



Employee Benefit Policy and Procedures Manual

Last Updated 1/20/22

This employee benefit policy and procedures manual, although not written to be all inclusive, should provide the employee with a reasonable explanation of One-Touch's employee benefits, policies and procedures. It is OTA's intention to treat all employees fairly and equally. OTA will update this manual from time to time as required.

OTA Mission Statement:

To make what otherwise would be a complex system, both fun and easy to use while providing an exceptional customer experience and delivering the project on time and on budget.

OTA Motto:

OTA will deliver an easy to use system that performs well and is professionally installed to look good. We will deliver a system on time and on budget. We will quickly and efficiently move through each install. We will make sure the client is comfortable using their system and be prepared to perform basic troubleshooting when the need arises. We will provide clients with an extraordinary experience while going through a project with our team as a team.

Introduction:

Welcome to One-Touch Automation, Inc. (OTA)

OTA offers a comprehensive line of products and installation/service offerings. Meeting the needs of customers and gaining new customers requires all employees to work together cohesively and with respect for others. As an employee of OTA we hope that you will find, as we have, that this is an exciting business, with unlimited potential for growth for both the company as well as the individual.

The history of One-Touch Automation, Inc first began operations in 2006. Our concept was then and continues to be;

"Provide Installation and Service of Low Voltage Systems. To Exceed the Customers Satisfaction to the Best of Our Abilities".

Every interaction with clients, builders, designers, other tradesmen and team members should demonstrate our expertise and experience along with our professionalism.

What sets us apart:

- Superior Service
- Flexible scheduling to meet the needs of our clients
- A great TEAM who works well together and who helps each other
- Very minimal need for Change Orders
- Looking out for our clients
- Ability to quickly adapt and incorporate new technologies
- Desire to live the solution and to stay on top of ever-changing technology

Companies Why:

- To help people not fear technology and instead embrace it and experience all of the benefits it brings into their world.
- To help simplify daily routines in order to create more precious time for the more important, meaningful stuff in life.
- To make people happy and stand out above the rest while doing so

One-Touch Automation, Inc. is non-public privately held Corporation.

One-Touch Automation, Inc. Principles:

The principles by which OTA operates are to work together with customers to develop and apply advanced technologies through products, systems, and services.

- Profits - Profitable operations are necessary to assure the continued health and growth of the company.
- Integrity - OTA believes in the highest level of integrity and ethical behavior in relationships with customers, employees, and vendors.
- Customers – OTA is dedicated to serving customers through excellence of product, systems and service.
- People - People are key to OTA's success. **The company provides an environment for open, timely communication, safe working conditions, and opportunities for personal growth and accomplishment.**
- Quality - Quality of product, application, and service is essential to OTA's success. Quality improvement should pervade in every job within the company. OTA believes quality results from an environment in which people work together to sustain excellence.

Compensation:

OTA's pay and benefit programs are designed to attract, retain and motivate a qualified workforce. OTA's compensation assures equitable and competitive pay for each individual's contribution. Generally, the pay structure is determined via survey for competitive wage for similar work performed within the trade of security and audio/video contractors.

Our total compensation is comprised of the pay you receive for doing your job and your benefits. Your pay is delivered in the form of salaries, wages, incentives, or commissions. Your benefits include contributions into health insurance, health savings accounts and IRA accounts, along with time away from work, holiday, provided vehicle (as applicable), mobile phone etc.

OTA's structured pay program revolves around the employee's abilities to consistently demonstrate the functions and duties of their job. While the guidelines offer a general definition of the abilities, duties and requirements, salary increases and time guidelines, they are not automatic and are subject to change and remain the sole discretion of the management of One-Touch Automation, Inc.

At all levels it is expected that the employee maintains consistent good work ethics, follow and adhere to the company's policies procedures and guidelines. Demonstrate the consistent ability to **perform at or above their current level**.

Work Hours and Days:

In general OTA expects 8 hours work for 8 hours pay. Employees are expected to arrive and be ready to begin work at the start time, work through their daily activities and complete their day at the completion time.

Normal work hours and days are 8:30 am through 5:00 pm Monday through Friday. This includes; 2 (paid) 15-minute breaks, and a 30-minute (non-paid) lunch break.

- Morning/afternoon breaks may be used as part of their lunch period for travel to/from lunch.
- Estimate daily job site clean-up, production notes and timesheets to coincide with the end of day.

Overtime:

Employees should be available to work overtime as required by the job. Overtime is paid at time and one-half rates based over a forty-hour week (40 hours worked, PTO does not calculate into overtime paid out) and must be pre-approved by OTA management. There are times when working overtime is necessary and productive for all, such as working an extra hour or so to complete a job eliminating a return the next day or to complete a major activity on the job.

- There will be times that require overtime work to complete a job to meet the customer's needs, although this is seldom, it is a requirement of the job and the employee is expected to work and meet the job requirements.
- The employee may want to work overtime for a personal reason.
- In certain instances, overtime may be used to offset hours not worked by the employee during the same time period (see flex time).

Flextime:

Flextime or Flexible Work Hours may be used from time to time to meet the specific job requirements of a customer, the needs of OTA or the needs of the employee. Employees should be available to work a flexible schedule as required by the job. Flextime is paid at standard rate and must be pre-approved by OTA management.

Paid Time Away From Work:

After an employee has completed the evaluation period, they are eligible for paid time away from work. This time may be used for vacation, emergency leave and/or illness. OTA will pay out any unused vacation time at the end of the year.

First Year: 1 Week (5 Days) of paid time off.

Second Year: 2 Weeks (10 days) of paid time off.

Third Year: 3 Weeks (15 days) of paid time off.

Fourth Year and Beyond: Will be determined.

Part Time & Temporary employees should discuss vacation eligibility with supervisor/management.

Vacation time must be pre-approved and scheduled prior to taking the time by supervisor/management. Vacation days may be taken in conjunction with holidays but must be pre-approved by management at least a week in advance.

Reporting and Illness: To report in "sick" you will need to communicate in the "ota-pto" slack channel ASAP when you know you will not be able to come into work. (for day of work it is important to get this information in by 7am) This will be put on your PTO report as paid time off and will count toward your days off. Once you have surpassed your paid time off and you stay home you will not be paid for your time off. *See COVID section below for notes on pandemics and special circumstances.

Personal Leave beyond "paid time away" must be pre-approved by management. Jury duty, military leaves of absence follow Federal and State requirements.

Holiday Pay:

OTA offers 8 paid holidays. Should an employee be requested to work on a Holiday they will receive a pay rate of time and one half for the hours worked. The holidays are; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day and Employee's Birthday. *

Travel:

Employees should be available to work out of local service area as required by the job. When required to work outside the local area, OTA realizes additional personal expenses may be encountered.

- Personal Vehicle - Mileage is paid at \$0.58 (cents) per mile for travel outside our normal service area.
- Meals - When travel includes overnight, meals are covered by daily per diem rate of \$40 per day.
- Lodging - Generally pre-arranged by manager or supervisor but in cases when not pre-arranged expenses will be reimbursed on receipt.

Pay Practices:

Federal, State and local laws affect the pay of all employees in terms of minimum wage and equal pay, and of certain employees in regard to overtime. Employees are classified in two categories regarding overtime pay:

- Non-Exempt - employees must receive overtime in accordance with federal, state, and local laws.
- Exempt - employee's classification includes most sales, professional and managerial employees.

Pay Periods & Check Distribution:

Paychecks are issued every 2 weeks (every other Friday). In order to receive a paycheck you must clock in/clock out daily with production notes. Paychecks distributed as follows:

- Direct Deposit - Checks are set for direct deposit on the Friday of the week processed.
- Pick Up - Checks may be picked up from Office on Friday after work of the week processed.
- US Mail- Checks are mailed on the Friday of the week processed.

Personal Data:

The employee is responsible to keep OTA informed of any personal data changes effecting mailing address, phone, insurance information and bank info (for direct deposit).

Insurance Programs:

OTA offers a variety of insurance plans for its employees. Eligibility for coverage is based on employee status (evaluation period, part-time, temporary, regular) and date of hire.

Insurance plans and options are subject to change, as provided by the carriers.

Workers Compensation:

Workers Compensation is a state administered program that entitles you to insurance benefits in the event you are injured on the job. Under this plan, hospital, surgical, and medical expenses resulting from an occupational incurred disability are covered. In addition to medical benefits, Workers Compensation may provide partial income replacement, disability and death benefits.

The cost of this insurance program is paid for by OTA through a payroll tax.

Unemployment Compensation:

You may be eligible for benefits under this state administered program should your employment with OTA be terminated through no fault of your own. Amounts and terms are regulated by the State of Indiana. The cost of unemployment compensation for OTA employees is paid by the company through a payroll tax.

Health Insurance:

All regular, full-time employees are eligible for the Health Insurance options once they have met the evaluation period and become full time, regular employees of OTA. The cost for employee Health Insurance is co-shared between the company and the employee. The cost for employee family is paid for by the employee.

Coronavirus Action Plan: (can be updated for a Pandemic Status)

The purpose of this plan is to safeguard the health of our employees, and their families, as well as ensure that everyone is aware of additional policies OTA is putting in place to mitigate the risk of transmission of COVID-19, or any other major health outbreak within our organization. Please note that given the pace at which the current COVID-19 is evolving, these policies are fluid and maybe updated at any time.

As of 4/1/2020 through 9/30/21 OTA will provide all eligible employees benefits under the Families First Coronavirus Response Act which includes emergency sick leave and expanded FMLA.

OTA Guidelines as of 1/18/22:

- When entering a clients home wear a mask. If you and the client are comfortable without a mask and you can distance yourself then feel free to take it off (client is to be the first person to mention this).
- When elsewhere on a job it is your discretion if you wear a mask or not. (if client requires it then keep it on at all times)
- As with any illness, do not come into work if you have a fever above 100 degrees. Make sure to follow protocols for a sick day.
- Be conscious of who you are working with - masking up when you can't distance is the smartest thing to do.

- Please make sure you are communicating with management when COVID supplies are needed such as masks and cleaning supplies.
- Keeping the management team up to date on your symptoms, testing will help us keep everyone safe and get you back to work ASAP.

- **If you are showing symptoms consistent with the CDC website** - do not come to work and get tested.
- **If you test positive or are presumed positive** -
 - Quarantine for 5 days
 - If you are asymptomatic (no symptoms) you may return to work as early as 6 days after testing positive. You **MUST** wear a mask 100% of the time for 5 additional days.
 - If you develop or have symptoms remain in quarantine. You may return to work on day 11 of testing positive (you are 24 hours fever free without fever reducing medication).
- **If someone in your home tests positive** and you are symptom free wear a mask at all times for 10 days.

****If you feel up to working from home please let us know and will try to make arrangements for you.**

Vehicle:

Vehicle Company Provided: When provided by OTA, employees are required to keep vehicle neat, clean and organized. Inventory stock and tools within the vehicle are the responsibility of the employee. The vehicle should be used for work purposes only. **All doors are to be locked, and alarms activated whenever employee is not in vehicle.** NO SMOKING [or use of tobacco products] is permitted in company vehicles at **anytime**. Please remember that while driving or parking a company vehicle you are always representing One-Touch Automation and its image.

Prerequisites to drive a company car:

- Have a valid driver's license.
- Have a clean driving record for at least 1 year. This means they mustn't have been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws (e.g. Driving under the influence of drugs or alcohol).
- Employees will need to complete a form and submit a copy of their driver's license to be eligible for a company car.

Driver's obligations

We expect employees who drive company vehicles to follow rules. They should:

- Drive safe and sober.
- Respect traffic laws and fellow drivers.
- If applicable, wear glasses or contacts when driving.
- Turn in any driving-related expenses, like fuels and tolls via receipt to Office Manager ASAP.
- Check their vehicle regularly to ensure gas, tire pressure and all vehicle fluids are at appropriate levels.
- Report any damages or problems with their assigned vehicle to Management as soon as possible.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.

If employees have their driver's licenses suspended or revoked, they must inform our management immediately. We'll reassign their company vehicle until they become eligible to drive in accordance with our policy.

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a business trip that requires the use of a company vehicle, employees should take regular breaks while driving or ask Management for overnight accommodations, if needed.

Employees are not allowed to:

- Smoke inside of a company vehicle.
- Lease, sell or lend a company vehicle.
- Violate distracted driving laws by using a phone or texting while driving.
- Use a company vehicle outside of working hours for any personal use.
- Leave the company vehicle unlocked, unattended or parked in dangerous areas.
- Allow unauthorized people to drive a company vehicle, unless an emergency mandates it and it's approved by management.

Accidents

If employees are involved in an accident with a company vehicle, they should contact our Management immediately, so we can get in touch with our insurance provider. Employees shouldn't accept responsibility or guarantee payment to another party in an accident without company authorization. Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

Our company's obligations

We want to ensure that all our employees are safe at work and preserve our company's legality. For these reasons, we'll:

- Make sure vehicles are safe to drive before assigning them to employees.
- Schedule periodical maintenance to ensure vehicles remain in good condition.
- Provide a copy of this policy to all employees who are assigned company vehicles.
- Insure vehicles with a reliable insurance provider.

Drivers are responsible for bringing in their company vehicles for any maintenance our company schedules.

We keep records of our fleet with manufacturing date and mileage. We will retire any vehicle that's deemed too old or too high in mileage.

We are not responsible for:

- Paying fines employees accumulate while driving company vehicles that they are responsible for (e.g. for driving too fast, parking tickets, any form of unsafe driving, etc.)
- Bailing out employees arrested while driving company vehicle.

Disciplinary Consequences

Employees will face disciplinary consequences if they don't follow our policy's rules. We may terminate an employee and/or take legal action as needed for any offense.

Remember – you are driving a billboard for OTA. You are representing the company always and people around you are always watching and reporting to us how you are driving, behaving etc!

Field Policies and Practices:

Alcohol & Drugs: As a condition of employment all employees may be, at the discretion of OTA, required to obtain and pass a drug test and upon cause will be asked to re-perform same test. If at any time an employee refuses or fails required test they will be subject to termination.

Alcohol may not be kept or consumed in any OTA office, parking lot, vehicle, or jobsite. No employee who is under the influence of alcohol will be allowed to work or report to work. Alcohol beverages shall not be consumed anywhere during rest breaks, lunches, or other meals if the employee is to work thereafter on the same work day.

Psychoactive Drugs should not be taken by any employee at any time during working hours (including meal periods and other breaks) nor should any employee be permitted to work while under the influence of psychoactive drugs unless the drug is prescribed by a licensed physician, it may not be kept or taken on company premises, including parking lots, vehicles, and job sites.

Tobacco Products will not be tolerated or allowed on or in any of OTA's job sites or vehicles. No extra breaks are allowed to use such products. Tobacco products may be used during regular breaks and must be 50 feet from the actual job site. OTA expects cleanup of all uses of these products. It is recommended that the employee take the initiative to quit the use of all these products as it affects their health and insurance costs.

Appearance:

OTA employees are expected to report to the job ready to work and properly attired for the job at hand. Attire should reflect their position of employment.

Clothing should not be ragged and shoes tied to help eliminate any injury to the employee or others.

Safety clothing such as steel toe shoes, knee pads, eye protection etc. is the responsibility of the employee as to be prepared for work when required.

When provided company clothing is to be worn, and it is the responsibility of the employee to maintain in good wear condition. (company provided clothing should ONLY be worn on jobsites, not in personal use)

Accepting Gifts:

OTA employees may not accept gifts from OTA customers or suppliers except for such incidentals which are of an advertising nature and would not cause OTA or the employee obligation to use the suppliers' goods or services or create a special obligation to the customer.

Conflict of Interest:

OTA respects the right of individual employees to engage in activities outside their employment which are private in nature such as social, community, political, or religious activities. The company expects, however, that each individual will protect company information and avoid undue outside influence upon decisions or actions as related to their work.

In all business associations both inside and outside the company the employee should not allow themselves to be placed in a dual interest position or a conflict between self-interest and integrity. No employee should benefit personally from any purchase of goods or services by the company, nor derive personal gain from action taken as a representative of the company.

It is your responsibility as an employee to review with your supervisor/management any activities you feel might result in a conflict of interest.

Information Security:

Each OTA employee is responsible for information security:

- Any information or data regarding OTA, Customers, Employees and System Information should never be issued to anyone outside the company without the express written consent of management.
- Release of company information to the press or others outside the company may be done only by those specifically directed to do so in coordination with management.
- Only those with need-to-know should have access to information concerning 1) competitive decisions and strategy; 2) employee records; 3) other personal employee information; 4) cost and pricing information. Any information or data regarding OTA, Customers, Employees, and System Information should never be issued to anyone outside the company without the express written consent of management.
- Any and all OTA equipment (laptop, credit cards, etc..) given to an employee for use can ONLY be used for OTA purposes and jobs. Keep the equipment in a safe place where the information and equipment will not be compromised.

Open Door Policy:

OTA understands good communication is important between employees, supervisors and management. OTA management and supervisors will always make time available for any employee concerns.

OTA encourages idea sharing, while our methods and standards are time tested. New ideas and application concepts will come up and can be beneficial to the overall profitability and job enhancement.

Evaluation Period:

The purpose of an evaluation period is to help insure a good fit into the company of a prospective employee. The evaluation period should last for 3 months (90 days) for Full Time Employees or a minimum 240 total hours for Part-Time Employees.

During the evaluation period OTA will review and evaluate the employee's progress for the following areas:

- At the discretion of OTA a Drug Test will be done. If done, the employee must pass this test.
- Background Investigation - Confirm Background, Credit and Driver's License to qualify employee for employment.
- Policies - Confirm employee understands and adheres to work policies, standards and guidelines.
- Ethics - Confirm employee meets ethical standards.
- Skill Set - Verify employee has the mechanical abilities to do the job.
- Technical- Employee's ability to demonstrate technical skill set.
- Motivation - Assure employee is motivated and is a self-starter.
- Safety - Employee must demonstrate safe work practices.
- Supervision - Employee shows ability to work under direct supervision.
- Work Habits - Consistent good work habits including being on time, motivation etc.
- Personality - Demonstrates ability to work with OTA employees and management, clients and other trades.

Employee Development:

Your development as an individual in the company is important to you and OTA. As an employee your individual effort in all aspects of your job development is directly tied to your merit-based wage or salary. Your individual development is important to OTA because of the close relationship between your personal knowledge and ability, and the contribution you make to the company's ability to operate profitably.

On-the-Job Development:

OTA provides on the job training in the most practical way of work as you learn. We have found that while classroom and structured training programs offer good information, the best training comes from applied use.

OTA will provide to you a copy of our "Wiring Standards", which includes not only the specific information regarding proper installation methods but basic electrical circuitry information.

OTA also provides training opportunities via vendor support, from time to time, you will be asked to attend the supplied seminars.

OTA will also make available to you online training as applicable and available.

Off-the-Job Development:

OTA encourages its employees to explore off the job training opportunities. Examples may be night or weekend courses. OTA will make products and documents available to the employee for (at home off hours) training use. Many good resources are also available to the employee today via the internet.

Performance Expectations: OTA's success revolves around the employee's abilities to consistently demonstrate the functions and duties listed below. While the guidelines offer a general definition of the abilities, duties and requirements, salary increases and time guidelines are not automatic, subject to change and remain the sole discretion of the management of One-Touch Automation, Inc.

At all levels it is expected that the employee maintains consistent good work ethics, follow and adhere to the company's policies procedures and guidelines and demonstrate the consistent ability to perform at or above their current level.

Technician Tier System

Tier 1: Trainees and pre-wire technicians

1. Cable/wire types, applications
2. Construction/structural techniques/requirements/issues
3. Where and what is ok to drill.
4. Installing mounting devices (rings, brackets, back-boxes, etc..)
5. Device Placement-ability to follow plans, direction from Lead Tech, knowledge of installed device requirements - such as Motion Detector Height - Keypad height, Smoke Detector placement per code, etc..
6. Jobsite etiquette - How to act with other trades, builder, clients, etc...
7. Outside Service Provider Requirements (Telco, CATV, SAT, ISP) Demarcation Point
8. Wire/cabling identification (types/labeling)
9. Termination methods of needed cable, connector and signal types
10. Trim out of wall plate's - wire dressing
11. Hand and power tool usage
12. Testing/Verification of terminations
13. Troubleshooting and correcting, based on test results
14. Proper device installation - Security, Network, Speakers, Cameras, Mounts, etc..
15. Learn everyday

Tier 2: Lead Technician

Fulfill all expectations of Tier 1 technicians as needed.

1. Mentor Tier 1 technicians to become better technicians.
2. Installation of all electronic equipment we support
 - Rack Assembly, wiring and installation

- Participate in installing more complex systems we may not be proficient in.
3. Be Proficient at retrofitting solutions. Use ingenuity and imagination to achieve goals
 4. Perform lower level programming functions for remote controls, and user interfaces
 5. Be proficient at Troubleshooting electronic problems, and finding solutions.
 6. Exercise the freedom to make decisions on the jobsite in consideration of our client promises. Use the knowledge to consult with a superior when needed.
 7. On-site documentation - pictures, written notes, etc...
 8. Be a problem solver

Tier 3: Project Manager

1. Fulfill responsibilities of Tiers 1 and 2 as needed
2. Deploy Systems and make sure they work correctly
3. Oversee Tier 1 and Tier 2 Technicians to ensure project is being finished on-time, on-budget with high quality expectations
4. Be a self-starter and exercise the freedom to make decisions on the jobsite in consideration of our client promises. Use the knowledge to consult with a superior when needed.
5. Execute Change Order as soon as they arise.
6. Stay in constant contact with Key Partners to ensure project completion - Client, Builders, Designer, Other Trades, etc..
7. Fulfill all PM responsibilities as outlined in Job Contract.

Performance Evaluation and Improvement:

Ongoing communication between employees and supervisors/management is a vital element in our management process. The result of this process is the establishment and accomplishment of agreed upon, realistic, performance improvement and development plan.

OTA will provide specific or combined performance evaluations for:

- End of Probation
- Annual Job Development
- Merit Based Wage and Salary
- Job Performance
- Promotion

Promotions:

OTA promotion and job offer policy is that we will promote from within the organization whenever possible, however job positions are always based on the best applicant job fit for all positions.

Warning Notices:

On occasion, regrettably, an employee may receive a warning notice. However, as part of good communication, the employee is expected to respond accordingly for continued employment.

Termination of Service:

Employee Initiated: If you find it necessary to terminate your services with OTA, advance notice in writing of at least two weeks should be given to your supervisor/management.

Company Initiated: OTA will make an effort to counsel employees whose work is unsatisfactory. If such action fails, the employee will be advised of the need for termination.

Except in the case of the evaluation period, willful misconduct, or infraction of company rules, where immediate action or termination may be taken, reasonable notice or pay in lieu of notice may be given. Falsification of information on applications of employment, and or failure to achieve results acceptable to OTA on a background or drug check will result in immediate termination with no notice or pay in lieu of notice.

Layoff:

When a work force reduction is necessary, employees in the affected job are selected for layoff with consideration given to job qualifications, length of service, and quality of performance without regard to age, sex, race, color, religion, national origin, economic status, or mental or physical handicap.

Safety:

Safety on the job is vital. The Occupational Safety and Health Act (OSHA) requires OTA to provide you with a safe place to work.

Safety is a shared responsibility requiring your help. OSHA requires you to assist in keeping your area of work safe by following the rules and standards of OSHA that apply to you and your job. Some general safety precautions are:

- Learn the correct way to do your job, ask your supervisor for further instructions.
- Report all accidents or injuries to your supervisor the day they happen. Cuts and scratches can become infected unless properly treated.
- Obey warning signs and tags.
- Help keep exits, pathways, stairways clear and free from materials.
- Immediately clean up any spills on floors.
- Do not operate any machinery without prior instruction of its use.
- Treat all electric wires as "Live" wires.
- Never jump from elevations such as tables, ledges, ladders etc.
- Always use the proper tool for the job.
- When using ladders obey height restrictions. *Please see below for additional ladder safety.
- Use safety equipment as necessary for health, ear, feet, and eye protection.
- Observe Jobsite OSHA requirements.
- Exercise common sense.
- When in question ask first.

Stepladders

The Stepladder is a self-supporting portable ladder that is non-adjustable in length, with flat steps and a hinged design for ease of storage. It is intended for use by one person.

Stepladders range in size from 3 ft. to 20 ft in length along the side rail. Stepladders shorter than 3 ft are considered Step Stools. The highest standing level on a stepladder is slightly more than 2 ft from the top of the ladder. The highest standing level is required to be marked on the specifications label on the side rail of the product. Therefore, when planning your job, the maximum work height is established by adding the user's height and reach to the highest standing level of the stepladder.



Proper Use

- A Stepladder requires level ground support for all four of its side rails. If this worksite condition does not exist, a stepladder should not be selected for the job.
- A Stepladder must not be used unless its base is spread fully open and the Spreaders locked. Stepladders are not to be used as Single Ladders or in the partially open position.
- In order to prevent tipping the ladder over sideways due to over-reaching, the user must climb or work with the body near the middle of the steps. The ladder should be set-up close to the work. Never attempt to move the ladder without first descending, relocating the ladder, and then re-climbing. Do not attempt to mount the ladder from the side or step from one ladder to another unless the ladder is secured against sideways motion.
- In an effort to avoid losing your balance and falling off the stepladder, the user must not step or stand higher than the step indicated on the label marking the highest standing level. The user must also not step or stand on the Top Cap or bucket/pail shelf.

- When ascending or descending the ladder, always face the ladder and maintain a firm hand hold. Do not attempt to carry other objects in your hand(s) while climbing.
- The braces on the rear of a stepladder are not intended for climbing or standing and must not be used for that purpose. Note, however, that special stepladders are available with steps on both the front and rear and are intended for two users at the same time.
- The anti-slip feet at the bottom of the stepladder side rails must be present and in good condition prior to using the ladder. The ladder must not be used on ice, snow or slippery surfaces unless suitable means to prevent slipping is employed.
- A stepladder must never be placed upon other objects such as boxes, barrels, scaffolds, or other unstable bases in an effort to obtain additional height.

Proper Care

- A thorough inspection must be made when the ladder is initially purchased and each time it is placed into service. Clean the climbing and gripping surfaces if they have been subjected to oil, grease or slippery materials. Working parts, bolts, rivets, step-to-side rail connections, and the condition of the anti-slip feet (safety shoes) shall be checked. If structural damage, missing parts, or any other hazardous defect is found, the ladder must not be placed into service and either discarded or competently repaired.
- Ladders exposed to excessive heat, as in the case of fire, may have reduced strength. Similarly, ladders exposed to corrosive substances such as acids or alkali materials may experience chemical corrosion and a resulting reduction in strength. Remove these ladders from service.
- Ladders with bent or broken side rails must be destroyed.
- In the event a ladder is discarded, it must be destroyed in such a manner as to render it useless. Another person must not be afforded the opportunity to use a ladder that has been deemed unsafe.
- When transporting ladders on vehicles equipped with ladder racks, the ladders must be properly supported. Overhang of the ladders beyond the support points of the rack should be minimized. The support points should be constructed of material such as wood or rubber-covered pipe to minimize the effects of vibration, chafing and road shock. Securing the ladder to each support point will greatly reduce the damaging effects of road shock.
- Storage racks for ladders not in use should have sufficient supporting points to avoid sagging which can result in warping the ladder. Other materials must not be placed on the ladder while it is in storage.

For more information, or if something is not clear or understood, please contact:

One-Touch Automation, Inc.
 135 Penn St.
 Westfield, IN 46074
 Phone: 317-896-1393

I have **read and understand** the contents of this Employee Benefit, Policy and Procedures Manual.

X _____ Dated: _____

Ryan McDaniel, President
 Rachael McDaniel, CFO