry LLC has established a workplace safety program. This program is a top priority for Paradise Masonry LLC and is overseen and directed by our state certified safety committee. The company complies with all applicable Occupational Safety and Health Administration (OSHA) standards, and at times, exceeds what is required under OSHA.

The project foreman has responsibility for implementing, administering, monitoring, and evaluating the safety program. Safety depends on the alertness and personal commitment of all.

Paradise Masonry LLC provides information to employees about workplace safety and health issues through regular internal communication channels such as management-employee meetings, bulletin board postings, memos, or other written communications. Employee who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Project Foreman or management. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

## **V. Procedures**

### **48. Progressive Discipline**

The purpose of this is to state Paradise Masonry LLC position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Paradise Masonry LLC own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Paradise Masonry LLC is based on mutual consent and both the employee and Paradise Masonry LLC have the right to terminate employment at will, with or without cause or advance notice, Paradise Masonry LLC may use progressive discipline at its discretion.

Disciplinary Action may call for any of the four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Paradise Masonry LLC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting the employee and Paradise Masonry LLC.

### **49. Problem Resolution**

Paradise Masonry LLC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Paradise Masonry LLC supervisors and Management.

Paradise Masonry LLC strives to ensure fair and honest treatment of all employees. All employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern to management. No employee will be penalized, formally or informally, for voicing a complaint with Paradise Masonry LLC in a reasonable, business-like manner.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

(End of Handbook)





# Paradise Masonry LLC

## Employee Handbook Signature Page

Paradise Masonry LLC hopes the information contained in this employee handbook will assist you in becoming familiar with the policies, procedures, and rules of the company. We invite any questions you may have as you read the employee handbook.

Please sign this form below acknowledging receipt.

Thank You, Levi Stoltzfus

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Employee Name

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Date