



Ver-Tex
CONSTRUCTION

EMPLOYEE HANDBOOK

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A Message from Brianna Goodwin, President & CEO

When our Culture Guide Committee requested that I write the “Message from the CEO” for our Culture Guide, I contemplated what to write (admittedly for many months) and struggled with coming up with the ‘right’ words. I did not take it lightly, as it is very important to me that my speaking is intentional and not just parroting what everyone expects to hear from a CEO. So, I thought long and hard about how to articulate what is in my heart.

My message to you is one of understanding, compassion, and support. Like every human on this planet, I struggle with my own internal self-limiting thoughts of ‘not measuring up’ and fear of being judged and not fitting in. Instead of trying to hide that side of myself because sharing it is ‘just not something leaders do’ (we are ‘supposed’ to have it all figured out, right?), I choose to own it and use it as fuel to connect with others, knowing how alike we all are at our core.

For this reason, I continually look for ways to create an environment where people can be themselves, contribute their unique gifts, and be valued for how they see the world. The power is in the collective voice, as no single individual can see everything; not even me.

Therefore, it is my commitment to our team members and other stakeholders that Ver-Tex Construction (VTC) be a place of belonging where every voice matters and contributes to building the future of the business. Recognizing and owning what we each uniquely see and do not see provides endless opportunities to brainstorm and ask for help, which is the cornerstone to success.

Our primary motivation, outside of staying in business, is that of deep care and connection with everyone we interact with. We are not just faceless ‘employees’ of some large corporation that only cares about the bottom line. We are unique (and sometimes quirky) individuals who want to make a difference and feel valued for what we contribute. Every single person has a lot on their plate, much of which we do not even know about, and we take their ‘life outside of work’ into consideration when making business decisions.

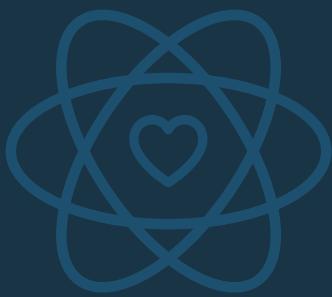
Even though our products and services are outstanding, it is not only about what we do but who we are as a community that makes VTC a special place to work. The phenomenal project solutions we provide are just one spoke in the wheel. The rest of the spokes that contribute to the integrity of the whole wheel of VTC are made up of honoring our core values, listening to our customers, and appreciating our incredible team members and, for that, I could not be prouder.

I am honored every day to work with such an amazing, dedicated group of people and am humbled to showcase the company we have built over the course of our 35+ year history.

Thank you for your time as well as your interest in learning more about Ver-Tex Construction.

With deep care and gratitude,

Brianna Goodwin
President & CEO





Introduction

Ver-Tex Construction has established a variety of policies and obeys all applicable federal and state employment laws. This handbook will serve as an introduction to these policies and employment laws.

We feel it is important that all employees understand our employment and workplace policies and procedures. If you have any questions, please do not hesitate to ask them of either your direct Manager, Human Resources, or any member of the Ver-Tex Management team.

This handbook is subject to change and be updated as new and revised policies are developed by Management to ensure the continued common good and mutual interest of the Company and its employees. This handbook is subject to change and be updated to follow any new state or federal employment laws. Significant changes or additions will be communicated to all employees as soon as possible.

Thank you for taking a step in getting to know
Ver-Tex Construction!



Ver-Tex Purpose, Vision, & Core Values

Our Purpose and Core Values are guiding principles that help all of us, as individuals and as a team, to strive for success in all that we do. It is about how we treat each other, the care with which we communicate with our stakeholders, and our unrelenting dedication to deliver the best customer experience.



PURPOSE

To provide the highest quality service and solutions for our clients' needs with unrelenting dedication and care.



VISION

To be the best company in the world to work for and with.



CORE VALUES

#BuildPeakMoments

Create unforgettable customer service experiences.

#TeamworkMakesTheDreamWork

Stop, collaborate, and listen.

#PushTheEnvelope

Constantly challenge paradigms.

#WorkLifeHarmony

Make time for life.

#WhereEverybodyKnowsYourName

Be a community of care.

Learn more at: www.ver-tex.com/company/culture

Preface

The policies, statements, and information contained in this Employee Handbook are provided to inform and guide you. This handbook is not to be distributed to anyone outside the Company.

The benefits, policies, and procedures contained in the Employee Handbook represent these practices as they exist today. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Ver-Tex and any of its employees. The provisions of the handbook have been developed at the discretion of Management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Ver-Tex's sole discretion. Further, these policies and practices are guidelines; we reserve the right not to follow these guidelines in specific circumstances.

Confidentiality & Proprietary Information

Confidentiality is an extremely important aspect of employment and is established to protect the privacy rights of clients, customers, and the Company. It is of the utmost importance that you do not discuss clients, customers, or office business with fellow employees or outsiders, except in the performance of official duties or with specific authorization to do so.

The protection of confidential business information and trade secrets is vital to the interests and the success of Ver-Tex. Such information includes, but is not limited to, the following examples: Compensation/Payroll Data, Personnel File Information, Customer Lists, Customer Preferences, Financial Information, Marketing Plans and Strategies, Business Plans, Medical Records, Reports (Old or New), Bids and Quotations, Pending Proposals, Purchase Orders (Old or New), Contracts, Studies, Market Share Information, Credit Reports, Pricing Data, Blank Checks, Clients, and Debtor Information, or Meeting Notes.

Ver-Tex employees must be responsible for securing all confidential information. This may mean putting sensitive information in locked drawers, password protecting documents and computers, shredding outdated documents, etc. All employees must be careful if giving access to sensitive information. Passwords and security codes should never be shared. Information should only be shared with those individuals who have a legitimate Ver-Tex business need to know.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including immediate termination of employment. Legal action, even if the employee does not actually benefit from the disclosed information, may also result. If you are ever in doubt whether information is of a confidential or proprietary nature, please do not hesitate to ask your Supervisor, Manager, or Human Resources.



Employment at Will

Nothing in this handbook should be taken to establish or imply a contract of employment or a guarantee of continued employment. At Ver-Tex, we value all employees and hope you have a rewarding career here. However, all employment with Ver-Tex is “at-will,” which means that your employment can be terminated with or without cause, and with or without notice, at any time, by either Ver-Tex or yourself, except as otherwise prohibited by law. Nothing in this handbook or in any document or statement shall limit the right of the Company or the employee to terminate employment-at-will. No Manager, Supervisor, or employee of the Company may enter into any agreement for employment for any specified period of time or make any agreement, implied, or expressed, for employment other than on an at-will basis. Only the President of Ver-Tex has the authority to make any such agreement and then, if so, only in writing.

Job Descriptions

Ver-Tex Construction attempts to maintain a job scorecards for each position. If you do not have a current copy of your job scorecard, you should request one from your Manager. Due to business needs, you may be required to perform job duties that are not within your written job scorecards. Additionally, the Company may have to review, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job scorecards with or without advance notice to employees. If you have any questions regarding your job scorecard or the scope of your duties, please speak with your Manager.

Equal Employment Opportunity

Ver-Tex is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will Ver-Tex discriminate against qualified persons on the basis of race, color, religious creed, marital status, national origin, sex, age, ancestry, sexual orientation, disability, handicap, genetics, veteran status, gender identity, or any other basis prohibited under applicable law. This Policy applies to all employment practices including, but not limited to hiring, promotion, demotion, transfer, recruitment/recruitment advertising, layoff or termination, rates of pay or other compensation, and training. Discrimination of any type, including retaliation against an individual filing a charge or making a complaint, is not tolerated.

Policy Prohibiting Harassment



Any form of harassment or abusive treatment toward employees, guests, customers, or applicants for employment in any form will not be tolerated by Ver-Tex. All employees are responsible for assuring that the workplace is free from harassment of any type. Due to the Company's strong disapproval of offensive or inappropriate behavior at work, all employees must avoid any action, conduct, or behavior which could be viewed as inappropriate by normal considerations.

The Company's Anti-Harassment Policy extends to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including Supervisors and Managers, as well as vendors, customers, independent contractors, and any other persons. It also prohibits discriminatory harassment based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. The Company's property (including telephones, copy machines, cell phones, electronic communication systems, and computers) may not be used to engage in conduct that violates this Policy.

The Company's Anti-Harassment Policy is located in Appendix B and incorporated herein by reference ([click here](#)).

All employees are expected to be aware of these policies and of the types of conduct that may constitute discriminatory harassment, as well as of the avenues of assistance provided by the Company for addressing complaints of harassment. If an employee believes that he/she has been the subject of discrimination or harassment or that he/she has witnessed it in the workplace, the employee should immediately bring concerns to the attention of Human Resources, his/her supervisor, or any member of Management with whom the employee is comfortable.

Policy Prohibiting Sexual Harassment

All employees have the right to be treated with respect and dignity. The Company supports an employee's right to work in an environment free from sexual harassment. It is the Company's policy that no employee may harass another. In addition to sexual harassment, harassment is also illegal when harassment is based on age, color, disability, gender, national origin, race, religion, ancestry, sexual orientation, veteran or marital status, physical appearance, or any other basis applicable under federal or state law.

This Policy applies to all terms, conditions, and privileges of employment, including but not limited to, recruitment, hiring, performance reviews, training, development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, associate facilities, termination and/or retirement.

Sexual harassment is a form of illegal sexual discrimination that includes behavior directed towards either a male or female employee(s) on the basis of gender, and can include unwanted sexual advances, requests for sexual favors, or verbal and



physical conduct of a sexual nature. It can also include genderbased harassment of a person of the same sex as the harasser. Conduct can constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of employment**
- b) submission to or rejection of such conduct is used as the basis for making employment decisions**
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are examples of conduct which, if unwelcome, may constitute harassment, depending on the circumstances:

- **Sexual advances - whether they involve physical touching or not**
- **Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment**
- **Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess**
- **Displaying or distributing sexually suggestive objects, pictures (including inappropriate computer screensavers and e-mails), or cartoons**
- **Dissemination of sexually explicit voicemail, e-mail, graphics, downloaded material, or websites**
- **Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments**
- **Inquiries into one's sexual experiences**
- **Discussion of one's sexual activities**
- **Assault or coerced sexual acts**

All forms of harassment (electronic or otherwise) are prohibited. Using electronic communication to send sexually suggestive/explicit messages and pictures via e-mail, text messages, and social networking sites is strictly prohibited, regardless of whether the messages are sent during or outside of working time, inside or outside the office. Dissemination of sexually explicit voicemail, e-mail, graphics, downloaded material, or websites in the workplace is strictly prohibited.

If you have any questions about what constitutes harassing behavior, ask your Supervisor, Manager, or a representative of the Human Resources Department.

Harassment of our associates in connection with their work by non-associates may also be a violation of this Policy. Any associate who experiences harassment by a non-associate, or who observes harassment of an associate by a non-associate shall report such harassment to his/her Supervisor, Manager, or Human Resources. Harassment of our customers or clients by our associates is also strictly prohibited.

If any employee of Ver-Tex believes that he/she has been subjected to sexual harassment, the employee must either inform his/her Supervisor, Manager, or Human Resources. In the event that the employee's Supervisor is unavailable, or the employee believes it would be inappropriate to contact that person, he/she may informally or formally report the harassment to the immediate Supervisor's Manager. All employees in a supervisory role at the Company must take seriously and report to Human Resources any potential harassment, no matter how "off-hand" or informal the report of harassment may be.

Any reported incident will be promptly and thoroughly investigated. While each investigation will proceed as the particular circumstances warrant, an investigation will, at a minimum, involve an interview with the employee making the complaint and interviews with persons identified as witnesses or having knowledge of the incident or conduct. All persons will be instructed to treat the investigation as confidential and not to discuss the allegations with other persons, particularly those not involved in the incident or investigation, but complete confidentiality cannot be guaranteed.

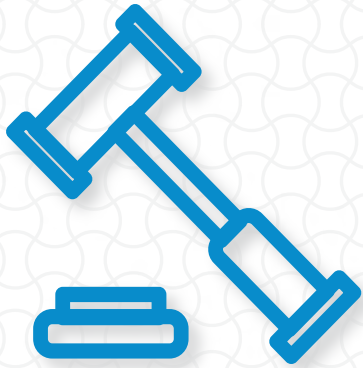
All employees of Ver-Tex have an affirmative duty to report any harassment that they have either suffered or observed. In order to help ensure a harassment-free environment, the Company asks that all complaints of sexual harassment be reported within 90 days, so that a rapid response and remediation may occur. All employees have an obligation to cooperate with the Company in enforcing this Policy and investigating and remedying complaints.

Any employee who files a complaint of harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. Additionally, the Company will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Employees at all levels of the Company should understand the importance of reporting complaints of harassment and communicating those complaints to the appropriate level of Management. It is the practice of the Company to protect complainants and witnesses from any retaliation from any source as a result of initiating or supporting a sexual harassment allegation. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

If, as a result of the investigation, it is determined that any individual engaged in conduct that either constitutes harassment or otherwise violates Ver-Tex's policies, appropriate remedial or disciplinary action will be taken. Such actions could include (among others) eliminating contact between the employees involved in the incident, mandated training and/or counseling, demotion, or immediate termination. Ver-Tex will also meet with the employees involved to make certain that any improper conduct has stopped, and that there has been no discrimination or retaliatory action against the complaining employee.

The importance of this Policy cannot be emphasized enough. An environment free from sexual harassment is not only the law, but also fundamental to the culture of Ver-Tex. While we hope that any employee who believes that he/she has been sexually harassed will immediately bring the matter to the attention of his/her supervisor or Manager and/or the employees designated above, employees also have the right to contact the state and/or federal employment discrimination agencies which enforce the law against sexual harassment and discrimination:





Massachusetts Commission Against Discrimination

One Ashburton Place, 6th Floor, Room 601
Boston, MA 02108
(617) 994-6000

Equal Employment Opportunity Commission, Area Office

John F. Kennedy Federal Building Government Center
4th Floor, Room 475
Boston, MA 02203
(617) 565-3200

Florida Commission on Human Relations (365 days to file a claim)

4075 Esplanade Way Unit 110
Tallahassee, FL, 32399
850-488-7082

U.S. EEOC Tampa Field Office

501 East Polk Street, Suite 1000
Tampa, FL 33602
800-669-4000

To be automatically connected to the nearest EEOC Field Offices in other locations, call 1-800-669-4000.

DO NOT ASSUME THAT VER-TEX KNOWS ABOUT YOUR SITUATION. REPORT ALL INCIDENTS OF HARASSMENT TO HUMAN RESOURCES, OR ANY MEMBER OF THE EXECUTIVE TEAM.

Please refer to our IT Usage Policy ([click here](#)).

Information Systems Usage & Social Media

Benefits

Paid Time Off (PTO)

Ver-Tex Construction is committed to providing its employees with a comprehensive and extensive benefits package. A Benefits Guide detailing each of the benefits will be provided to you each year. For a full list of all the benefits Ver-Tex Construction offers such as medical, dental, vision please visit our culture guide at: www.ver-tex.com/company/culture

Ver-Tex provides accrued PTO for all Full-Time Team Partners which allows them to take time off out of the office. We ask that Team Partners work closely with their Managers to plan their time off in advance in a way that accommodates both the Team Partner and the Company (please refer to PTO Conditions below). We strongly encourage a minimum of five consecutive (and unplugged) days off each calendar year!!

#WorkLifeHarmony – Make time for life.



PTO CONDITIONS

PTO is a request/approval process. All PTO must be requested by the employee and approved by his/her Manager in advance. Employees should not assume they can take time off just because they have accrued time and must not book anything without first getting approval from their manager.

PTO is approved on a first come, first-served basis, particularly for departments that always require adequate coverage to maintain functional operations (ex: warehouse, install, payroll, etc.).

Required notice for PTO is one week's notice for one day off and one month's notice for one week off.

Up to five PTO days per calendar year can be used for sick time. Sick time can be used for unscheduled callouts as well as scheduled health-related appointments.

PTO is not intended to be used for more than two consecutive weeks at a time, however, there may be approval for special circumstances. Employees requesting more than two consecutive weeks off, please note that more advanced notice is needed to ensure proper prep/planning. For employees requesting two consecutive weeks off or more, a minimum of two months' notice is required.

Any unused and accrued PTO balance at the end of the calendar year will not be carried over or cashed out. Employees are encouraged to use their time off (unplugged) throughout the year. *Please note the 12 weeks of paid parental leave of absence is to be excluded from this rule and is not capped out, as team partners have a full year to use the 12 weeks of paid parental leave. If a Team Partner is on paid parental leave at the end of the calendar year, his/her regular PTO balance is frozen and will be reinstated at the end of the one-year parental leave period. *

PTO is a benefit Ver-Tex promotes and wants employees to utilize, but please remember that we are a business, so we need to first ensure that a Team Partner's time out of the office does not negatively impact the overall operation of the organization. Proper planning and communication with your Manager are key. The more notice you can provide for your requests, the better for everyone, and the more likely it will be that your requests will be approved.

All regular, full-time employees accrue PTO time based on length of service at the following schedule:

Years of Service	PTO Hours Accrued Per Week	PTO Weeks Accrued Per Year
Hired Date through End of 4th Year	2.31/ per week	3 weeks
Start of 5th Year through End of 9th Year	3.08/ per week	4 weeks
10+ Years	3.84/ per week	5 weeks



Parental Paid Leave of Absence

Please note the above chart and accrual is based off a full-time employee that works 40 hours per week. Employees who work 30 or more, but less than 40 hours per week, accrue PTO on a pro-rated basis. Part-time (less than 30 hours per week) and temporary/seasonal employees are not eligible for PTO time.

Upon termination, employees will be paid for any PTO accrued through the last day of work that remains unused. Any time that has been used but not yet earned will be deducted from the last paycheck upon termination. Team Partners that are utilizing the Ver-Tex paid parental leave program during a termination will be reinstated to their regular PTO balance and will be paid any accrued but unused PTO time (please refer to the Parental Paid Leave of Absence Policy).

If there is any extended usage of PTO for an illness, the Company reserves the right to require a statement from your health care provider indicating that you are not physically fit for duty.

Parental leave under this Policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption. Parental Leave is to be used after exhausting any short-term disability and/or PFML benefits. The paid leave is supplemented by Ver-Tex at the following levels:

Years of Service	Paid Leave of Absence
24+ Months of Service	Up to 12 paid weeks

The Parental Paid Leave of Absence can be taken after Short Term Disability benefits for Florida employees. For Massachusetts employees, PFML Benefits will cover any family leave scenario. For all eligible employees in each state, Ver-Tex will supplement the family leave and/or Short-Term Disability policies up to the employee's full salary for up to 12 weeks.

Regular PTO Balance is frozen at beginning of leave and unfrozen after 1 yr. period concludes. From birth of baby to one-year birthday (first year of baby's life) or from first day of adoption or foster care to one-year anniversary, you will "trade-in" your regular PTO balance and, in exchange, get 12 weeks of supplemented Parental Leave of Absence. You can use the 12 weeks of paid leave of absence over the first year however you would like (consecutively, short weeks, random days for appointments, or a combination of above) as long as the Leave of Absence request process is followed. After the one year is up, your frozen PTO balance will be reinstated, and you will be reinstated to the prior PTO accrual rate. Team Partners are not to accrue PTO while accessing Parental Leave of Absence (one-year period).

We do ask that you schedule as much as possible of the Paid Leave of Absence in advance and minimize last minute call-ins. There must be open communication with your Manager and as much pre-planning as possible for the Company to be able to manage such requests.

If both parents are employees, only one employee may receive Ver-Tex supplemental pay under this policy. Leave time periods will be allowed up to appropriate state and federal requirements.



Temporary, part-time, and union employees are not eligible for Parental Leave under this policy.

For purposes of calendar year end and to be in accordance with our PTO Policy, paid Parental Leave will not be capped at the end of the calendar year. Team Partners will have a full year to use the 12 weeks of Parental Leave of Absence. If you do not use the 12 weeks during the one-year period, the benefit will cease, and you will be reinstated to your PTO balance prior to the Parental Leave of Absence.

Continuation of Benefits: Health insurance benefits will continue to be provided during the Paid Parental Leave under this Policy at the same rate as in effect before the leave was taken, regardless of length of service, provided the employee has at least 24 months of service.

In the event that open enrollment is during the Paid Parental Leave of Absence, the Team Partner is responsible to enroll, deny, or make any benefit changes during the open enrollment period.

Requirements for obtaining Paid Leave of Absence: The employee must provide to the department head 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary forms and file them with the Human Resources department.

Required notice for Paid Parental Leave of Absence is one week's notice for one day off and one months' notice for one week off. Paid Parental Leave of Absence that will be used for more than two consecutive weeks at a time requires more advanced notice to ensure proper prep/planning. For employees requesting two consecutive weeks off or more, a minimum of two months' notice is required.

The Family and Medical Leave Act (FMLA) allows employees up to 12 work weeks of unpaid leave annually. Paid leave under this policy will run concurrently with FMLA leave.

In the event an employee is terminated (voluntarily or involuntarily) during the one-year period of Parental Leave of Absence, the benefits of the Parental Leave of Absence will cease, and the Company will unfreeze and reinstate the Team Partner's regular PTO balance and pay the Team Partner all of his/her accrued and unused PTO balance (please refer to our PTO Policy).

We know the loss of someone dear to you is a difficult circumstance. As you take time to grieve, we hope to support you through this period of mourning. This document outlines company policies and procedures regarding bereavement leave due to the death of a loved one.

BEREAVEMENT LEAVE

We recognize that you will need time away from work for the following:

- **Personal mourning and reflection**
- **Arrangements for the departed**

Bereavement Policy

- **Memorial and funeral services and receptions**
- **Legal and financial documentation**
- **Other activities related to the passing of a loved one**

Our company offers five days of paid time off from all work duties after the death of an immediate family member and one day of paid time off for other loved ones.

BEREAVEMENT LEAVE FOR IMMEDIATE FAMILY MEMBERS

Our company offers five days of paid time off for bereavement leave after the death of an immediate family member for both full-time and part-time employees. If you need additional time beyond the five days, you can request up to two weeks of additional time through your manager using any accrued paid time off or by taking unpaid leave.

Immediate family members are defined as the following:

- **Spouse or domestic partner**
- **Parent**
- **Child (birth, foster, adopted, step)**
- **Sibling**
- **Grand or great grandparent**
- **In-law (mother, father, son, daughter)**
- **Stepparent**

BEREAVEMENT LEAVE FOR OTHER LOVED ONES

In the event of the loss of extended family or close friends, we recognize the need for grieving and provide one day of paid time off for bereavement leave for other loved ones. This includes both full-time and part-time employees. Any person unspecified as immediate family is considered "other loved ones."

If you need additional time beyond the one day, you can request additional time off through a manager using any accrued paid time off or up to two extra weeks of leave unpaid.

COMPANY BEREAVEMENT LEAVE PROCEDURES

In the event of the loss of a loved one, please contact your manager to request bereavement leave as soon as possible after the loss. Your manager or a representative from human resources will confirm your leave request and any other necessary details.

Should you need to extend your leave time, please communicate once again with your manager to request an extension of your bereavement leave. Please note this extension may be unpaid if you do not have applicable paid time off to use toward an extended leave.

Proof of death may be required by the Company.



Jury Duty Policy

Ver-Tex encourages employees to fulfill their civic responsibilities by serving jury duty when required. If an employee is called to serve on jury duty, their Manager should be notified, and a copy of the employee's Jury Duty Notice must be on file with Human Resources, so that arrangements may be made to accommodate the absence. Employees selected for jury duty will be paid their regular base salary for up to three days, less any payment made by the courts. To receive jury duty, pay, you must present the statement of jury service and any subsequent payment information.

Voting Leave

If your work schedule prevents you from voting on Election Day, Ver-Tex Construction will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Manager, consistent with applicable legal requirements.

Family & Medical Leave Policy

In accordance with the Family and Medical Leave Act (FMLA), the company will provide Family and Medical Leave to its eligible employees.

Please refer to our FMLA policy ([click here](#)).

Military Service Leave of Absence

A Military Leave of Absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Upon receipt of orders to active duty and/or training with the uniformed services, an employee is required to notify his/her Supervisor, as well as Human Resources, as soon as possible, and submit a copy of the military orders, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. During military leave of 31 days or less, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work (employee is responsible for his/her portion of the premium). For military leaves in excess of 31 days, an employee may elect to continue his/her health coverage for up to 18 months but will be required to pay the full premium for the continuation of coverage.

Benefit accruals, such as PTO, will be suspended during the leave and will resume upon the employee's return to active employment.



Americans with Disabilities Act - Title I Policy Statement

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. With leaves 31 to 180 days, the employee must apply for re-employment no later than 14 days after completion of the service or as soon as possible if this is unreasonable or impossible. Where the leave is for 180 days or more, the employee must apply for re-employment no later than 90 days after completion of service. These time limits may be extended for up to two years in cases of service-connected injury or illness. See the Human Resources Department for more information or questions about military leave.

Ver-Tex is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) and the disability laws of each state. It is Ver-Tex’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability, so long as the employee can perform the essential functions of the job.

Consistent with this Policy of non-discrimination, the Company will provide reasonable accommodations to any qualified individual with a disability, as defined by the ADA, who has made the Company aware of his/her disability, provided that such accommodation does not impose an undue hardship on the Company or cause a direct threat to these individuals or others in the workplace which cannot be eliminated by reasonable accommodation. We encourage any employee who believes he/she may need some accommodation to visit Human Resources without delay.

The Company’s full ADA Policy is included in Appendix A ([click here](#)).

Pregnancy and Breastfeeding Accommodation

The Company does not discriminate on the basis of pregnancy or pregnancy-related conditions and will provide pregnant women and new mothers with reasonable accommodations for their pregnancies and any conditions related to their pregnancies, unless such accommodation will impose an undue hardship on the Company’s operations. Related conditions, for purposes of this policy, include lactation, or the need to express breastmilk.

The Company will not retaliate or take adverse action against an employee who requests or uses a reasonable accommodation in terms, conditions, or privileges of employment, including, but not limited to, failing to reinstate the employee to the original employment status or to an equivalent position with equivalent pay or accumulated seniority and benefits when the need for reasonable accommodation ceases.

The Company will not require employees who are pregnant or have a pregnancy-related condition to accept an accommodation (including but not limited to taking a leave of absence) but will, whenever possible, provide the employee with accommodations that will help her perform the essential functions of the job.



Reasonable accommodation, for purposes of this policy may include (but is not limited to):

- **More frequent or longer paid or unpaid breaks**
- **Time off to recover from childbirth with or without pay**
- **Acquisition or modification of equipment or seating**
- **Temporary transfer to a less strenuous or hazardous position**
- **Job restructuring**
- **Light duty**
- **Private non-bathroom space for expressing breastmilk**
- **Assistance with manual labor**
- **Modified work schedules**

When presented with a request for accommodation, the Company will engage in a timely, good faith, and interactive process to determine effective reasonable accommodations to enable the employee to perform the essential functions of the employee's job.

The Company may require an employee to provide documentation from an appropriate healthcare or rehabilitation professional with regard to certain requests for accommodation but will not require documentation for the following accommodations: (1) more frequent restroom, food, or water breaks; (2) seating; and (3) limits on lifting over 20 pounds.

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and will be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment.

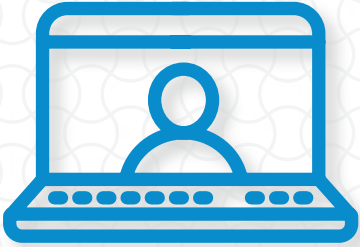
Written and unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or temporary disability insurance or sick leave plan will be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

Religious Accommodations

Ver-Tex Construction is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the Company dress code or the individual's schedule, basic job duties, or other aspects of employment. The company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on the operations – including other employees – when determining a reasonable accommodation. At no time, will the Company question the validity of a person's belief. If you require a religious accommodation, speak with your Manager.

Work Hours

The normal work schedule for all Full-Time employees is eight (8) hours a day, five (5) days a week. Supervisors or Managers will advise employees of the times their shifts will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The workweek commences on Sunday at 12:01 a.m. and ends on the following Saturday at midnight.



TELECOMMUTING/REMOTE WORK ARRANGEMENT POLICY

As Ver-Tex Construction continues the process of establishing safe and productive working parameters for our employees, the following guidelines have been established for remote work.

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Ver-Tex Construction considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Ver-Tex Construction. All telework arrangements are decided on a case-by-case basis, focusing on the business needs of the Company first and must be approved by the President and CEO.

Eligible Employees

All administrative/office employees. Each employee should work with his or her manager to determine an appropriate work arrangement.

Scheduling

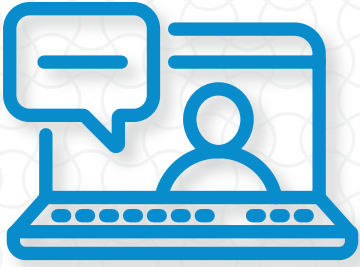
All telecommuters are to report to the office twice per week (Tuesdays and Thursdays) or as assigned by upper management. All other three workdays, employees have the option to work remotely. If an employee has a medical necessity or childcare need that requires a work accommodation, the employee should provide such documentation and request to their manager and Human Resources for review.

Scheduling conditions are below:

- **A specific work schedule, including workdays and hours, must be agreed upon in advance**
- **Employees must maintain a normal workload**
- **Employees who are unable to work due to illness or other circumstance must report their absence to their manager. In such circumstances, employee may use their unused PTO**

Communication

While working remotely, all telecommuters must provide a daily outline to their manager of what work that needs to be accomplished each day. Any issues/concerns must be escalated in real time to your manager.



Please be able to come into your designated office, if necessary, on your remote days (Canton, Boston, North Miami Beach) for mission critical work as request by your manager. All remote employees must be reachable via phone, chat and/or email during the designated core/work hours and respond to and/or acknowledge the request within 30 minutes. If you are unable to respond within this time frame due to being on the road, etc. please update your email out of office and/or office teams' status accordingly.

Collaboration and communication while working remotely can consist of the following:

Daily team video conferences to discuss work, info sharing, or resolve any work-related issues with manager, coworkers, and peers.

Use Office Teams application to chat and conduct phone call for business related calls.

Tax and other legal implications

The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the company's time keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's manager. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Safety

Employees are expected to maintain their home workspace in a safe and healthy manner, free from safety hazards. Telecommuting employees are responsible for notifying the employer of any injuries as soon as practicable. Workers' compensation does not cover accidents to family members or other third parties at the telework site.

Equipment

On a case-by-case basis, Ver-Tex Construction will determine, with information supplied by the employee and the manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization.



Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Ver-Tex Construction accepts no responsibility for damage or repairs to employee-owned equipment. Ver-Tex Construction reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Ver-Tex Construction property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Ver-Tex Construction will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Ver-Tex Construction will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. Ver-Tex Construction will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Any telecommuting arrangement may be discontinued at will and at any time at the request of either the telecommuter or the organization. We reserve the right, in our sole discretion, to withdraw authorization to telecommute when it determines the arrangement no longer meets our business or needs. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Teleworking is not intended to permit employees to have time to work at other jobs or to run their own businesses. In addition, failure to fulfill normal work requirements, both qualitative and quantitative, on account of other employment, may be cause for disciplinary action including possible termination of employment.

Please contact the HR department with any questions you may have.

Payroll

Ver-Tex takes all reasonable steps to ensure that employees receive the correct amount of pay and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of your pay, you should promptly bring the discrepancy to the attention of Human Resources.

Corrections will be made as quickly as possible. In most cases, that will be your next scheduled payday.

PAY PERIOD

For all employees at Ver-Tex, the standard pay period is weekly, and the employees are paid for work performed the previous week. Paychecks are received every Thursday. When payday falls on a holiday, you will be paid on the preceding workday. No advances will be made before payday.



OVERTIME PAY

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Supervisor's prior authorization.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Ver-Tex, however, has the sole and exclusive right to decide who will receive particular overtime assignments and when.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions, at the following rate: one and one half (1-1/2) times the regular hourly wage for any time actually worked over forty (40) hours per week. The workweek runs from Sunday through Saturday. Only hours actually worked are included in the overtime calculation.

PTO, holiday, jury duty, and bereavement time are not included as hours worked when calculating overtime.

Non-exempt employees who are required to work on a Ver-Tex holiday will be paid for the holiday and their regular hourly wage for hours worked on the holiday.

All overtime must be approved in advance by your Manager. Failure to work scheduled overtime or overtime worked without prior authorization may result in disciplinary action, up to and including possible termination of employment.

EXPENSE REIMBURSEMENT

If you are asked to conduct company business using your personal vehicle, other than your commute to/from work, you are entitled to be reimbursed at the mileage reimbursement rate per mile, which can be obtained through the Accounting Department. In order to be eligible for reimbursement for any authorized expenses, you must submit an expense report accompanied by receipts with the necessary approvals. Requests for reimbursement should be made as soon as possible, preferably within a week of the incurred expenses. Please refer to our Expense Reimbursement Policy.

CELLPHONE REIMBURSEMENT POLICY

All team members with a company direct line are eligible for cellphone reimbursement for business related calls/texts when using their personal cell phones. Eligible employees will receive a \$15 dollar per month stipend payable through payroll.

The stipend will immediately cease if:

- **An employee's employment with the company terminates**
- **An employee is determined they are no longer eligible for the stipend based on no longer having a direct company line**
- **The employee no longer has a cellphone or cellphone service plan**

Employee Files



GARNISHMENT

In some circumstances, Ver-Tex may be obligated to execute any court-ordered wage assignment, tax levy, or garnishment against an employee's wages. Withholding shall continue until Ver-Tex is provided with a written release from the creditor or the court. In these situations, the employee would be notified by payroll in advance.

Ver-Tex participates in the IRS Section 125 Plan, which allows employee-authorized deductions for medical, dental, and flexible spending to come out as pre-tax dollars. This means you do not have to pay any taxes on the amount you contribute to such benefits.

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DIRECT DEPOSIT

Ver-Tex provides the convenience of direct depositing your check into any bank account or bank accounts of your choice, in both checking and savings accounts. Money will be available in your accounts on the payday. To enroll, you must complete a Direct Deposit Form. It takes approximately two pay periods to begin Direct Deposit. On payday, you will receive a pay stub as opposed to your actual paycheck. You may begin or change Direct Deposit at any time. Direct Deposit is mandatory per company policy.

The Company maintains a personnel file for each employee that is the property of Ver-Tex. The information contained in your personnel file is confidential. Only those individuals authorized (i.e., such as Human Resources, employee's Manager) to view an employee file will be allowed to do so.

All inquiries by outside parties about present and former employees are to be directed to Human Resources. Human Resources will verify the identity of the inquirer and disclose only the position held and dates of employment. Salary information will not be disclosed without employee's authorization or written signature.

EMPLOYEE ACCESS

Ver-Tex abides by the law with respect to disclosure of personnel files. Employees who wish to review or copy their personnel file need to submit a written request to Human Resources. Upon such request, employees may review/copy their employee file within five business days in the Human Resource office during normal business hours. In addition, an employee who submits a written request to Human Resources to obtain a copy of their personnel file will receive it within five business days.

Workplace Policies

EMPLOYEE FILES – CHANGES IN STATUS

Anytime your personal data changes, you are required to notify Human Resources. Name changes, personal mailing addresses, telephone numbers, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times.

Since changes may affect your benefits, taxes, insurance status, etc., it is imperative that you report all changes as soon as possible so that your personal information is always current and correct. Of course, this information will be kept confidential and will be provided only to individuals who have a need to know.

The following rules and guidelines have been created so that all employees know what their responsibilities are in terms of conduct on the job. If you have any questions regarding these rules or any disciplinary action, be sure to discuss them with your Supervisor, Manager, or Human Resources.

Although much of this section is designed to provide an understanding of the workplace rules of conduct and the ramifications for violating those rules, nothing contained in this section in any way restricts, waives, or revokes the “at-will” relationship between you and Ver-Tex. In other words, although this section is a guide, circumstances may warrant that steps be taken outside of these policies. Ver-Tex reserves this right.

RULES OF CONDUCT

Ver-Tex expects our employees act in a professional and respectful manner in addition to adhering to the policies detailed in this handbook. While we cannot anticipate every situation, we expect that our employees will maintain behavior that is both honest and straightforward and deal with issues fairly and timely. If you are not sure what to do in a given situation, it is your responsibility to speak to your Supervisor, Manager, or Human Resources.

References

To ensure that all reference checks are handled in a manner consistent with Ver-Tex’s policy guidelines, all reference requests must be directed to Human Resources as the designated authorized source for reference information.

ETHICAL STANDARDS

All Ver-Tex employees share responsibility in observing a code of ethics requiring truthfulness, honesty, and integrity in all activities. Each employee will be expected to adhere to any and all confidentiality policies of Ver-Tex. If you are ever in doubt whether a situation or activity meets our ethical standards or compromises the Company’s reputation or if confidentiality will be breached, please do not hesitate to ask your Supervisor, Manager, or Human Resources.



BREAKS

Rest and meal periods are intended to provide you with an opportunity to take a break and relax. All non-exempt (hourly) employees must take a 30-minute meal break and will be relieved entirely from duty during this time. Employees are discouraged from eating at their workstations, however if they do this will be considered their unpaid 30 minutes lunch break and they must refrain from working during this meal period. Employees must be prepared to resume work promptly at the end of their meal period.

Ver-Tex understands that employees may need to step away from their work from time to time, however, abuse of this policy will not be tolerated. Hourly employees who are away from their work areas for more than five minutes at a time must inform their manager. Management can, at their own discretion, limit break time at any point. Employees are not to leave the premises while on paid breaks without permission from their Supervisor/Manager. This policy applies to smokers as well as nonsmokers.

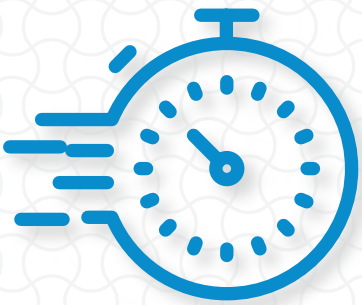
Nursing Mothers

In compliance with state and federal laws, the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breastmilk for the employee's infant child. If possible, the break time will run concurrently with any break time already provided to the employee, and the Company will make reasonable efforts to provide the employee with the use of a room or other location, other than a toilet stall, in close proximity to the employee's work area, for the employee to express breastmilk in private. The room/location may include the place where the employee normally works if it otherwise meets the requirements of this section. Break time for an employee that does not run concurrently with the rest time authorized for the employee will be unpaid.

ATTENDANCE AND TARDINESS

Absences that are excessive, either in duration or frequency, unexcused absences, unauthorized departures from work, and/or unreported absences may result in loss of pay and disciplinary action, up to and including immediate termination.

- 1. You are expected to report for work regularly and punctually. This is an extremely important part of your job.**
- 2. If you are going to be late or absent for any reason, you must speak to your Supervisor, Manager, or Human Resources by phone, email, or text message at least 1 hour before your shift starts. It is the employee's responsibility to make sure the manager confirms receiving information of the absence and/or tardiness. This conversation must include an explanation for the absence or tardiness and a statement of the expected arrival time at work. Additional supporting documentation may be required. Unavoidable tardiness is not an excuse for absence from a scheduled shift. You should, therefore, make every effort to get to work as soon as possible after notifying your Manager.**
- 3. You are required to speak to your Supervisor, Manager or Human Resources by phone, email, or text message at least 1 hour before your shift starts for each subsequent day of absence. Failure to provide notification will be cause for disciplinary action, up to and including immediate termination.**



4. **If you are absent for three (3) consecutive scheduled shifts without proper notification to your Supervisor, Manager, or Human Resources, you will be considered to have voluntarily terminated your employment. You must make every reasonable attempt to speak directly to your Supervisor, Manager or Human Resources before leaving a voicemail message. We cannot accept phone calls or e-mails from relatives; the Team Partner must be the person contacting the company directly, unless extenuating circumstances do not allow this action to happen.**
5. **A health-related absence may require a health care provider's certificate that you are fit for duty. Ordinarily, any absence due to illness that extends beyond three (3) days requires this certificate.**
6. **When you know in advance that there will be an unavoidable absence or tardiness, you must make arrangements with your Supervisor or Manager. However, even pre-arranged absences will become part of your attendance record and will be considered when evaluating your overall record.**

All team partners must have a set schedule to start their shift.

All Full-Time employees must work eight (8) hours during business hours.

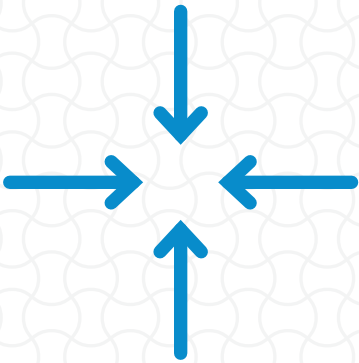
CONFLICT OF INTEREST

You have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Ver-Tex's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Personal gain may result not only in cases where you or a relative has a significant ownership in a firm with which the Company does business, but also when you or a relative receive any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Ver-Tex.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, you must disclose the potential conflict of interest on transactions involving purchases, contracts, or leases, to an Officer of the Company as soon as possible. Safeguards can then be established to protect all parties. You should seek further clarification from your Supervisor, Manager, or Human Resources if issues related to the subject of acceptable standards of operation arise. Contact your Supervisor, Manager, or Human Resources for more information or questions about conflicts of interest.

OUTSIDE EMPLOYMENT

Ver-Tex does not limit an employee's activities during non-working hours unless those activities interfere or conflict with the employee's ability to perform his/her job responsibilities fully and effectively, whether directly or indirectly. All employees will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.



Outside employment for a competitor or work that constitutes a conflict of interest is prohibited. If an employee accepts outside employment, he/she should notify his/her Supervisor, Manager, or the Human Resources to ensure that his/her position does not pose a conflict of interest. Employees may not receive any income or material gain from individuals outside Ver-Tex for materials produced or services rendered while performing their jobs with the Company.

If it is determined that your outside work interferes with performance or the ability to meet the requirements of your position, you may be asked to terminate the outside employment if you wish to remain with the Company. The holding of a second job does not eliminate the employee's obligation to work overtime when necessary.

The employee automatically relinquishes the right for workers' compensation benefits for injuries or illness that occur as a result of outside employment.

EXTERNAL COMMUNICATIONS

Under no circumstances shall any employee engage in a conversation with outside callers asking questions about the Company unless such calls are expected and part of your regular duties or are protected concerted activities under the National Labor Relations Act. You should take a message and advise the caller that you will have an authorized person return the call to answer his/her questions.

These types of calls should be directed to an Officer of the Company such as the President or Vice President. These types of calls could be from banks, law firms, reference checking organizations, reporters, credit bureaus, credit card companies, state municipalities, auditors, etc.

ACCEPTANCE OF GIFTS

Ver-Tex recognizes that acceptance of certain benefits by its officials does not amount to a corrupting influence on Ver-Tex's transactions. Ver-Tex may approve a Ver-Tex official accepting something of value in connection with Ver-Tex business, provided that such approval is made in writing and discloses all relevant facts.

Each time you receive anything of value, you shall disclose the following to your Manager:

- 1. The name of the person giving the gift**
- 2. The nature of the gift**
- 3. The value of the gift**
- 4. The circumstances surrounding the receipt of the gift**

DRESS CODE

A neat and professional appearance contributes to the positive impression we make on our internal and external customers. All employees of Ver-Tex are expected to dress and groom in accordance with accepted professional business standards, particularly if your job involves dealing with customers and/or visitors.



We ask all our team partners to dress in a clean, respectful manner, and wear clothes appropriate to an office setting, their role, and who they will be interacting with during their day. There could be variations by work area based on the type of work done. For example, if you are meeting with a customer, you will be required to dress more professional in business casual apparel. If you are going to a job site, you will be required to wear the appropriate construction attire and PPE. If you are working out of the office, you will be allowed to wear jeans (unripped) with a blouse. The Manager is responsible for establishing a reasonable dress code appropriate for the job(s) in each department. Because this is a place of business, clothing that is torn, frayed, or sleeveless is inappropriate. Clothes that expose bare backs or midriff, undershirts, and ripped jeans are some examples of inappropriate dress. Management will speak with anyone who is not dressed or groomed appropriately for the business environment. Any employee who violates this standard will be subject to appropriate disciplinary action.

All team partners out in the construction field must follow OSHA safety guidelines for PPE and apparel.

Management is to report any violation of the dress code to Human Resources.

SUBSTANCE ABUSE

Ver-Tex will not tolerate any substance abuse by its employees. Any employee, either working on the job or appearing at our Warehouse or job site locations, under the influence of alcohol or nonprescription drugs will be asked to leave the worksite or premises immediately. When such a situation occurs, the employee's Supervisor/Manager will document the absence as an unpaid, unexcused absence from work. If necessary, transportation will be arranged with a local cab company to assist the employee in returning home.

An employee who is taking either prescribed or over-the-counter medication that may impair his/her attention or performance, or that make the employee sleepy, should inform his/her Supervisor or Manager upon arrival for work to ensure the safety of the employee and his/her coworkers. It is essential that an employee be alert and in full possession of his/her faculties when working. Being under the influence of drugs or alcohol can cause an accident or injury. Accordingly, no employee may report to work or remain on duty while under the influence of or impaired by alcohol or any controlled substance or drug.

No employee may possess, sell, or distribute alcohol, drugs, or controlled substances while on Ver-Tex property or on Company time. If such substances are found, the employee will be subject to disciplinary action, up to and including immediate termination. Furthermore, drinking alcoholic beverages or use of other intoxicants, drugs, or controlled substances on Company time, during breaks or lunch is prohibited and will result in disciplinary action, up to and including immediate termination.

To prevent drugs and other contraband from being brought onto Company premises, the Company may, at its discretion, inspect any locker, package, purse, toolbox, or other personal belongings brought onto the Company premises in connection with the investigation of any rule violation or in the maintenance of a safe workplace. An employee is expected to cooperate in all investigations of suspected rule violations of workplace safety. Employees who observe such behavior should report it to their Supervisor, Manager or Human Resources.



DRUG-FREE WORKPLACE POLICY

The Company is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to these goals and Company productivity.

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, marijuana, illegal drugs, or intoxicants on Company property or while on Company business. Unlawful possession, use, consumption, sale, purchase, distribution, or manufacture by any employee of alcohol, marijuana, or any illegally obtained drugs, or alcohol within the Company's facilities, or while performing work off the Company premises is prohibited. The Company does not permit any employee to report to work or perform his/her duties while taking lawfully prescribed drugs which may adversely impair his/her ability to perform his/her job functions safely and effectively.

Any employee taking prescribed or over the counter medications will be responsible for consulting with his or her prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use the appropriate personnel procedures (e.g., call in sick, use leave, request change in duty, notify the supervisor) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications.

The Company has a zero-tolerance policy concerning:

- a) The use, consumption, selling, dispensing, manufacturing, and possession of alcohol and substances regulated as controlled substances under the Controlled Substances Act ("Controlled Substances") at the workplace**
- b) Employees under the influence of Controlled Substances at the workplace**

All employees must at all times ensure that their off duty use of medications or Controlled Substances prescribed to the employee for medical purposes or lawfully being used under state law:

- a) Does not interfere with the employee's duties for Company, Company's business, or Company's employees, customers, clients, vendors, and other business relationships and**
- b) Does not pose a threat or danger to employee, the Company's other employees, or any third parties**

Recognizing that there is substantial evidence that marijuana use will compromise the safety of employees working in safety sensitive positions, the usage of marijuana at the workplace is strictly prohibited.

The Company understands that there is a difference between substance use and substance abuse and that prescribed or recreational use of a substance is not necessarily abuse. The Company further understands that medicinal marijuana is legitimately prescribed for a number of illnesses under the laws of several states. Legal employee use of marijuana when not in the workplace or otherwise not on Company time is not regulated by the Company. However, such use or contact must not be allowed to interfere with job performance.



Employees are prohibited from reporting for duty or remaining on duty while under the influence of alcohol or any other intoxicants or controlled substance (including marijuana). Employees are further prohibited from consuming alcohol or other intoxicants or controlled substances (including marijuana) during working hours, including meal and break periods.

The Company may, at its discretion, conduct drug and/or alcohol testing under any of the following circumstances:

- **For-Cause Testing: The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.**
- **Post-Accident Testing: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test.**
- **"Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.**

If an employee is tested for drugs or alcohol outside of the employment context, and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

The Company complies with the law of each state in which it operates, including, but not limited to state laws regarding the scope of testing and testing methods. Testing procedures and practices will be based on accepted government guidelines and will abide by applicable state laws. Testing laboratories, collection sites, and medical review officers will be certified. Alcohol testing will be conducted using government approved breath alcohol testing devices and procedures. Cut-off levels for positive drug testing will be those set by the government (Department of Transportation).

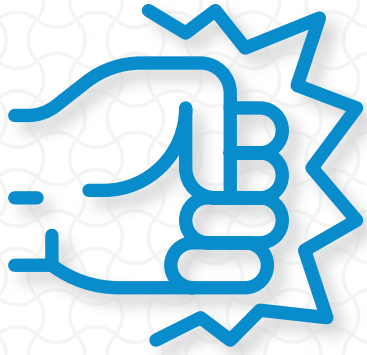
In those states that require that employees who test positive for drug or alcohol be referred to a substance abuse professional for assistance, the Company will comply but reserves the right to require follow-up testing, and if such tests indicate continued use of controlled substances, the Company will proceed with terminating the employee.

Failure to comply with this policy will result in disciplinary action, up to and including termination of employment.

This policy is subject to change at any time with or without notice and is not intended to create a contract for employment.

Reasonable Suspicion Documentation

Please refer to our reasonable suspicion form ([click here](#)).



VIOLENCE IN THE WORKPLACE

The Company takes very seriously the safety of all its employees in the workplace. For that reason, conduct which threatens, intimidates, or coerces another employee or customer or interferes with the ability of Company employees to perform their work will not be tolerated. Employees should refrain from fighting, “horseplay,” or other conduct which may endanger others. Firearms, weapons, and other dangerous or hazardous devices or substances may not be brought onto Company premises. Company premises include the interior of physical buildings, adjacent grounds, parking lots and garages, and all other property owned or leased by the Company as allowed by state law.

Any employee who believes he/she has been subject to violent behavior by a co-worker, customer, or vendor, is threatened with violence, or knows of threats or actual violence occurring in the workplace should report such conduct to his/her Supervisor or to Human Resources immediately. Management will make every effort to determine the safest way to handle the situation and minimize the risk to all employees.

The Company encourages employees to bring their disputes or differences with one another to the attention of their Supervisor or the employee’s local Human Resources representative before the situation escalates to a potentially violent situation. Employees who engage in conduct prohibited under this policy will be subject to disciplinary action, up to and including immediate termination of employment.

EMPLOYMENT OF RELATIVES

Ver-Tex recognizes that immediate family members often represent an excellent recruitment source. Ver-Tex will permit the employment of qualified relatives of employees, as long as such employment does not, in the opinion of the Company, create actual or perceived conflicts of interest, disruptions in the workplace, or other performance problems. For purposes of this policy, “relative” is defined as a spouse, significant other, child, parent, sibling, grandparent, aunt, uncle, corresponding in-law, or “step” relation. The hiring of immediate family members with Ver-Tex wide responsibilities will be reviewed in advanced by the President and hiring Manager in order to rule out any potential conflict of interest. If, in the opinion of the Company, a conflict, disruption, or other performance problem arises as a result of the relationship, one of the employees may be transferred and/or disciplinary action may be imposed.

NON-FRATERNIZATION

In accordance with the principles and guidelines set forth in the Employment of Relatives Policy, the Company discourages employees from engaging in casual or serious romantic relationships with other employees at the Company or a known vendor or customer of Ver-Tex. Relationships among employees raise issues of equity, fairness, and favoritism regarding the involved employees’ work responsibilities, salary, and/or career progress.

If two employees are involved in a relationship, they must disclose it to their Manager or Human Resources. If, in the opinion of the Company, a conflict,

disruption, or other performance problem arises as a result of such relationships, one of the involved employees may be transferred and/or disciplinary action may be imposed.

Both the Employment of Relatives and Non-Fraternization Policies apply to all categories of employment, including full-time, part-time, and temporary classifications.

ISSUANCE OF COMPANY PROPERTY

Certain positions within the Company require that the employee be issued Ver-Tex equipment and/or property to be used for work purposes, either on-site at Ver-Tex premises or at the employee's residence. It is expected that such issued equipment or property will be utilized and maintained in an appropriate way according to product standards, solely for work-related purposes. Although in the employee's possession, all such Ver-Tex property and equipment remains Ver-Tex property and can be inspected at any time, including locked cabinets or lockers. Should the employee leave Ver-Tex's employ for any reason, all such equipment and property issued to the employee must be returned.

COMPANY CREDIT CARDS

The Company will provide an assigned credit card to team partners depending on business needs and their position. All team members in possession of a Company credit card must adhere to the Company Credit Card policy. ([click here](#))

VISITORS

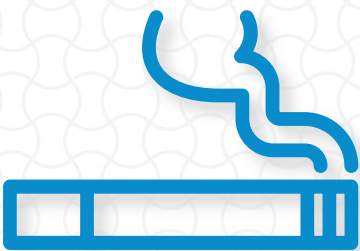
For safety and security reasons, visitors are not permitted on Ver-Tex property unaccompanied. Employees are responsible for escorting their visitor(s) around the building and ensuring that they are properly signed in, and that they are following safety requirements.

Visitors are not to gain access to confidential areas such as our IT server room, locked offices, locked file cabinets etc. Any visitor requesting access to a confidential area need to be brought to the attention of Human Resources and the President and CEO immediately.

If an unauthorized individual is observed on Ver-Tex's premises, employees should immediately notify Management or Human Resources.

DESIGNATED SMOKING AREAS

Ver-Tex respects the rights of both smoking and non-smoking employees. For that reason, in those work locations where smokers are provided with designated smoking areas, they are required to confine smoking to those areas only. Smokers are required to have consideration for their non-smoking coworkers and to confine smoking to the outside of buildings with entrance doors closed. If unsure of where the smoking area is located, please make sure to ask a member of Management or Human Resources. Smokers should not stand in the main entrance doorway. Smoking is not permitted in company owned or leased vehicles.



INCLEMENT WEATHER/EMERGENCY CLOSINGS

In the case of inclement weather, you are expected to make every effort to be at work at the normal time. Ver-Tex expects that employees will utilize their best judgment in the case of inclement weather. If, for any reason, you are unable to get to work on time, you must notify your Supervisor. If Ver-Tex is open for business and the employee chooses not to report to work, the employee will need to utilize an available PTO day to cover the absence.

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Ver-Tex operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs, we will email, or do an Office Team message to notify employees.

When on-site operations are officially closed due to emergency conditions employees are expected to be prepared to work from home. If employees are unable to work from home, the employee will be unpaid or can take paid time off for the day.

SAFETY

Ver-Tex wants you to have the safest working conditions possible. This can only be accomplished with your help. Ver-Tex expects your strict observance of all safety rules since they exist for your protection. If you know of any unsafe condition, notify your Supervisor, Manager, or Human Resources immediately. Do not continue to work if an unsafe condition exists.

In general, the following are some safety guidelines for all employees:

- **Learn and understand every aspect of your job**
- **Know the location of fire alarm boxes, extinguishers, first aid kits, and eye-wash stations in your work area**
- **Promptly record and bring to the attention of your Supervisor, Manager, or Human Resources unsafe areas (such as slippery floors, items left in hallways, etc.)**
- **Do not attempt to work with defective equipment, and bring such matters to the attention of your Supervisor, Manager, or Human Resources immediately**
- **Please note all proper methods for lifting and adhere to them strictly**
- **Please wear all proper safety equipment (i.e., safety glasses, safety shoes)**
- **Promptly report any injury, no matter how minor, to your Supervisor, Manager, or Human Resources**

All positions are covered by certain safety guidelines and you are obligated to abide by them. Please carefully read and refer to them often. Your Supervisor, Manager, or Human Resources will familiarize you with all aspects of the job and verify your knowledge of what is expected of you, relative to safety.

Ver-Tex expects its employees to conduct themselves and perform their jobs in a safe manner. Employees are encouraged to use good judgment and common sense in matters of safety and to observe all safety rules posted in various areas.



Work Related Injury

If you sustain a work-related injury or illness, or witness the injury of another employee, you should inform your Supervisor, Manager or Human Resources immediately in accordance with the procedure set forth under "Workers' Compensation," so they can report to the insurance company for immediate processing of claims. Despite the severity of the injury, if it requires medical attention, it must be reported. An incident report will be required to be filled out and signed by the employee and signed off by the employee's direct Supervisor/Manager. In the event the employee is not able to complete such a report, the Manager/Supervisor should report what event occurred to the best of his/her knowledge. Injuries sustained in other recreational or athletic activities that are not work related are not considered a work-related injury.

EMPLOYER SPONSORED SOCIAL EVENTS

Ver-Tex Construction holds periodic social events for employees outside of business hours. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Manager prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

AUTO/FLEET POLICY

Our company is committed to the safety of our team members. For this reason, we have an Auto/Fleet policy to prevent workplace accidents and provide a safe working environment for those that drive for company business. ([click here](#))

OFF-DUTY EMPLOYEES (WAREHOUSE)

For safety, security, and insurance reasons, employees are not permitted access to the warehouse, both the interior of the building and exterior work areas, during your off-duty hours. If you have any questions, please talk with your Supervisor, Manager, or Human Resources.

CORRECTIVE ACTION PROCESS

Ver-Tex tries to recruit people who will best fit the available positions within the company. Occasionally, however, it becomes necessary for Ver-Tex and certain employees to part ways, or for Ver-Tex to take disciplinary action that it considers reasonable under the circumstances. It is in everyone's best interest to resolve problems or complaints related to Ver-Tex policies, procedures, or other workplace issues fairly and in a prompt manner. Ver-Tex strives to address performance or conduct issues in a fair and equitable manner. Certain standards are necessary for the efficient operation of our business. Ver-Tex reserves the right to determine both the appropriateness and level of counseling, discipline, or other corrective actions in each situation, including whether immediate termination is warranted. In each case, Ver-Tex will respond to the situation in accordance with the overall best interests of the Company, its employees, and customers.

Separation of Employment

Since employment at Ver-Tex is at-will, both the employee and Ver-Tex have the right to terminate employment at any time, for any reason. Termination of employment is an inevitable part of personnel activity with any Ver-Tex employee, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

VOLUNTARY

A voluntary employment termination (resignation) is one initiated by an employee. In the event of a voluntary separation, Ver-Tex employees are asked to notify their Managers and to submit a written and signed resignation letter indicating the date of resignation and the reason for leaving the Company, at least two weeks prior to the employee's last day. However, Management does have the discretion to decide whether or not the employee should work through the notice period. The employee will receive his/her final paycheck including regular base pay through the last day worked and any unused, earned PTO on the next regular payday. Should the employee have a negative balance of PTO during time of separation, this will be deducted from their final paycheck. Exit interviews with HR are generally scheduled for employees after the notice of resignation has been received. The exit interview will afford an opportunity to discuss such issues as employee benefits, final pay, return of Ver-Tex property and any suggestions, complaints, and/or questions that the employee may have.

INVOLUNTARY

Involuntary employment termination (discharge) is one initiated by the Company. There are situations that occasionally arise which result in an involuntary separation from the Company. When a situation warrants dismissal, the circumstances leading up to this will be carefully reviewed before any action is taken. Every effort will be made to ensure that each employee is treated with fairness and respect during this process. The employee will receive his/her final paycheck including regular base pay through the last day worked and any unused accrued PTO on his/her last day.

LAYOFF/REDUCTION IN FORCE

Involuntary employment termination initiated by the Company for non-disciplinary reasons.

RETIREMENT

Voluntary employment termination initiated by the employee.

SEPARATION PROCEDURE

Whether a separation is voluntary or involuntary, there are certain steps that need to be taken which include:

- **COBRA, HIPAA & Unemployment notification (mandated)**
- **Return of all Ver-Tex property including keys, access card, computer equipment, all proprietary material, and any other Ver-Tex property**

CONTINUATION OF BENEFITS (COBRA)

COBRA is a statute that provides for the continuation of group health insurance coverage for members and/or “qualified beneficiaries” when coverage would end because of the following reasons:

- **Loss of coverage of a member or qualified beneficiary due to a reduction in benefit eligible employment hours or termination of benefit eligible employment, excluding termination for gross misconduct**
- **Loss of coverage of a qualified beneficiary due to divorce or legal separation**
- **Loss of coverage of a qualified beneficiary due to death of a member**
- **Loss of coverage of a qualified beneficiary due to the member’s entitlement to Medicare benefits**
- **No longer meeting the eligibility requirements as a member’s dependent**

The maximum period of continuation under COBRA is 18 months for individuals who qualify due to termination of employment or reduction in hours. If you qualify due to death, divorce, entitlement to Medicare, or cease to be an eligible dependent child, you have the right to elect to continue coverage for up to 36 months from the date of the qualifying event. At the end of the designated continuation period, the employee may be allowed to convert to an individual policy directly through the carrier. The employee has 60 days to decide to take advantage of COBRA coverage and notify the Human Resource Department. If the employee fails to do so during the 60-day period, then coverage continuation rights will automatically end. The employee or beneficiary may elect to continue coverage by paying the full cost of coverage under Ver-Tex’s group rates, plus a 2% administration fee. Failure to make timely payments within 30 days of the established due date will result in permanent cancellation of coverage. If the Company terminates employment, you will be sent notification regarding your rights and obligations under COBRA. Otherwise, the employee or qualified beneficiary is responsible for informing Human Resources of any circumstances under which continuing coverage under COBRA would apply.

HEALTH INSURANCE PORTABILITY ACT (HIPAA)

In accordance with the 1996 Federal Statute, HIPAA, concerning group health plan coverage and exclusions for pre-existing medical conditions, a group health plan may not apply a pre-existing condition exclusion for longer than twelve (12) months after an individual enrolls in the plan (18 months in certain circumstances). This 12 (or 18) month period is reduced by the individual’s “credible coverage” as of the enrollment date in the new plan.

If your employment with the Company is terminated, you will receive a Certificate of Creditable Coverage from the insurance company. This is your proof of prior medical coverage.





LIFE INSURANCE AND LONG-TERM DISABILITY PORTABILITY

Employees who leave Ver-Tex are eligible to continue their Life Insurance and Long-Term Disability coverage through the insurance companies as an individual policy. As a terminated employee electing this coverage, you are responsible for paying the full premium cost. Information will be distributed on these plans per the terminated employee's request to the Human Resources Department.

UNEMPLOYMENT INSURANCE

Ver-Tex pays a percentage of its payroll to the Unemployment Compensation Fund according to Ver-Tex's employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. If your employment with Ver-Tex is terminated for any reason, Ver-Tex will provide you with information from the Department of Employment and Training (DET) regarding how to file for unemployment insurance benefits.

Handbook Acknowledgement

I hereby acknowledge the receipt of a complete copy of the Ver-Tex, Inc. Employee Handbook. I agree to read and comply with the policies and procedures so set forth.

I understand that the information contained in this Handbook is for guidance only, and that the Company reserves the right to modify this Handbook or amend or terminate any policies, procedures, or employee benefit programs at any time, or to require and/or increase employee contributions towards these benefit programs.

I understand that this Handbook is not a contract of employment between the Company and me, and that I shall not view it as such. I understand that my employment is at-will, with no definite period, and may, regardless of the time and manner of payment of my wages and salary, be terminated at any time. I understand that the policies contained in this Handbook do not change that status. I understand that no Supervisor, Manager, or representative of the Company, other than a duly authorized Officer of the Corporation, has any authority to enter into any agreement guaranteeing employment for any specified period of time.

Employee's Name (Print)	Employee's Signature	Date
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Human Resources	Signature	Date
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