



# Policy Manual

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## FOREWORD

Whether you have just joined our staff or have been at Sound Building Components Inc., further referred to as SBC, for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of SBC to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the owners) have the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies, and benefits described here, may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except SBC employees and others affiliated with SBC, whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

## Employee Handbook Acknowledgment and Receipt

I have received a copy of the SBC Employee Handbook. I understand that it is my obligation to understand all of the rules, policies, terms and conditions and to abide by them.

If I have any questions regarding these policies, I will ask my supervisor or the Human Resources director.

I understand and agree that employment at SBC is "at will." I also understand and agree that any provision of this handbook may be amended or revised at any time by SBC with or without notice.

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Employee's Signature

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Employee's Name (Print)

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Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

# DIVERSITY

## Equal Employment Opportunity Statement

SBC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. SBC. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SBC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of SBC employees to perform their expected job duties is absolutely not tolerated.

## Sound Building Components Inc.'s Anti-Harassment Policy and Complaint Procedure

SBC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, SBC expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of SBC to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. SBC prohibits any such discrimination or harassment.

Reporting of all witnessed and experienced incidents of discrimination or harassment is mandatory. It is the policy of SBC. to promptly and thoroughly investigate such reports. SBC prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 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.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to SBC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. This policy also applies to all conduct off the job that affects an individual's work environment.

### **Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct must discuss their concerns with their immediate supervisor, Human Resources or any member of management.

When possible, SBC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. SBC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

SBC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation must be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to SBC owner or plant manager.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

## **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

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

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to SBC. Contact the Human Resource department with any questions or requests for accommodation.

# **EMPLOYMENT**

## **Employee Classification Categories**

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and SBC.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Requirements and Labor Standards (MWRLS). They are NOT exempt from the laws' requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA and MWRLS. Exempt employees hold jobs that meet the standards and criteria established under the FLSA and MWRLS.

SBC has established the following categories for both nonexempt and exempt employees:

- **New Employee:** Full or part time employees who have not completed their 90 day introductory period.



- **Regular, full time, paid hourly:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 37.5 hours per week. Employees are paid a set hourly wage.
- **Regular, full time, paid piecework:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 37.5 hours per week. Employees are paid a varying dollar amount per foot as determined by company owner.
- **Regular, part time, paid hourly:** Employees who are not in a temporary status and who are regularly scheduled to work no more than 29 hours per week on a regular basis. Employees are paid a set hourly wage.
- **Regular, part time, paid piecework:** Employees who are not in a temporary status and who are regularly scheduled to work no more than 29 hours per week on a regular basis. Employees are paid a varying dollar amount per foot as determined by company owner.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

## Reference Checks

To ensure that individuals who join SBC are well qualified and to ensure that SBC maintains a safe and productive work environment, it is our policy to conduct pre-employment reference checks on all applicants who accept an offer of employment. Reference checks may include verification of any information on the applicant's resume or application form.

If information obtained in a reference check would lead SBC to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

SBC also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

## Internal Transfers/Promotions

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the company

may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

SBC offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company's best interest.

To be considered, employees must have a satisfactory performance record, satisfactory attendance record, and not be on current disciplinary probation. Management retains the discretion to make exceptions to the policy.

## **Nepotism, Employment of Relatives and Personal Relationships**

SBC wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management and Human Resources of the relationship.

SBC reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

## **Employee Evaluations & Performance Improvement Plan**

The intention of this policy is to Increase feedback about an employee's work performance and to maintain the standard of excellence of this company. SBC will make reasonable efforts to assist employees who are not working satisfactorily to receive the needed supervision and training necessary to help them improve their work performance.

- A. Each employee will receive an informal evaluation at the completion of his/her first 90 days and a formal evaluation at the end of his/her six-month introductory employment phase. Employees will then be evaluated annually from the date of his/her hire date. Evaluations will be based on input from co-workers, and direct observation by the employee's supervisor. With a satisfactory annual evaluation, hourly employees may receive a pay increase agreed upon by supervisor and owner. Scheduled and unscheduled pay increases may be delayed for unsatisfactory work performance, for a specified amount of time.
- B. Whenever there is a decline in work performance, a Performance Improvement Plan will be developed. Areas needing improvement identified at any time during employment or through an evaluation will be clearly defined in individual statements. Employees will be provided with a deficiency statement, performance standards, goals, and timetables will be established to measure the employee's performance against the standards. Both the employee, Shop Supervisor, and Human Resources Director will sign a copy of the Performance Improvement Plan. The employee will be provided with a copy of the Performance Improvement Plan and a copy will be kept in the employee's

personnel file to re-visit at specified review dates. Review dates will be documented on the original plan. The Shop Supervisor, with Human Resources and employee present, will discuss with the employee the level of work performance expected and consequences, if performance standards are not met. If the employee raises performance to a satisfactory level prior to the expected end date, the plan may be discontinued. The plan is subject to modification at review dates if overall performance has improved but has not met a satisfactory level. Additionally, when an employee's performance does not improve over a reasonable time, the employee may be terminated or placed on disciplinary probation.

- C. All information/documentation collected on employees for purposes of reviews is to be considered confidential and is not to be shared. Peer reviews are to be completed individually by staff and not to be shared or discussed with co-workers. Supervisor reviews are to be completed individually by supervisors and are not to be discussed with any employee below the management level. Information on peer and supervisor reviews should be objective and factual. Personal perceptions or opinions are not to be included on peer reviews.

## Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Corrective action may be necessary from time to time for the efficient operation of the company. Forms of corrective action may include verbal warnings, written warnings and reprimands, probationary status, suspension, or termination. Any disciplinary actions taken by Crew Supervisors beyond verbal warnings must be documented in writing signed by the employee and Human Resources, and a copy given to the employee as well as a copy placed in the employee's personnel file. Verbal warnings will be documented by Human Resources or other management personnel and will be placed in the Supervisor's information file on the employee. Verbal warnings will not be included in an employee's permanent personnel file, but can be referenced should further disciplinary action be necessary.

Outlined below are the steps of our progressive discipline policy and procedure. SBC reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The degree of corrective action, whether first offense or one of several, will be determined by Human Resources, in its sole judgement and discretion and will primarily depend on the gravity of the offense and the circumstances under which it occurred. Certain major offenses could require immediate probationary status and/or suspension or termination, without recourse to the forms of corrective action described above. Human Resources, Crew Supervisors, and company presidents determine discipline for major offenses.

Employees who are placed on probationary status or performance improvement plans are not eligible for wage increases, bonuses, promotions, or transfers during this time.

The following outlines SBC's progressive discipline process. However, the company reserves the right to modify this process or apply different disciplinary action on a case-by-case basis.

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the supervisor's file on the employee for future reference. Verbal warnings are not kept with an employee's permanent personnel file.

- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Sent home for remainder of the work day:** If the issue of concern or unacceptable behavior has not improved after the written warning, the employee will be sent home for the day. If the decision to send the employee home is within the remainder two hours of the working day, the employee will not be allowed to work the following day. The employee will not be paid for hours after being sent home.
- **Termination.**

## Separation of Employment

Separation of employment within an organization can occur for several reasons.

- **Resignation:** When an employee decides to leave employment with SBC, the Human Resources Director would like to take an opportunity to discuss the reasons surrounding the employee's decision. At times, a different work schedule or position within the company might be the solution rather than resignation. If an employee still decides to leave, it is requested that they employee submit a 2-week written notice prior to his/her date of departure. If an employee fails to provide 2 weeks' notice or departs at any time prior to completing his/her 2 weeks, the employee may be deemed ineligible for rehire. If there is not a need for the employee to complete his/her 2 weeks' notice, Crew Supervisor and the employee may mutually agree on an earlier separation date and the employee may be considered eligible for rehire.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for two (2) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the second day. The supervisor shall notify the Human Resource department at the expiration of the second workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of SBC are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

### Return of Company Property

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

The separating employee shall contact the Human Resource department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

### Rehire

Former employees who left SBC in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Human Resource director or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

### **Final Paycheck**

When an employee is terminated for any reason, he/she will receive all pay for hours worked which is due. Employees who resign or are terminated will receive their paycheck on the next scheduled pay day. An employee may not take a draw from his/her final paycheck.

## **Employee Grievance Policy**

SBC is committed to providing a positive work environment for its employees. Part of this commitment is encouraging an environment in which employees can openly communicate problems, concerns, complaints, offer suggestions, or ask questions and receive a response in a timely manner.

SBC promotes communication among staff and with supervisors where any concern, suggestion, or question may arise. All those involved should attempt to resolve the concern by respectfully listening, collaborating, and inviting feedback in a constructive manner. Open, honest communication is often the most effective way to resolve concerns. Whenever an individual believes that a situation, condition, or event related to their employment or status is unsatisfactory, and is subject to the control of SBC, they will be expected and encouraged to take every reasonable step to resolve their complaints informally. At the request of a staff person or supervisor, Human Resources may provide mediation, consultation, and assistance in preparing any documentation.

If reasonable, informal efforts to resolve a complaint are not successful, the individual may formalize the complaint as a grievance by placing the complaint in writing; stating specifically the nature of the grievance, the dates and times, and the alleged problem; listing the individuals thought to be responsible as well as involved; and stating concisely the relief or remedy sought for the grievance.

Employees who wish to submit a formal grievance, concerns, problem, or suggestion are expected to complete a grievance form within five business days to his/her direct supervisor after the issue occurs. All formal grievances will also be shared with Human Resources. For all actions falling under the Anti-Harassment & Bullying policy, the same process will apply.

An employee voicing or submitting a complaint, concern, problem, or offering suggestions will not be reprimanded when presenting issues in a professional, reasonable, and business-like manner. Management and employees are expected to treat each other with mutual respect at all times.

If the employee's supervisor is unable to address the issue or if the employee feels it would be inappropriate to submit the grievance form to his/her immediate supervisor, the employee may present the grievance form to Human Resources.

Human Resources will respond to the grievance and will discuss the issue with the employee. Human Resources will consult with other appropriate managers and parties involved, if necessary, and document his/her findings. A written response will be provided to the employee within five business days of receipt of the grievance form.

If the employee submitting the grievance form feels that the problem still exists or that the problem was not fully addressed, the employee may request that the Human Resource Director present the information to the company owner for review. The company owner will respond to the employee in writing within ten business days of receipt of the grievance form. The company owner shall constitute the final disposition of the grievance.

All grievances will be monitored by Human Resources. A written summary of incidents will be provided to the company owner on an annual basis and used to improve employment at Sound Building Components.

## **WORKPLACE SAFETY**

### **Drug-Free Workplace**

SBC has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, SBC is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of SBC The Human Resource department is responsible for policy administration.

#### **Employee Assistance and Drug-Free Awareness**

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

SBC will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

#### **Work Rules**

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from using, possessing, buying, selling, manufacturing or dispensing alcohol, marijuana, controlled substances or illegal drugs (to include possession of drug paraphernalia).

- The presence of any detectable amount of any alcohol, marijuana, controlled substances or illegal drugs in an employee's body while performing company business or while in a company facility is strictly prohibited.
- SBC will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. Medically authorized or over-the-counter drugs must be taken consistent with the directions of the medication.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### Required Testing

The company retains the right to require the following tests:

- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, SBC may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

### Consequences

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense alcohol, marijuana, controlled substances or illegal drugs in violation of this policy will be terminated. Any employee tampering with, substituting, adulterating, falsifying or altering a drug or alcohol sample, screening test or any aspect of the testing process or providing inaccurate or false information will be subject to immediate termination. The first time an employee tests positive for alcohol, marijuana, controlled substances or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.



### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the HR department shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Inspections**

SBC reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

### **Crimes Involving Drugs**

SBC prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## **Workplace Bullying**

SBC defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.”

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. SBC considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## **Violence in the Workplace**

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.



Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. SBC resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. SBC treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, Incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Human Resources, or any member of senior management. When reporting a threat or Incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. SBC will not retaliate against employees making good-faith reports. SBC is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence.

SBC will promptly and thoroughly investigate all reports of threats of violence or Incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. SBC will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, SBC may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

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

SBC encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. SBC will not discipline employees for raising such concerns.

## **Safety**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing the procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses immediately following the Incident. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

The Safety Committee and the safety director shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

All employees are responsible to maintain the safe environment provided. A safe workplace is not only a benefit to the employee, is required by Washington Administrative Code (WAC) Chapter 296-155 and regulated by the Washington Labor & Industry Administration. All employees are required to follow all rules and regulations of the WAC Chapter 295-155: Safety Standards for Construction Work. Failing to adhere to these regulations will result in a write up and/or immediate termination.

## **General Safety Rules**

Safety rules are primarily for employee protection. Injuries impose severe burdens on employees and their families. The following safety rules are not intended to impose hardship on anyone, but will make SBC a better and safer place to work.

- Waste and trash containers are to be used to keep areas clean and sanitary. Trash receptacles containing potentially infectious materials must be emptied on a routine basis to avoid contamination of clean areas.
- Aisles, hallways, and fire exits must always remain clear and open.
- Employees must wash their hands with warm water and soap after using the restroom.
- Equipment must be used only for the manner it was intended (i.e., Forklifts, cranes, power tools, etc.) Staff must be properly trained on the use of all equipment prior to using unsupervised. If equipment appears to be unsafe to operate, the shop supervisor must be informed immediately.
- All equipment repairs must be done by authorized service personnel. Staff should never attempt to make repairs on equipment.
- Protective equipment such as hard hats, earplugs, safety glasses, and boots must be worn in the shop at all times.
- All employee injuries and vehicle accidents involving company vehicles regardless of severity must be reported immediately to shop supervisor.
- All work-related injuries must be reported immediately to shop supervisor and Human Resources, and documented on an Incident report form. Injuries requiring medical attention beyond standard first aid will require a return to work order by the employee's physician or medical provider and any restrictions and duration should be documented.
- Electrical panels must be clear and accessible at all times. Storage, whether permanent or temporary is prohibited within 3 feet of the panels. Panel doors must remain closed at all times when not being accessed.
- Use of headphones is prohibited while actively working. Headphones are only permitted when employees are on breaks and not in the shop.
- Extension and crop cords are only to be out for immediate use. They must not pose a tripping hazard to others in the area.

## **Work Related Accidents and Injuries**

### **Reporting Injuries.**

The company is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries, no matter how slight, must immediately notify the shop supervisor and human resources no later than the end of your shift.

In the event that you become injured or ill at work, we will provide assistance and ensure that you get proper care. We will assist in arranging for first aid treatment or needed transportation. In the event of a serious injury accident, we will assist in notifying emergency medical services.

In the event that you suffer an industrial injury or illness and the symptoms did not appear until after work hours (e.g., flash burns to the eyes) and you sought medical treatment, you must report the injury as soon as possible but no later than the next business day following the treatment. Your failure to follow this procedure may subject you to disciplinary action.

If you are unable to complete your shift because of an industrial injury or illness, only a supervisor can excuse you to leave work. If you require medical care resulting from an industrial injury or illness, except in the case of emergency treatment, you must obtain a [name of form] from Human Resources.

All employees returning to work following treatment for an industrial injury or illness must present a release for work, signed by the treatment provider. If you are released to work immediately, please report to your supervisor after your medical visit. You will start work at your usual time on your next regularly scheduled work day. Give the completed release form to your supervisor or Human Resources, so that proper work can be assigned. If you forget to bring your signed release, you may be instructed to wait at work while the treatment provider faxes or otherwise delivers the release.

### **Reporting Accidents**

In order that we can respond accordingly, you must report all accidents to your supervisor or the [HR Department] immediately or no later than the end of your shift. You must report:

- Personal injuries to employees, contractors, temporary service workers or vendors.
- Property damage.
- Product damage.
- Any accident or near miss that you have observed or experienced.

Your failure to follow this procedure may subject you to disciplinary action.

### **Time Off for Treatment and Recovery**

If you are injured on the job, the time you spend waiting for and receiving medical attention on the premises or at our direction during your normal working hours on days when you are working is counted as hours worked.

If you are not released immediately to work, tell your supervisor or Human Resources of your work release date in person or by phone at 360-873-8351 during normal work hours on the next business day. We require all employees excused from work as the result of an industrial injury or illness to maintain regular contact by phone and in person as arranged with Human Resources. You must follow our call-in policy if you will be unexpectedly absent from work. If you have provided us with medical documentation that you will be off work due to an injury or illness, you are required to contact your supervisor or Human Resources once a day to report the status of your ailment and anticipated return-to-work date, unless another schedule is arranged. Failure to follow this procedure may subject you to disciplinary action.

All employees off work as the result of an industrial injury or illness must supply their supervisor or personnel office with a current phone number (unlisted or not, both home and message) and an address (both physical and Post Office box, if applicable).

### **Early Return to Work—Transitional Duty**

Whenever possible, we will provide transitional (temporary) work to qualified employees who have sustained an industrial injury or illness and are temporarily unable to perform their regular jobs. At appropriate intervals, we will reevaluate the temporary tasks assigned as the medical condition moves toward resolution.

Employees released to transitional work must report to work for their next regularly scheduled shift. In addition, employees must provide their supervisor with their transitional duty release forms, including detailed work restrictions.

Once the physician releases an employee to an available position within the employee's restrictions, the employee must abide by the physician's restrictions and follow through on recommended medical treatment.

Employees must notify their supervisor if they notice an increase in pain or disability or if they have any problems performing their job. We encourage employees to schedule any needed follow-up medical care during non-work hours. Employees must give adequate notice to their supervisor to be relieved from work for doctors' appointments. When an absence has been approved for a necessary medical appointment and the appointment is not kept, disciplinary action may occur.

## **Smoking**

All SBC facilities and vehicles are smoke-free. Employees are not permitted to smoke or vape in buildings owned and/or operated by SBC. Employees are also not permitted to smoke or vape in company owned and operated vehicles. Employees will be informed of designated smoking areas. Employees who smoke/vape are expected to maintain a distance of 25 feet from building entrances/ exits and windows that open. Employees who smoke are expected to maintain the designated smoking area by removing any cigarette butts from the ground and disposing of them in designated receptacles. Employees who violate the agency smoking policy will be subject to disciplinary action. Smoking is allowed only at times and in places not prohibited by company rules or local ordinances.

# **WORKPLACE EXPECTATIONS**

## **Confidentiality**

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential and proprietary will not be disclosed to external parties or to employees without a "need to know." Proprietary information includes all information exclusively owned or controlled by us. Confidential information is any company information that is not generally known to the public or our industry. Customer lists and files, production information, personnel files, employee medical information, computer records, financial and marketing data, formulas and trade secrets are examples of confidential information. If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor and/or the Human Resources department.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

## Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of SBC may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

### Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Sound Building Components Inc.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department.

## Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by SBC. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If SBC determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

## Attendance and Punctuality

Due to SBC's dedication to providing customers with quality and timely services, punctuality and attendance are not only necessary, but are vital components of employee job performance. Tardiness and absenteeism place burdens on other employees, which can create dissension in the work place and make it difficult to meet company goals and deadlines. For these reasons, staff must report to his/her shift on time and as expected.

Work hours start promptly at 7:00am. Employees will be at their respective work stations at 7:00am. Any employee that is not at their station at 7:00am will be considered tardy.

Occasionally, illnesses and unexpected circumstances arise that cause you to be late. Please notify Human Resources at 360-873-8351 ext 301 as soon as possible, but no later than 30 minutes prior to your shift. An employee must leave a verbal message if HR is unavailable. Texting, emailing, instant messaging, and other electronic communications are not acceptable forms of notification.

In the event of unforeseen or emergent situations, the employee, the employee's emergency contact, or a family member should contact Human Resources within 24 hours. A statement from the employee's physician is required within two days of the occurrence or initial missed shift. If an employee misses three or more consecutive days due to illness or injury, he/she will be required to provide a physician's note excusing the employee from work missed and releasing the employee to return to work. Any job restriction should be included in the statement from the physician.

Employees who are excessively absent and/or tardy will be subject to disciplinary action up to and including termination. Excessive absenteeism is defined as missing 3 or more days per month without a doctor's excuse and/or 10 days per year (not including leave time). Excessive tardiness is defined as being 5 or more minutes late 3 or more days per month and/or 10 days per year. Exceptions will only be made for emergent or unforeseeable circumstances. Patterns of absenteeism/tardiness not protected under FMLA will not be tolerated and will result in termination.

## **Job Requirements**

SBC expects employees to perform safely, responsibly, and efficiently. Employees who are framing, will be required to meet the following minimum expectations on a daily basis. Not meeting these minimum requirements will result in a verbal warning for the first offense. The second offense may result in a written warning. The third offense may result in termination of employment with no additional disciplinary steps.

### **Minimum requirements:**

**Interior wall framing table (2 persons) – 350 lineal feet of wall per day**

**Exterior wall framing table (3 persons) – 150 lineal feet of single layer wall per day**

## **Attire and Grooming**

It is important for all employees to project a professional image while at work by being appropriately attired. SBC employees' clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

All employees must be covered from shoulders to feet at all times (no see-through or sleeveless clothing is permitted at any time). Safety-toe footwear for employees shall meet the requirements and specifications in WAC 296-155-212, which follows the American National Standard (ANSI) for Men's Safety-Toe Footwear, Z41.1-1967.

Proper eye & ear safety will be worn at all times during work place hours.

SBC will supply employees with (1) one pair of safety glasses and (2) two pairs of ear plugs. It is the responsibility of the employee to replace these goods if accidentally misplaced.

SBC is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in

severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

## **Social Media—Acceptable Use**

This policy applies to electronic social networking of any kind. Examples include Twitter, Facebook, MySpace, LinkedIn, YouTube, blogs, wikis, or any other service that allows user-generated electronic content. It is important for you to understand that inappropriate use of such services can impact your employment, *even if you do so from home and on a personal social networking site.*

Federal Trade Commission guidelines require that if you comment about one of our products or services, you must identify yourself as our employee. Also, unless you have been specifically designated as an official spokesperson as part of your job duties, you must make it clear that your comment is your own opinion and you are not a company spokesperson. You cannot use company logos and trademarks without our express written consent, except to the extent protected by law, such as if you are a nonmanagement employee exercising your rights under the National Labor Relations Act (NLRA) to communicate regarding your wages, hours or working conditions.

Anything that you share online, whether information, opinions, photos, videos, or other electronic data, is subject to our normal policies. In particular, your posts (whether on personal or business sites) must comply with our policies on nonharassment and nondiscrimination, must not be knowingly false, and must not result in the disclosure of trade secrets, protected health information, attorney-client privileged material, or information that would violate financial disclosure laws. When posting online, you must be respectful to customers, partners, vendors, and competitors. We also ask that you be respectful to SBC and our employees. If you are a nonmanagement employee, you have the right to communicate regarding your wages, hours or working conditions, but you cannot post anything that could reasonably be viewed as malicious, obscene, threatening, intimidating, harassing, or bullying. Do not discuss current or former clients, partners, or customers online without their express consent, as well as the approval of your manager.

## **Solicitations, Distributions and Posting of Materials**

SBC prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by SBC management and company-sponsored programs related to SBC's products and services.

### **Provisions:**

- Nonemployees may not solicit employees or distribute literature of any kind on company premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto company property except for official company business.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a company-sponsored event.



- The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violations of this policy should be reported to Human Resources.

## **Employee Personnel Files**

Employee files are maintained by the Human Resource department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resource department. Personnel files may not be taken outside the department.

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

# **COMPENSATION**

## **Payment of Wages**

Employee wages are paid out bi-weekly on Fridays after work has been completed for the day.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior biweekly period.

It is the company's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

In the event of a lost paycheck, the Human Resource department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed Increases or decreases, a new Form W-4 must be submitted to the Human Resource department.



## **Draws**

New employees to SBC may request a draw from their first paycheck. Employees may only request the amount they have worked, and must consider any taxes or deductions.

Except for extreme emergencies, no other requests for draws will be approved.

## **Pay Deductions for Exempt Staff**

SBC is committed to complying with federal and state laws regarding permissible deductions from the wages of employees who are exempt from overtime. We do not intend to deduct from exempt employees' pay for absences where such deductions are inconsistent with exempt status under federal or state law. Please examine your paycheck stub each pay period to verify that we paid you the correct amount. If you believe that we made an improper deduction from your pay, please bring it to the attention of Human Resources immediately. If we determine that we made an improper deduction, you will be reimbursed promptly for the amount deducted incorrectly.

## **Time Reporting**

A work hour is any hour of the day that is worked and should be recorded to the nearest fifteenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the manager to whom the employee reports.

Employees will submit their time record weekly as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

Employees who are paid at piecework rate are still required to punch in and out daily.

## **Overtime Pay (nonexempt employees)**

You will be paid at the rate of one and one-half times your regular straight-time rate of pay for all hours you actually work in excess of 40 hours in a workweek.

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

Supervisors are required to obtain approval from managers prior to the use of overtime.

During busy periods employees may be required to work extended hours. Part time employees are not permitted to work overtime under any circumstances.

## Piecework Employees

Piecework footage pay rates are pre-determined by company owner for each job. Employees will note on piecework forms which job they are working on each day. Each employee will have their own sheet to be turned in each day. Each sheet must have the employee's first and last name, signature, and date in order to be processed for payroll.

Piecework employees who repeatedly turn in piecework sheets late, do not sign, or do not provide accurate information will be subject to disciplinary action.

## Meal/Rest Periods

The scheduling of meal periods at SBC is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

### Mandatory Meal Period

Employee meal periods are important to company productivity and employee health. Lunch period starts promptly at 11:30am. Every employee is required to work their respective work station until 11:30am. Employees who work at least 5 consecutive hours will be provided a meal break not to exceed 30 minutes. The meal period ends promptly at 12pm. Employees must report to their respective work stations no later than 12:01pm. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

### Rest Breaks

Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed. Nonexempt employees are permitted a 15-minute rest break at 9:15am and 2:00pm. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable. Every employee is required to work their respective work station until 9:15am and return to their work station by 9:30am. The afternoon break follows the same regulation, respectively. No employee will take longer than their allotted 15 minutes for break. Any employee that does not follow the meal/rest period regulations will be subject to disciplinary action. Piecework employees will be paid for one 10-minute rest break for four hours worked. Piecework employees working 6 hours or more will be paid for an additional 10-minute rest break.

### Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

## Wage Garnishments

Sound Building Components, Inc complies with any and all court orders, the Customer Credit Protection Act (CCPA), and any other applicable laws in regard to wage garnishment.

When the payroll department of Sound Building Components, Inc. receives a writ of garnishment, we will notify the employee in writing immediately of the writ and commence withholding the specified amount of the employee's wages. The Federal Customer Credit Protection Act (CCPA) limits the amount that may be garnished and Sound Building Components, Inc. adheres to those laws.

# TIME OFF/LEAVES OF ABSENCE

## Holiday Pay

Sound Building Components Inc. recognizes 3 paid holidays each year:

- New Year's Day
- Thanksgiving Day
- Christmas Day

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the company.

If an employee does not work the deemed hours of the day prior to a paid holiday, and the day after the paid holiday, the employee will **not** receive the following holiday day paid.

## Washington Family Care Policy

Under the state of Washington's family care law, an employee may take unpaid leave to care for a child with a health condition that requires treatment or supervision or to care for a spouse, parent, grandparent or parent-in-law with a serious health condition or an emergency condition. The child must be less than 18 years of age, unless he or she is incapable of self-care because of a mental or physical disability.

If you have any questions about whether a family member's condition is covered under this policy, contact Human Resources.

## Washington Crime Victim Leave

Sound Building Components, Inc. will provide an employee who has been a victim of domestic violence, sexual assault or stalking, or whose family member has been the victim of domestic violence, sexual assault or stalking, a reasonable leave of absence for the following reasons:

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family member.
- To seek medical treatment for or to recover from physical or mental injuries caused by domestic violence, sexual assault or stalking of the employee or the employee's family member.
- To obtain, or assist a family member in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault or stalking.
- To obtain services from a victim services provider for the employee or the employee's family member.
- To participate in safety planning or relocation to ensure the health and safety of the employee or the employee's family member.

Employees must notify their supervisor as far in advance as possible of a need for leave, discuss the approximate length of the leave with the supervisor and provide copies of scheduling notices upon request. If advance notice cannot be given due to an emergency or unforeseeable circumstance, employees must notify their supervisor no later than the end of the first day leave is taken.

A “family member” means the employee’s child, spouse, registered domestic partner, parent, parent-in-law, registered domestic partner’s parent, grandparent, or person with whom the employee has a dating relationship.

If you have any questions about this policy, contact Human Resources.

## **Pregnancy Disability Leave**

Sound Building Components will provide unpaid leave for a period of disability related to pregnancy and birth directed by the employee’s doctor. If you have any questions about whether pregnancy disability leave applies to you, please see Human Resources.

## **Personal Leave of Absence / Time Off Requests**

Employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact Human Resources for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Employees wishing to take time off unrelated to a personal leave of absence may fill out a Time Off Request form and submit to Human Resources at least two weeks in advance of the first day time off is to be scheduled. Human Resources has the authority to approve or deny Time Off Requests based on amount of work currently scheduled with customers.

## **Bereavement Leave**

An employee who wishes to take unpaid time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave is unpaid and will be granted unless there are unusual business needs or staffing requirements.

## **Jury Duty**

Employees will be excused for jury duty when called. If the hours served are different than what the employee is scheduled for then the employee will be expected to be at his/her normal shift. Employees are responsible for notifying his/her supervisor upon receipt from a court as to his/her obligation to serve on a jury or act as a witness. The employee must provide written verification from the court, either a jury summons or subpoena to his/her supervisor. A copy of the document will be forwarded to Human Resources and Payroll and a notation will be made on the employee’s time sheet. Employees will not be paid for missed shifts due to Jury Duty.

## **Military Leave of Absence**

Sound Building Components Inc. is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, refer to the policies, procedures and forms on the company or contact Human Resources.

## **Sound Building Components Wellness Center (SBCWC)**

Sound Building Components Inc. has established the SBCWC for use by the employees to improve their physical conditioning. The SBCWC is open to all employees. Employees can use the SBCWC only before or after working hours. Use of the SBC is entirely voluntary. Injuries sustained while working out on SBCWC equipment are considered off-work injuries and are not covered by workers' compensation insurance.

To use the SBCWC, the employee must fill out the membership agreement form and liability waiver. No employee can utilize the equipment of SBCWC without filling out this agreement.

Any employee, who is not on the 90-day introductory period, can receive a FOB access key, to gain access to SBCWC after hours and on weekends. The FOB access key requires a deposit. Upon end of employment with Sound Building Components Inc, whether volunteer or not, must return the FOB access key to receive his/her deposit back. The key will be deactivated at the end of employment.