



SAI BUSINESS SOLUTIONS, LLC (SBS Corp)

5757 Flewellen Oaks Lane, Suite 704

Fulshear, Texas, 77441



Sai Business Solutions LLC

(SBS Corp)

Employee Handbook



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SBS PHILOSOPHY

OPEN-DOOR POLICY

In keeping with the company's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns. We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns, and other issues which are important to you. If further clarification is required post-discussion, employees may approach the company's Office Manager. While the primary point of contact is one's supervisor, rest assured that the entire management team is dedicated to resolving concerns efficiently and appropriately.

Additionally, we value the importance of Human Resources in addressing workplace matters. You are welcome to reach out to our HR department via email at hr@mysbscorp.com or by calling us at 281-477-6467. Our HR team is here to provide support and ensure that your concerns are addressed promptly and confidentially.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the SBS to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The Company's Office Manager and all managerial personnel are committed to this policy and its enforcement.

WORKING AND COMPENSATION

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

At SBS Corporation, safeguarding confidential client data is very important. During your tenure as an employee, you will gain access to such sensitive information. It is a legal obligation for you to ensure the data is secure at all times, to store it appropriately when it's not actively being used, and to share or discuss it exclusively with those who have a legitimate business necessity. Failure to adhere to these terms may result in legal repercussions.





ATTENDANCE AND REPORTING TO WORK

Every employee plays a pivotal role in our operations. When absent, another individual shoulders your responsibilities, which underscores the necessity of punctuality. It's expected that employees are ready to begin tasks precisely at their scheduled start, not merely arriving. SBS requires its team to adhere to the designated times and locations. Should you foresee tardiness or absence, inform your supervisor before 9:00 a.m. Voice messages left are considered unexcused absences, and any unjustified delay or early exit will be treated similarly. Persistent tardiness or absenteeism may result in disciplinary actions, potentially culminating in termination, based on SBS's discretion. Failing to notify about a three-day consecutive absence will be interpreted as a voluntary resignation.

WORKDAY HOURS AND SCHEDULING

The regularly scheduled workday for our business office is: Monday through Friday, 8:00 a.m. to 5:00 p.m. with an hour lunch break. These start and end times are only guidelines, however, and employees are required to be present for work during the workday established for them by their supervisors or by the contracted firm.

Particularly at jobsites, this regular schedule may vary depending on such factors as weather, materials supply, permit approval, etc. If you are unsure about expected starting times on any particular job assignment, ask your supervisor for clarification.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your supervisor or call the office directly.

RECORDING HOURS WORKED

All hourly employees are required to keep a time sheet. On your time sheet, you must correctly record the job number, job code, and time spent on each job number or code for each day worked. SBS will provide you with a time sheet for reporting your hours. Only you are authorized to record your own time.

Completed time sheets are due in the office no later than 8:00 a.m. on the Wednesday following the end of a pay period. Failure to turn in time sheets by this deadline may delay your paycheck for that week.





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PAY PERIOD AND PAYDAY

The company issues paychecks on the first working day, of every month. For contract- staff pay periods start on Wednesday morning and end on Tuesday afternoon. Therefore, each Friday, you will receive a paycheck for all hours worked in the pay period ending the previous Tuesday afternoon. If an employee uses direct deposit, the employee's pay may not be available for withdrawal from his or her bank account until the following Monday.

HOLIDAYS

The company observes the following holidays and 3 floating holidays, making the total 10 in all:

- New Year's Day
- Memorial Day
- Fourth of July (Independence Day)
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

Full-time employees will be paid for these holidays as long as the employee was present for work on the workdays immediately before and after that holiday, or had an acceptable excuse for being absent on any such days. If a paid holiday falls within an employee's vacation period, the holiday will not be counted as a vacation day.

Part-time employees are not eligible for holiday pay.

EMPLOYMENT CLASSIFICATIONS

Upon being hired by the Company, all new employees must serve a ninety (90) calendar day introductory period. It is especially important that you make your supervisor aware of any questions or problems you may encounter during this period. Your performance will be carefully monitored during this period. At the end of the introductory period, your performance will be reviewed, and if it has been satisfactory, you will become a Regular Full-Time or Regular Part-Time Employee.

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:



1. Regular Full-Time Employees - An employee who has satisfactorily completed the introductory period and is scheduled to work an average of forty (40) hours per week on a regular and continuous basis.
2. Temporary Employees - An employee whose services are anticipated to be of limited duration falls into this classification. Temporary employees are not eligible for participation in those employee benefits programs made available for the Company Regular Full-Time and Regular Part-Time Employees, although separate benefit plans may be available for certain temporary employees assigned to work at the Company. Any such employees will be separately notified of any such programs. Service as a temporary does not count as service as a Regular Employee for benefit eligibility purposes.

PERFORMANCE EVALUATIONS

Employees may have their job performance reviewed on an annual basis by either their supervisor or by the designated representative of SBS.

STANDARDS OF CONDUCT

SBS believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her supervisor in a timely manner.

REPORTING UNSAFE CONDITIONS OR PRACTICES

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your supervisor immediately. If you have a question regarding the safety of your workplace and practices, ask your supervisor for clarification.

RESPONDING TO CUSTOMER INQUIRIES AND PROBLEMS

At SBS, client satisfaction is the measure of our success. It is the responsibility of each employee, within reason, to interact with the client to achieve this goal.



APPEARANCE AND DRESS

To present a business-like, professional image to our customers and the public, all employees are required to wear appropriate clothing on the job. By necessity, the dress standards for the business office are somewhat different than for jobsites.

- For the business office, casual to business-style dress is appropriate. Employees should be neatly groomed and clothes should be clean and in good repair. Leisure clothes such as cut-offs or halter tops are not acceptable attire for the business office.

PERSONAL CALLS, VISITS, AND BUSINESS

SBS expects the full attention of its employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods. Regardless of when any personal call is made, it should be kept short.

Employees should also limit incoming personal calls, visits, or personal transactions. SBS's phones should be available to serve the Company's customers, and non-business use of the phones can hurt the company's business.

BENEFITS AND SERVICES

LEAVES OF ABSENCE

PERSONAL LEAVE

SBS may, at its discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as full-time employees of the company for 12 months.

SBS may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a leave of absence, and the company may periodically require the employee to provide such supporting documentation on basis during the leave of absence. Prior to or upon an employee's return to work from a leave of absence, the company may also require the employee to provide documentation establishing the employee's ability to return to work.





TRAINING AND DEVELOPMENT

SBS recognizes the value of professional development and personal growth for their employees. Therefore, SBS encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

EMPLOYEE REFERRAL PROGRAM

SBS seeks good employees, and every current employee can be of assistance in this effort. Our continued success depends on the combined capabilities and contributions of our employees. Attracting and retaining skilled and diverse talent is critical to our continued success and our ability to serve our clients. Therefore, we encourage referrals from employees and in return will recognize and reward employees for their active referral, recruitment and placement of new employees with the firm. Any employee who refers a candidate and if such candidate is hired by the firm the employee will be entitled to a cash award.

PROCEDURE

1. Referrals shall only be accepted for approved and posted positions.
2. All employees of SBS and or management with hiring responsibilities are eligible to receive awards under this program.
3. To be eligible for an award a written referral must be submitted to the management prior to the firm's initial contact with the candidate.
4. To be eligible for an award the hiring of a referred candidate must occur within 60 days of the initial interview.
5. Employee Referral Awards shall be in accordance with the following schedule based on the Referred Employees based salary.
6. Applicable federal and state income taxes shall be withheld from Employee Referral Awards.
7. All information regarding hiring decisions related to this program should remain confidential.
8. In the application of this program our company is committed to its Equal Employment Opportunity Policy.





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BASE ANNUAL SALARY OF PREFERRED APPLICANT	REFERRAL AWARD
\$0 - \$40,000	\$250
\$40,000 - \$55,000	\$500
\$40,000 - \$55,000	\$750
\$70,001 and above	\$1000

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received the current company employee handbook and have read and understand the material covered. I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Supervisor/ Office Manager or his (or) her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in this handbook. I understand that SBS reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the handbook as it deems appropriate at any time, with (or) without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of SBS, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the company at any time, with (or) without cause, and with (or) without notice. I have also been informed and understand that no officer, agent, representative, or employee of the company has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, or any other documents of the company shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is SBS Corp's property and must be returned upon separation.





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Employee Name: Printed

Position Employed

Employee's Signature

Date

Supervisor's Signature

Date

