



# EMPLOYEE HANDBOOK

2018

## Employment-At-Will Notice

### **IMPORTANT NOTICE TO EMPLOYEES**

#### **PLEASE READ**

**THIS HANDBOOK IS A GENERAL GUIDE AND DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT OR A GUARANTEE TO CONTINUED EMPLOYMENT. IT IS NOT AN EMPLOYMENT CONTRACT. KUHARCHIK CONSTRUCTION RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK AT ANY TIME WITHOUT NOTICE.**

## Table of Contents

<b>EMPLOYMENT-AT-WILL NOTICE .....</b>	<b>2</b>
<b>INTRODUCTION .....</b>	<b>5</b>
Welcome to Kuharchik Construction .....	5
Mission Statement .....	6
Open Door Policy .....	6
Union Employees .....	6
Paper Work.....	6
Code of Conduct.....	6
Equal Opportunity Statement .....	7
Sexual Harassment .....	7
<b>GENERAL WORK AND EMPLOYMENT POLICIES.....</b>	<b>7</b>
Immigration Law Compliance.....	7
Introductory Evaluation Period .....	7
Drug Free Workplace .....	8
Attendance.....	8
Personnel Files.....	9
Employment of Relatives .....	9
Work Scheduling and Overtime .....	9
Categories of Employment .....	9
Recording Hours Worked.....	10
Breaks.....	10
<b>PAY POLICIES .....</b>	<b>10</b>
Pay Periods .....	10
Pay Deductions.....	10
Overtime.....	10
Performance Evaluations.....	11
<b>LEAVE OF ABSENCE AND TIME OFF .....</b>	<b>11</b>
Personal Leave.....	11
Sick Leave .....	11
Family Leave.....	11
Maternity Leave.....	11
Bereavement Leave .....	12
Holidays.....	123
Jury Duty .....	13
Military Leave .....	13
Vacation.....	13
<b>INSURANCE AND BENEFITS .....</b>	<b>14</b>
Eligibility.....	14
COBRA (Consolidated Omnibus Budget Reconciliation Act) .....	14
Retirement Savings Plan.....	14
Workers' Compensation.....	155
<b>SAFETY AND HEALTH .....</b>	<b>15</b>
Safety Policy.....	15

Workplace Violence .....	15
Weapons .....	15
Domestic Violence .....	15
Smoking.....	166
<b>USE OF COMPANY PROPERTY.....</b>	<b>16</b>
Equipment and Tools.....	16
Internet and Computer Usage.....	17
Electronic Mail .....	18
Telephone System .....	19
Use of Personal Cell Phones & Electronic Devices .....	19
Office Supplies .....	19
<b>DISCIPLINE AND TERMINATION OF EMPLOYMENT.....</b>	<b>19</b>
Voluntary Termination .....	20
Final Pay.....	20
<b>MISCELLANEOUS INFORMATION.....</b>	<b>20</b>
Personal Information Changes.....	20
Expense Reimbursement .....	20
Personal Property.....	20
<b>RECEIPT OF EMPLOYEE HANDBOOK.....</b>	<b>211</b>
Employee Acknowledgement.....	211

## Introduction

### Welcome to Kuharchik Construction

Kuharchik Construction (“the Company”) has prepared this handbook to provide you with an overview of the Company’s policies, benefits, and rules. **PLEASE READ IT CAREFULLY.** It is intended to familiarize you with important information about the Company, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment.

All personnel policies are a condition of employment and will apply in addition to any applicable laws and regulations.

For assistance or questions regarding any of these handbook policies, you may contact Robert Bresnahan Jr. or the Office Manager Angelo Alfano at 570-654-3391 during hours of operation or on the web at, [www.kuharchik.com](http://www.kuharchik.com)

Monday through Friday: 8 a.m. to 5 p.m.

Saturday: closed

Sunday: closed

#### Business Contact Information:

Phone number 570-654-3391

Address: 420 Schooley Avenue  
Exeter PA 18643

## **Mission Statement**

Our mission is to provide quality products and outstanding service to our customers, to treat our customers and employees in a respectful and friendly manner, and to be a positive influence in the community.

We are dedicated to developing our employees personally and professionally. Our goal is to provide a dynamic work environment with an opportunity for training, education, and guidance whenever possible.

## **Open Door Policy**

Kuharchik seeks to provide a work environment that encourages direct and open communication between employees and management. For this reason, the Company has adopted a formal open door policy. We encourage open communication, feedback, and discussion about any matter of importance to an employee. Management at Kuharchik maintains this open door policy and is committed to listening and responding to you.

## **Union Employees**

Kuharchik understands that a majority of its work force is fielded by Worker Unions. When Union members are being employed by Kuharchik Construction, they are required to abide by Kuharchik Construction's company policies dictated in this book as well as their local union's regulations. Kuharchik will accept union policies and grant exceptions when dictated by union policy.

## **Paper Work**

Foremen and other designated employees are required to complete paper work on a daily basis and then deliver it to the office weekly, without exception. Employees who do not submit accurate and complete paper work on a timely basis will be subject to disciplinary action and could receive days off **WITHOUT PAY** to account for these actions. **THERE IS A ZERO TOLERANCE** for this negligent action. If employees have any questions on how paper work should be properly completed, please contact the office immediately and the necessary training will be provided. Now with the issuance of Mobile Net book Computers, paperwork can be submitted via email. Please contact the office for further information regarding this process.

## **Code of Conduct**

Employees at Kuharchik must conduct themselves at all times in an ethical and professional manner. The Company code of conduct requires that employees act with honesty, integrity and good judgment. Each employee should demonstrate respect for the rights of others.

Any incident of unethical or dishonest behavior should be reported to your immediate supervisor. All reports of unethical behavior will be investigated thoroughly. If the allegation is substantiated, management will determine the appropriate disciplinary action. Employees who violate ethical standards may be subject to discipline, up to and including termination.

## **Equal Opportunity Statement**

Kuharchik is an Equal Opportunity Employer. Individuals are hired solely upon the basis of their qualifications and ability to fulfill the requirements of the job.

Kuharchik has an ongoing commitment to the creation of a workplace free of discrimination and harassment. All policies and practices will be administered without regard to race, color, creed, age, religion, ancestry, national origin, sex, marital status or disability. We comply with all local, state, and federal laws pertaining to employment and discrimination will not be tolerated.

Every employee and manager/supervisor has the responsibility to uphold this policy. Any questions or concerns regarding any aspect of this policy should be directed to the Equal Employment Opportunity Officer, Eddie O'Neill.

## **Sexual Harassment**

Kuharchik is committed to providing a respectful, non-hostile work environment. Sexual harassment is a form of misconduct that undermines the workplace, violates the respect for fellow workers, lowers morale and productivity and causes absenteeism.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

If you or a co-worker has been the subject of sexual harassment, immediately report the conduct to your supervisor or to the Office Manager. Kuharchik will immediately have the incident investigated. A worker determined to exhibit behavior contributing to sexual harassment of anyone in the workplace will be subject to disciplinary action, including termination, with or without notice.

## **General Work and Employment Policies**

### **Immigration Law Compliance**

Federal Law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form within three business days of their start date.

### **Introductory Evaluation Period**

All new employees are subject to a 90-day introductory period. Your performance will be carefully evaluated during this period. At the end of the introductory period, you may be offered a position as a regular full-time or regular part-time employee. If your evaluation is not satisfactory, your employment will be terminated.

This policy in no way alters the at-will employment relationship: Kuharchik may end the employment relationship at any time during or after the introductory period.

## **Drug Free Workplace**

Kuharchik is committed to enforcing a drug-free workplace environment. Possession of alcohol, illegal drugs, or a controlled substance is prohibited on company property or in any location in which the employee represents the Company for business purposes. Employees are expected to report to work on time in appropriate mental and physical condition. The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance on company premises or while conducting company business is absolutely prohibited. Violation can lead to termination, with or without notice, and incidents can be turned over to the proper authorities. Please refer to the company's Substance Abuse Policy.

## **Attendance**

Kuharchik expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits are an integral part of every employee's job description.

Among other things, "good attendance habits" include the following:

- Appearing for work no earlier than 5 minutes prior to the start of the shift and no later than the start of the shift;
- Being at your work station ready for work by the start of the shift;
- Remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- Taking only the time normally allowed for breaks;
- Remaining at work during your entire shift, unless excused by a supervisor or manager;
- Not leaving work until the scheduled end of your shift unless excused by a supervisor or manager;
- Leaving promptly at the end of your shift unless you have been given advance permission by your supervisor or manager to work past that point; and
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.

### Giving Notice of Absence or Tardiness

Under some circumstances, an employee's absence or tardiness may be excused, but only if that employee gives proper notice of such a problem before the start of their shift. Kuharchik needs advance notice of attendance problems so that other arrangements can be made to cover an employee's absence if necessary. "Proper notice" means that the employee will call Kuharchik at a designated telephone number prior to the start of the employee's shift and personally notify their supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible to do so.

It is not sufficient to call in and leave a message with a co-worker or someone else that is not in a supervisory position. Office staff has been instructed to route all such calls to supervisory

personnel. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

### Job Abandonment

An absence of two days in a row without calling in or returning to work will be considered job abandonment, and Kuharchik will process your work separation as a voluntary resignation on your part.

## **Personnel Files**

Employee personnel files are confidential and are the property of Kuharchik. Access to the information contained within the files is restricted to qualified personnel who have a legitimate need to view the information. However, with reasonable advance notice, employees may review their personnel file. Employees who wish to review their own file should contact their supervisor or the Office Manager.

## **Employment of Relatives**

Kuharchik permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Company, create actual conflicts of interest. The decision to hire such an individual will be made by the Office Manager.

## **Work Scheduling and Overtime**

Nonexempt employees are not permitted to work more than 40 hours during a workweek unless the additional work is ordered and approved in advance by the supervisor. From time to time, overtime may be required due to high workload demands or to cover unforeseen absences, with or without prior notice. When required, overtime is mandatory and is a condition of your employment when approved.

Hourly employees who perform overtime work will be paid one-and-one-half times their regular rate of pay for every hour worked over 40 hours in a seven-day workweek. Overtime pay is based only on hours actually worked. Holidays, vacation, sick leave, jury duty, and other hours paid but not worked are not considered when calculating overtime.

## **Categories of Employment**

Full-time employees regularly work at least a 40-hour workweek.

Part-time, regular employees customarily work 30 hours or more each week.

Part-time employees work less than 30 hours each week.

In addition to the preceding, employees are also categorized as “exempt” or “non-exempt”:

Exempt employees are all full-time or part-time professional employees who are paid on a salaried basis and who are not entitled to overtime.

Non-Exempt employees are all full-time, part-time, temporary, supplemental or seasonal employees paid on an hourly basis and entitled to overtime compensation under the Fair Labor Standards Act.

## Recording Hours Worked

All non-exempt employees are required to complete daily time cards indicating all hours worked. Time cards must be turned in to the office weekly no later than 10:00 a.m. Monday for the previous week worked (or first work day of the week following a Monday Holiday). This will require submission of time cards to supervisors in advance to allow supervisors adequate time to submit to the office. Supervisors have authority to respectively define and dictate “adequate time”. Vacation days, sick days, holidays, and absences such as jury duty, must be specifically noted on the time cards for days on which they occur.

## Breaks

Lunch Periods: an unpaid 1 hour lunch period is provided in the middle of an eight-hour workday. All employees are required to take a lunch break and no employee is authorized to perform work during the lunch period unless approved by their supervisor in advance. Lunch break schedules must be approved by your supervisor and are generally taken on a staggered schedule so that your absence does not create a problem for co-workers or customers.

Rest Breaks: Employees may take two paid 10-minute rest breaks in each complete workday; one in the morning and the other in the afternoon. Employees are not allowed to accumulate rest breaks and/or use them to extend their lunch period or shorten the workday. Rest breaks will be scheduled by your supervisor based on the needs and applicable state regulations.

## Pay Policies

### Pay Periods

Paychecks are issued each Thursday. Pay periods start on Sunday and end on Saturday. If Thursday is a Holiday, paychecks will be distributed on the last workday preceding the Holiday.

### Pay Deductions

Kuharchik is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and their respective amounts are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

### Overtime

Non-exempt employees who perform overtime work will be paid one-and-one-half times their regular rate of pay for every hour worked over 40 hours in a seven-day workweek. Overtime pay is based only on hours actually worked. Holidays, vacation, sick leave, jury duty, and other hours paid but not worked are not considered when calculating overtime.

## **Performance Evaluations**

Employees will have their job performance reviewed on a random basis. The performance evaluation interview is an opportunity for an employee and supervisor to establish mutual understanding of job standards and identify employee development objectives. Raises are not guaranteed, but are at management's discretion and based upon a variety of factors such as management's assessment of job performance as well as economic or financial conditions.

## **Leave of Absence and Time Off**

Kuharchik is committed to assisting employees, in response to individual family situations, with the opportunity of leaves of absence. All regular full-time employees are eligible for paid or non-paid leave of absence after completing a minimum of 90 days of continuous employment with Kuharchik. Where the need for leave is foreseeable, requests for leave of absence along with supporting documentation should be submitted in advance for approval to the Office Manager.

### **Personal Leave**

Personal leave without pay for emergencies or personal needs will be considered for employees on an individual basis. Employees must use all earned unused vacation time before an unpaid personal leave is authorized. If a personal leave of absence is granted, it is done so solely at the discretion of management. A personal leave of absence may be granted for up to thirty (30) days unless required otherwise by law, such as in the case of military service.

### **Sick Leave**

Paid sick leave is a benefit provided to our employees who may be unable to work due to illness or injury. Regular full-time employees accrue a total of 5 paid sick days per year. Either full days or half days can be used. All non-exempt employees will be paid 100% of their hourly rate for any unused sick time at the end of each year. Employees will not be compensated for accrued or unused sick leave upon separation from Kuharchik.

Employees who are unable to report to work due to illness or injury should notify their immediate supervisor or the Office Manager before the scheduled start of their workday whenever possible. If an employee is absent for three or more consecutive days due to illness or injury, a doctor's certificate will be required. Employees will not be paid for sick time taken immediately preceding or following a scheduled Holiday or observed Holiday.

### **Family Leave**

The federal Family and Medical Leave Act covers employees at work locations that employ 50 or more employees. According to the terms of the Act, Kuharchik provides up to 12 weeks of unpaid leave in a 12-month period. Family or medical leave can be taken to care for a seriously-ill child, spouse or parent, for the employee's own serious illness, or for the birth or adoption of a child. To be eligible, an employee must have worked at least 1,250 hours within the 12-months immediately preceding the start of the leave. A maximum of 12 weeks

of Family and Medical Leave may be taken per year. Consult the Office Manager for further details regarding a Family and Medical Leave of Absence.

## **Maternity Leave Policy**

### **1. General policy**

Female employees with at least 12 months of continuous service and a minimum of 1,250 hours worked during that 12 month period are entitled to maternity leave.

**Maternity leave** is unpaid leave which is available for a maximum period of 12 weeks. Other types of leave can be taken in conjunction with maternity leave providing the total period of absence does not exceed 14 weeks. Commencement of maternity leave and return to work is at the discretion of the employee

### **2. Procedure of this policy**

Applications for maternity leave should include personal details, a medical certificate detailing the expected date of confinement or birth, proposed commencement date and duration of leave. Advice as to whether superannuation payments will continue should be given by the employee.

Where the pregnancy is terminated other than by birth of a living child and the employee has not commenced maternity leave, her entitlement to such leave ceases to exist. However, an employee may be entitled to special maternity leave, as specified by her doctor, if the pregnancy has extended beyond 28 weeks, and is terminated other than by birth of a living child.

Details of return to work date must be given four weeks in advance. The employee is entitled to return to the position held prior to taking maternity leave or to an alternative position of comparable status and pay.

## **Bereavement Leave**

When death occurs in your family, you are permitted a number of days off in accordance with the following schedule:

You are entitled to three workdays off with pay in the event of the death of your mother, father, sister, brother, husband, wife or child. The last day of the leave must be taken no later than the day following the funeral.

In the event of the death of a grandparent, grandchild, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law or son-in-law, you are entitled to the day of the funeral off; that is one workday. If the funeral takes place on a paid holiday or weekend, you will not be entitled to funeral leave.

## Holidays

Kuharchik offers seven and one half paid holidays each year to eligible employees:

- New Year's Day
- Good Friday – ½ Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

When a holiday falls on a weekend, Kuharchik will designate either the Friday preceding or Monday following as the observed holiday.

## Jury Duty

Employees who are called for jury duty will be granted time off without pay to perform their civic duty. Notify your supervisor as soon as possible if you receive a jury duty summons. If chosen to sit on a jury, immediately inform your supervisor how long the trial is expected to last. Thereafter, you are required to regularly check in with your supervisor to keep the Company updated as to the expected date of your return to work.

## Military Leave

Kuharchik will grant employees called into military service an unpaid leave of absence and reemployment rights as required by state and federal law. Employees on military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence but there is no requirement to do so.

## Vacation

Kuharchik offers paid vacation to eligible employees to provide them with opportunities for rest, relaxation, or to attend to personal matters. All regular full-time employees are entitled to vacation with pay in accordance with the following schedule:

<u>Years of Employment</u>	<u>Vacation Accrual</u>
1-5 Years .....	5 days per year
6-10 Years .....	10 days per year
11+ Years .....	15 days per year

All days are accrued on a monthly basis, but can be taken in advance for the current year with the stipulation that if employment is terminated, any days used but not accrued must be paid back or deducted from final pay.

### Limit on Vacation Accrual

Employees may accrue vacation up to a maximum limit equal to the employee's annual accrual entitlement and within each calendar year. Employees are not able to carry over any vacation time from one calendar year to the next unless previously approved by management. Carryover vacation time requests will be considered on a case by case basis.

Vacation may be taken in full or half days, but in all cases must be prescheduled and preapproved by your supervisor at a rate of 1 week in advance for each day requested. Exceptions to this requirement may be considered on a case by case basis. In addition, a vacation request form must be filled out and signed by the supervisor or Office Manager. Vacation schedule requests will be considered in light of the expected workload and availability of staff, especially during holiday periods. Kuharchik reserves the right to deny vacation requests.

## **Insurance and Benefits**

As part of our ongoing commitment to our employees and their well-being, we provide employees the opportunity to participate in a variety of benefit plans. The benefits listed in this handbook are meant to be a general description only. Complete details are provided in the official plan documents for each of the benefit plans offered. Kuharchik reserves the right to modify or eliminate benefits, in whole or in part, without notice. Contact the Office Manager for details about these benefits.

### **Eligibility**

Benefits are available to all Non-Union employees and are generally effective on the date of hire or 1<sup>st</sup> day of the month following the date of hire. Healthcare Insurance is available to all employees who qualify. Premium contributions may be required by the employee, as well as any additional premium costs incurred for an employee who may choose to add family members under their coverage.

### **COBRA (Consolidated Omnibus Budget Reconciliation Act)**

Continued coverage under Kuharchik's group medical plan following termination of employment may be available to you or your qualified beneficiaries under applicable law. The cost of coverage is paid solely by the former employee and may be subject to an administrative fee.

### **Retirement Savings Plan**

Kuharchik employees have the opportunity to participate in a voluntary 401(k) retirement plan, which allows employees to save a portion of their compensation for retirement. Questions regarding the 401k programs should be directed to the Office Manager.

## Workers' Compensation

Kuharchik provides workers' compensation insurance at no cost to its employees. Subject to applicable legal requirements, worker's compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. All employees are expected to return to work immediately upon medical release by their treating physician.

If you sustain an accident or injury while on the job, immediately notify your supervisor.

## Safety and Health

### Safety Policy

Kuharchik takes employee safety very seriously. We will make every effort to provide a safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. Employees are expected to take an active part in maintaining this environment by observing all safety rules, and to keep the work place clean and neat. Please report all injuries (no matter how minor) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. [Please refer to our Safety Policy in our Safety & Loss Program.](#)

### Workplace Violence

Kuharchik strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. Any employee who contributes to any form of violence will be subject to disciplinary action, including termination. Violent or threatening behavior must be reported immediately to a supervisor.

### Weapons

It is the policy of Kuharchik that no guns and/or weapons of any kind are allowed on the Company premises or in any location in which the employee represents the Company for business purposes. Weapons include guns, knives, explosives, or any other object generally considered to be a weapon and whose purpose is to cause harm to another person. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

### Domestic Violence

Domestic violence is a serious problem that adversely affects the well-being and productivity of all employees who are victims, as well as their co-workers. Kuharchik will assist employees who are victims of domestic violence and will take measures to create a safe working environment for them. All sensitive information will be kept confidential to maintain respect for the privacy of the reporting employee(s).

## **Smoking**

Kuharchik's policy is to provide a safe and healthy work environment for our employees and customers. Accordingly, smoking is not allowed in company buildings or within 20 feet of all exterior entranceways. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside the building in designated areas. Cigarette butts and other materials related to tobacco use must be disposed of in designated containers.

## **Use of Company Property**

### **Equipment and Tools**

#### **Equipment**

The use of Kuharchik Construction equipment is to be used solely for the use of Kuharchik Construction's jobs. It is the responsibility of the operator to fill out the equipment checklist prior to operation. If there is not a checklist present, a visual check must be performed. By operating a piece of equipment, an employee acknowledges that the piece of equipment is fit for safe and proper operation on the job.

Checks are to be performed on each and every piece of equipment prior to each use. Items needed to be checked include, but are not limited to gas level, oil level and condition, proper inflation of tires, lubricants, grease, belts, and any other basic maintenance items required for each given piece of equipment. It is the responsibility of the operator and foreman to ensure that the piece of equipment is in proper working condition. If a piece of equipment is not properly checked before use, and damage occurs as the result of this negligence, the operator of that particular piece of equipment will be subject to disciplinary action. A first offense will be issued a verbal warning, followed by written warning, or suspension without pay in order to help financially replace the damaged equipment. The foreman will also be held accountable to make sure that all operators are correctly caring for the equipment. Kuharchik Construction reserves the right to impose penalties on employees who misuse equipment. Kuharchik equipment is strictly for the use of Kuharchik Construction Inc. employees. Kuharchik will assume no responsibility for any individuals using equipment who are not employees of the company. Use of the any equipment outside of work hours is prohibited. Any misuse or deviation from safe operating procedures will not be covered by Kuharchik Construction Inc. or its insurance in the event of an accident.

#### **Power Tools**

All employees must declare what tools belonging to Kuharchik they have in their possession. This goes for all of the handheld power tools, generators, saws, etc. Kuharchik Construction will not be held responsible for theft or loss of tools. Insurance will not cover theft of tools from employee's homes. If an employee feels they cannot adequately house equipment, it should be stored in the warehouse where it can be picked up and dropped off each workday. With this new system, the individual assigned to that specific piece of equipment will be liable for its safekeeping. In the event that the tool is loaned to another employee, it is the responsibility of the loaner to declare its current location with the office. If a tool is lost it is the responsibility of its last known holder. In the event of a tool being loaned, it is imperative

that both parties (loaner and borrower) report the status of the tool. Foreman will oversee transitions of these tools as illustrated in the Forman Duties and Responsibilities text.

## **Internet and Computer Usage**

The use of Kuharchik automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for company business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks, or before or after regular work hours), and does not result in expense to the Company.

Use is defined as “excessive” if it interferes with normal job duties, responsiveness, or the ability to perform daily job activities. All automation systems are company resources and are provided as business communications tools. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace.

Use of Kuharchik computers, networks and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

- Sending chain letters;
- Engaging in private or personal business activities;
- Misrepresenting oneself or the Company;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist or otherwise objectionable language in either public or private messages;
- Sending, receiving or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration or impairment of company networks or systems;
- Downloading software;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using company automation systems to create, view, transmit or receive racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. “Material” is defined as any visual, textual or auditory entry. Unless specifically granted in this policy, any non-business use of the Company’s automation systems is expressly forbidden. Violations of these policies could subject an employee to disciplinary action up to and including termination.

### Internet/Intranet Security

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Kuharchik owns the rights to all data and files in any information system used in the Company. Internet use is not confidential and no rights to privacy exist. We reserve the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. We also have the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy and state and federal laws. The Company has taken necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat or circumvent company security measures is subject to disciplinary action up to and including dismissal.

#### Computer software

Kuharchik has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software.

### **Electronic Mail**

The email system is intended for official company business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate and occurs during personal time only. Any employee who abuses this privilege will be subject to disciplinary action. Any Electronic Mail Messages sent or received will be perceived as if you were told it in person.

#### Email Privacy

Kuharchik owns the rights to all data and files in any computer, network or other information system used in the Company. We also reserve the right to monitor electronic mail messages and their content. Employees must be aware that the email messages that they send and receive using company equipment are not private and are subject to viewing, downloading, inspection, release and archiving by company officials at all times. No employee may access another employee's computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate company official.

#### Guidelines for Email Writing

Employees are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of the Company and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory. Always use spell-check or proof read emails; typographical or grammatical errors and misspelled words are unacceptable. Employees should remember that email is a form of business communication and the language they use should reflect that fact at all times. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms and slang be avoided when using electronic mail as these types of messages are difficult to read.

#### Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission, nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

## Telephone System

Kuharchik's telephone system is for business purposes only. Although the occasional use of telephones for personal reasons may be necessary, employees are expected to keep them brief. With the exception of emergency calls, all personal calls are not to be made from cellular phones. Kuharchik issued cellular devices are to be used strictly for Kuharchik Construction activities. No long distance calls are permitted on company phones unless they are strictly business related. Extensive personal use of company phones is grounds for disciplinary action, up to and including termination.

## Use of Personal Cell Phones and Electronic Devices

Use of employees' personal cell phones or electronic devices is prohibited on company premises during work hours, with the exception of breaks and lunch periods. Use of personal cell phones or electronic devices during breaks or lunch periods is prohibited in the work area and permitted only in areas designated by management.

Photographs or video recordings of, but not limited to, company personnel, personal or confidential information, operational procedures, documentation of any type, infrastructure or equipment by an employee using a personal cell phone or electronic device is prohibited and will be considered a breach of confidentiality and subject to immediate dismissal and may be subject to prosecution.

## Office Supplies

Postage, shipping and office supplies paid for by the Company are for business purposes only and should not be taken by any employee for personal use. Improper use or theft of company equipment or supplies is grounds for disciplinary action, up to and including termination.

## Discipline and Termination of Employment

All employees are expected to meet Kuharchik's standards of work performance and conduct. When an employee deviates from these rules and standards, we reserve the right to take corrective action. Infractions that may result in discipline include, but are not limited to, performance-related problems, violations of Kuharchik's rules and policies, and behavior that Kuharchik deems unacceptable.

Depending upon the facts and circumstances, disciplinary actions may include counseling sessions, verbal warnings, written warnings, fines, suspension or probation, or termination. The disciplinary process will be determined by management in light of the facts and circumstances of each case. We reserve the right to alter the order of disciplinary action described above, eliminate disciplinary steps, or to implement new disciplinary measures. We may also immediately terminate employment based on certain policy violations, the seriousness of the employee's misconduct, and the employee's past record.

Conduct that may result in immediate termination includes: insubordinate behavior, theft, destruction of company property, untruthfulness about personal background, drug or alcohol abuse, or threats of violence. These are some examples, but not a complete list of offenses for

which an employee may be subject to immediate dismissal. [Please refer to our Corrective Action Policy and Employee Discipline Policy.](#)

## **Voluntary Termination**

As an at-will employee, you have the right to resign at any time for any reason. However, Kuharchik requests two week's notice of resignation to minimize disruption of work. On the last day of employment you will be required to surrender all company property. Prior to departure, you may be asked to participate in an exit interview.

## **Final Pay**

Terminated employees will receive all compensation to which they are entitled, including accrued but unused vacation pay. Employees who are terminated involuntarily will receive their final paycheck. If an employee voluntarily quits or resigns, all wages are payable when appropriate.

## **Miscellaneous Information**

### **Personal Information Changes**

Employees are responsible for promptly notifying the Office Manager of any change in their personal information. This includes address, telephone number, marital status, name change, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Changes in personal data may affect employee benefits, making it imperative to promptly report any such changes.

### **Expense Reimbursement**

Kuharchik will reimburse employees for reasonable pre-approved business expenses. All expenses must be submitted on the required expense form and be approved by your supervisor prior to submitting a request for reimbursement. Personal expenses will not be reimbursed. Receipts for all business expenses must be included with the respective expense form.

### **Personal Property**

Kuharchik does not assume responsibility for any personal property located on its premises, in its vehicles, on its job sites or in its parking areas. Employees are to use their own discretion when choosing to bring personal property to the workplace and do so at their own risk.

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## Receipt of Employee Handbook

### Employee Acknowledgement

The employee acknowledges that upon notification and receipt of paycheck they are aware of the Kuharchik Construction Inc. Company Handbook. This acceptance means that all employees have received and read a copy of the Kuharchik Construction's Employee Handbook which outlines the policies, benefits and expectations of Kuharchik Construction, including my responsibilities as an employee.

It is also understood that this handbook is a general guide and does not constitute an employment agreement or a guarantee to continued employment, and that the employer reserves the right to make changes to this handbook at any time without prior notice.

Employees further acknowledge that my employment is at will. Employees understand that they have the right to terminate the employment relationship at any time and for any reason, with or without cause or notice, and that the Company reserves the same right.

Employee Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_