

EMPLOYEE HANDBOOK

For Specialty Painting, Inc. - Specializing in Quality



Effective Since: 1 August 2014

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Welcome to SPECIALTY PAINTING, INC.

The following pages contain information regarding many policies and procedures of SPECIALTY PAINTING, INC. These policies are a condition of employment. Labor relation laws require that all employees maintain a written policy that is applied indiscriminately to all employees.

If you have questions or need assistance reviewing this document please contact Doug Evans.

Si tiene preguntas u ocupa ayuda con este documento por favor llame a Kaden Evans.

Contact Information and Location

- **Shop Location:**
 - 14725 Heritage Crest Way Bluffdale, UT 84065 (Back of Building)
- **Office hours are:**
 - Monday through Friday: 7:30 am to 4:30 pm.
 - Saturday & Sunday: Closed
- **Important Phone Numbers:**
 - CEO:
 - Doug Evans: (801)641-0882
 - Manager:
 - Kaden Evans: (801)641-0885
 - Daniel Tyrrell: (801)674-1563

- Computer Systems Supervisor/Document Specialist
 - Brandon Evans: (801)641-3258
- Job Scheduling Hotline (Texting Preferred):
 - Dallin Johnson: (801) 610-9701
- Business Landline: (801) 446-6013
- For life threatening emergencies call 911.
- For facility (On the Job) emergencies call your manager, then if necessary, call Doug Evans

Disclaimer

This handbook is intended only to outline the employment policies, procedures, and benefits of SPECIALTY PAINTING, INC. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. SPECIALTY PAINTING, INC. reserves the right to change employment policies, procedures, benefits or this manual at any time. Employees will be notified of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Introduction

SPECIALTY PAINTING, INC. Mission Statement

“We strive to provide quality products and services to our customers. We treat our customers and co-workers in a kind and friendly manner. We strive to be a positive influence in the community.”

Career Opportunities

We desire to see every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education, and guidance whenever possible. See your manager if you have questions.

Code of Conduct

Employees of SPECIALTY PAINTING, INC. are to conduct themselves in a responsible, professional and ethical manner. You are required to report unethical or dishonest behavior to your manager.

Reported activities will be investigated by appropriate SPECIALTY PAINTING, INC. management team members. The management team will determine appropriate means for proper resolution. Employees found to be conducting themselves in an unethical manner may be subject to appropriate disciplinary action, up to and including termination.

Open-door Policy

It is our objective to provide a work environment free from elements that would deter you from doing your best work. All concerns may be expressed through our open-door policy. Management at SPECIALTY PAINTING, INC. maintains this open-door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input. The best time to contact management without an appointment is 9:00 AM weekdays at the office.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open-door policy.

Employment

All Employees

Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of SPECIALTY PAINTING,

INC. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. Report any suspicious activity to your manager or Doug Evans.

Criminal Convictions

Criminal convictions are taken seriously at SPECIALTY PAINTING, INC. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, the conviction of a crime may result in automatic termination. SPECIALTY PAINTING, INC. will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Domestic Violence Statement

SPECIALTY PAINTING, INC. recognizes that domestic violence can hurt employee job performances and may also impact co-worker's performance.

SPECIALTY PAINTING, INC. will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

Employment Eligibility

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

Employment Evaluation

All employees will be under "evaluation" for the first three months of employment. Your manager will be responsible for evaluating your performance, aptitude, and compatibility with co-workers. At the end of the evaluation period, you may be invited to become a full-time employee which may entitle you to additional benefits. In the event your evaluation information indicates you do not qualify, your employment will be terminated.

Equal Opportunity Employment

Employees are hired based solely on SPECIALTY PAINTING, INC.'s personnel requirements and the qualifications of each candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, sexual orientation, national origin or disability. We will comply with the spirit and letter of all local, state, and federal laws on employment. Furthermore, we will not discriminate due to age, race, color, religion, sex, sexual orientation, national origin or disability when making decisions regarding the termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to Doug Evans.

Familial Employment

SPECIALTY PAINTING, INC. allows family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interests exist. Hiring decisions will be the exclusive responsibility of Doug Evans.

Personnel File

SPECIALTY PAINTING, INC. maintains a confidential personnel file for each employee. Files are controlled by SPECIALTY PAINTING, INC. Employees must acquire permission to view his or her personnel file from SPECIALTY PAINTING, INC. These files are the property of SPECIALTY PAINTING, INC., no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential. Access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Sexual and Other Unlawful Harassment

It is SPECIALTY PAINTING, INC.'s objective to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly regarding a term or condition of an individual’s employment,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. 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 refers to inappropriate behavior in the workplace because it is offensive, unwelcome behavior that would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting the work environment.

If you or a co-worker experience what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your manager or Doug Evans. SPECIALTY PAINTING, INC. will investigate any employee, regardless of job position when such allegations are made. Based on available information, SPECIALTY PAINTING, INC. will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

Violence

Threats of violence and acts of violence are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your manager or Doug Evans.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A “weapon” can also be any object which would harm another when used as such. SPECIALTY PAINTING, INC. shall deem any such object a “weapon” to enforce this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or company

premises, or job site, in possession of a weapon, will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your manager or Doug Evans.

Policies & Procedures

All Employees

Attendance

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify your manager as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination. Each workday starts at 7:30 a.m. and ends when the planned job is completed.

Breaks

Breaks are added to your 30-minute lunch to make a (1) hour lunch break.

Compensation

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and SPECIALTY PAINTING, INC. Raises also, are based on performance, growth, and productivity. All requests for salary increases and/or promotion will be fairly considered by managers and Doug Evans. Employment is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

Employee Paycheck

Payroll checks shall be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages as will any voluntary deductions.

Food & Beverage

Without exception, food and beverage are strictly prohibited within immediate proximity of any computers, related hardware, or application storage areas. No food or drinks are allowed in the house (job working area). All cups and garbage should be thrown away daily to maintain a clean worksite. When at the shop, there are several trash bins for your convenience. Please, only throw trash into bins lined with a bag. If no bins are lined, ask your manager to line one for you or to tell you the location of the bags.

Gifts, Entertainment & Meals

SPECIALTY PAINTING, INC. employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any customers or suppliers of SPECIALTY PAINTING, INC., except as approved by SPECIALTY PAINTING, INC.

If you or a co-worker are approached to give or receive such gifts you are required to request permission from SPECIALTY PAINTING, INC.

IRA's - Individual Retirement Accounts

SPECIALTY PAINTING, INC. encourages employees to plan for retirement. IRA savings programs offer the employee advantages for retirement as well as tax savings at the time of purchase. Contact Doug Evans for details and information regarding automatic payroll deductions.

Lunch Break

Regardless of the shift worked, all employees are required to take a lunch break. Lunch breaks are for 60-minutes. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your manager to establish your lunch break schedule.

Medical Attention

SPECIALTY PAINTING, INC. requires employees to notify a manager when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

Overtime

Hours of work performed by hourly employees, over 40 hours in any seven days period, qualify for payment at a rate of 150% of the employee's regular hourly pay. All overtime must be approved in advance by your manager to qualify.

All hours during a workweek that are calculated in the total for overtime must be hours worked. Travel time to the job, vacation, sick days, and personal days to any other non-working benefit days do not count in the calculation of overtime.

Parking

SPECIALTY PAINTING, INC. employees are required to park in the designated employee parking area.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, SPECIALTY PAINTING, INC. withholds taxes from employee earnings, as well as social security (FICA) and Medicare. SPECIALTY PAINTING, INC. also participates in matching programs as required.

Payroll Schedules

Employees are paid every two weeks. Regardless of the shift schedule, the workweek begins Monday and ends the Saturday of the following week. Payday is every other Friday. In the event payday falls on a holiday, paychecks will be distributed before the holiday.

Performance & Evaluation Reviews

Quarterly performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and SPECIALTY PAINTING, INC. are also reviewed and documented. Your manager will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

Personal Property

SPECIALTY PAINTING, INC. is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on-premises deemed inappropriate by SPECIALTY PAINTING, INC., will be removed without notice. As

always, be considerate of the company's image as well as your image with customers and co-workers.

Personal Safety

At SPECIALTY PAINTING, INC. the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with your manager or Doug Evans if you feel you are in danger when performing your job duties, stop working and report the hazard to your manager.

Reporting Personal Information Changes

Employees must notify SPECIALTY PAINTING, INC. whenever there is a change in their personal information on file with SPECIALTY PAINTING, INC. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage.

Smoking

Smoking is not allowed in SPECIALTY PAINTING, INC. facilities. Smoking is allowed only in designated areas outdoors. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles. No smoking is allowed in, or around any job site as well as in or around any Specialty Painting vehicles (vans, trucks, trailers, etc.).

Staff Meetings

Group meetings of several employees, as well as meetings of all employees, are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. Written notification for mandatory meetings will be distributed in advance. All employees are required to attend when requested, even if it is not during their scheduled work hours.

Suggestions

SPECIALTY PAINTING, INC. always encourages employees to submit suggestions, comments or new ideas that may benefit the company or working conditions. The best way to accomplish this is either in person, or via text message to your manager. If you wish to remain anonymous, every precaution will be made to preserve your privacy. To remain anonymous, handwrite your suggestion on paper, write the word

“SUGGESTION” in large letters on one side, and slide it under the office door at your convenience.

Visitors

Due to the nature of our business, security clearances, and non-disclosure agreements with our clients, visitors are not allowed on job sites. All business visitors must have the authorization to be on a job site. See your manager for authorization. Notify a manager immediately if you become aware of any unauthorized visitors.

Wage and Salary Disclosure

Compensation programs are confidential between the employee and SPECIALTY PAINTING, INC. Disclosure of wages or compensation to any third party or other employee is prohibited and could be grounds for termination.

Workplace Dress Code

SPECIALTY PAINTING, INC. encourages employees to dress comfortably, with consideration given to maintaining a professional appearance. Appropriate attire should be worn at all times in keeping with commonly recognized standards. If you interface with clients or are scheduled to meet with clients on an occasional basis, be prepared and dress appropriately. Be considerate of the company’s image as well as your image with customers and your co-workers.

Work Schedule Requirements

With variations in workload based on demand from our customers, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is mandatory when required. It is a condition of employment.

Foremen & Managers

Google Calendar

Foreman will be given access to a shared Google Calendar that will be frequently updated with information regarding weekly jobs and may include such things as:

- Location of jobs, and date of completion
- Paint and materials allotted to each job

- Additions in the house
- Notes from your manager about your work

It is the Foreman's responsibility to check the Google Calendar daily, and have a clear understanding of where to go, and what to do. Additionally, if you (the foreman) are working with a regular crew, it is your responsibility to keep them informed on job locations if they decide to drive separately. Any additional questions about your schedule, the Google calendar, informing your crew, or other related items can be answered by your manager.

Reimbursement of Expenses

Expenses to be reimbursed by SPECIALTY PAINTING, INC. must be approved in writing before expenditure. To receive reimbursement you must have two items: receipts for all expenses (other than per diem or mileage) and a properly completed expense form (available from your manager).

We appreciate your expenditures on behalf of SPECIALTY PAINTING, INC. and will make every effort to reimburse you in a most timely fashion.

If you require an advance for expenses, see your manager or Doug Evans.

Time Sheets

All employees' time will be recorded by the foreman who they were working for that day. Foreman must have a Gmail account. If a newly appointed foreman does not have a Gmail, we will help create one. A Google Drive Sheet will be shared with the foreman who will use it to track hours. It is the foreman's responsibility to record hours daily. Hours are collected the Wednesday following each pay period. If your hours are not current by that time, you and your crew will wait until the following pay period to be paid for the missing hours.

For vacation or paid leave, all employees must talk with management for approval. Holidays will be discussed later in this document.

Office Staff

Working Away From the Office

Electronic media opens the door to new opportunities for working away from the office. As a general rule, we discourage this practice. However, there may be certain and

specific circumstances where doing so could benefit both the employee and SPECIALTY PAINTING, INC.

If you wish to consider this option discuss it with Doug Evans. Monitoring procedures may be put in place during the off-site working arrangement. All arrangements for such activities are considered temporary and may be terminated without notice.

Company Property

All Employees

Cellphones & Smartphones

Personal calls during work hours should not be answered but can be called back at lunch break or after work. If it is an important call to make or receive, permission from your manager must be given. You are permitted to use your phone for personal audio (music, podcasts, radio, etc.) however, it's the foreman's responsibility to make sure their crew is productive. If a foreman sees a crewmember being unproductive because of their phone, they can warn the individual and report the misuse to their manager until the problem is resolved. Likewise, if the foreman's crew notices the foreman is unproductive because of their phone, the crew should report to the manager.

Company Equipment

Company property, such as laser printers, copiers, computers, sprayers, and all painting tools, are to be used for SPECIALTY PAINTING, INC. business purposes only. The unauthorized use of equipment may result in appropriate disciplinary action, up to and including termination.

Confidential Information Security

Employees of SPECIALTY PAINTING, INC. in due course will have access to some confidential and proprietary information. This information may include, but is not limited to, personnel information, pricing, client lists, contractual agreements, intellectual property, and marketing/sales strategies. It is a condition of employment that you do not disclose this information to third parties during or after employment.

Disclosure of SPECIALTY PAINTING, INC. confidential information without express written approval is prohibited.

Foremen & Managers

Company Vehicles

The use of company vehicles for personal purposes is prohibited. If you have been assigned a company vehicle, it should be used strictly for company business and for travel to and from company business locations and activities. Employees found to be using company vehicles for personal use may be subject to appropriate disciplinary action, up to and including termination. It is your responsibility to keep the vehicle cleaned, both inside and out. It is your responsibility to fill the gas tank. A gas card is assigned to each vehicle. Use of this card is tracked meticulously. At the first signs of misuse, you may be subject to appropriate disciplinary action, up to and including immediate termination.

Foremen

Facilities Security

It is the responsibility of the foreman to make sure the facilities and work areas are secure. Any employee entrusted with facility or job keys shall make certain the facility is secure when they are the last to leave. See your manager if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights and closing and locking all doors and windows.

Report any potential security risks to your manager.

Managers

Supplies, Postage & Company Accounts

SPECIALTY PAINTING, INC. postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for company business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Managers & Office Staff

Computers and Related Equipment

SPECIALTY PAINTING, INC. provides certain employees access to computers, printers, and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of SPECIALTY PAINTING, INC. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees shall not use company systems to knowingly violate any city, state or federal laws.

Games and personal software may not be installed on company equipment.

Company equipment shall not be used to create or store personal information or projects.

Company equipment shall not be used to store or display images depicting violent, sexually explicit, or racially offensive material.

Software installed on company computers must be properly licensed and installed with the direction of the computer systems manager.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems manager.

Email & Electronic Communication

Your company provided email is for business purposes only. Personal use should be kept to an absolute minimum.

All emails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address.

Internet

Company computer systems, connected to the internet, are connected for business purposes only. Accessing the internet for personal use while on the clock is prohibited. Employees are expressly prohibited from allowing any third party to use the company provided computers or internet services.

Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on company computers. Our software and systems have the capability of tracking each visit, each email, each chat, and each file transfer, by every computer on the system.

SPECIALTY PAINTING, INC. maintains the right to limit internet access.

SPECIALTY PAINTING, INC. will comply with any reasonable requests from law enforcement to review the internet activities of any employee.

For the protection of SPECIALTY PAINTING, INC.'s network and proprietary information, security measures have been installed on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at SPECIALTY PAINTING, INC. To qualify for these leave of absence benefits, the employee must be working full-time and have completed a minimum of ninety (90) days of continuous employment with SPECIALTY PAINTING, INC. Full-time employees are employees who have been assigned a regular 40 hour per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. SPECIALTY PAINTING, INC. reserves the right to, without notice, revise these leave of absence policies.

If you have questions contact Doug Evans.

Funeral Leave

SPECIALTY PAINTING, INC. will provide reasonable time off for employees to attend funerals of friends and loved ones. In the event of a death in the immediate family of the employee, the employee may use earned paid days (If available) to attend to family matters and funeral arrangements. Additional unpaid time off may also be granted. Contact your manager or Doug Evans concerning your specific needs.

Jury Duty

Notify your manager if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Personal Leave of Absence

SPECIALTY PAINTING, INC. will make every reasonable effort to consider a personal leave of absence. Apply for an unpaid personal leave of absence authorization from your manager or Doug Evans. Many factors are considered when determining eligibility for a personal leave of absence. It is granted or denied solely at the discretion of SPECIALTY PAINTING, INC. When granted, the maximum allowable is 30 days per calendar year.

Military Duty

Following requirements of the law, SPECIALTY PAINTING, INC. will provide military leave of absence and reinstatement for qualifying employees. SPECIALTY PAINTING, INC. will provide eligible employees up to two weeks of unpaid leave for military leave of absence.

Unpaid Family & Medical Leave

SPECIALTY PAINTING, INC. employees are eligible to take unpaid leave as per the terms of The Family and Medical Leave Act of 1993. Consult SPECIALTY PAINTING, INC. for details and notify your manager if you choose to take this unpaid leave of absence.

Benefits

Overview

Benefits provided to employees are provided at the will of SPECIALTY PAINTING, INC. and SPECIALTY PAINTING, INC. reserves the right to modify or eliminate benefits without notice under conditions of the law. The benefits listed herein are intended to be a general description only. If you have any questions regarding the specific details of the following, contact your manager or Doug Evans.

Eligibility

To qualify for benefits an employee must be considered full-time and have completed a minimum of 120 days of continuous employment with SPECIALTY PAINTING, INC. To qualify for vacation benefits a full-time employee must have completed one full year of continuous employment. full-time employees are employees who have been assigned a regular 40 hour per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. SPECIALTY PAINTING, INC. reserves the right to, without notice, revise these eligibility requirements.

If you have questions contact SPECIALTY PAINTING, INC.

401K Plan

SPECIALTY PAINTING, INC. does not offer a 401K plan at this time.

COBRA

SPECIALTY PAINTING, INC., per federal law, offers continued medical benefits to employees who lose eligibility for coverage via termination or other circumstances. COBRA (Consolidated Omnibus Budget Reconciliation Act) provides employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan. The employee pays the full cost for coverage at our group rate, plus an administration fee.

SPECIALTY PAINTING, INC. will provide details of COBRA coverage and procedures for applying at the time an employee loses eligibility.

Employee Discounts

SPECIALTY PAINTING, INC. offers full-time employees a discount on our products and services. Discounts vary depending on the products or services. If you wish to take advantage of discounts offered, contact Doug Evans.

Group Medical Insurance

SPECIALTY PAINTING, INC. does not have a group insurance policy that is offered to employees. For further information on group medical insurance please talk to Doug Evans.

Holidays

SPECIALTY PAINTING, INC. provides the following holiday schedule for all employees. Eligible employees qualify for paid days. Non-qualifying employees are required to take the days off without pay unless otherwise approved in writing by your manager.

4th of July	Paid with your own paid day, excludes 1st year of employment
24th of July	Non-Paid
Thanksgiving Day	Non-Paid
Thanksgiving Friday	Non-Paid
Christmas Eve	Non-Paid
Christmas Day	Paid, must be employed for 4 months prior
New Years Eve	Non-Paid
New Years Day	Non-Paid

Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed the preceding Friday.

Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from their manager for time away from

work. A maximum of 1 holiday will be paid to any employee who has been with the company for at least 12 consecutive months of employment.

Retirement

SPECIALTY PAINTING, INC. has a retirement program it offers to employees who have been with the company for at least 12 consecutive months of employment. Contact Doug Evans for more information on this plan.

Vacations

SPECIALTY PAINTING, INC. provides paid vacation time for all eligible employees. To qualify for vacation benefits a full-time employee must have completed one full year of continuous employment. Employees are encouraged to take a vacation every year. If you wish to work through your vacation and carry paid vacation over to the following year, you must get approval from Doug Evans. A maximum number of days can be carried forward, based on the number of years employed in the company.

<i>Note: These time periods must be consecutive. If you quit and come back, the timing starts over.</i>		
Years of Employment	Days of Paid Vacation	Carryover Days (0)
1	1	0
2 - 3	2	0
4 - 5	3	0
6 - 7	4	0
8+	5	0

Foremen and Managers receive extra paid vacation time for their service. These paid days are in addition to the previous table.

Note: You only receive one or the other paid days for being a foreman or a manager. If you are in multiple positions, paid time is based on the highest position currently held. Again, the time periods must be consecutive.

Years Employed as a Foreman	Additional Days of Paid Vacation	Additional Carryover Days (0)
1 - 4	1	0
5 - 8	2	0
9+	3	0
Years Employed as a Manager	Additional Days of Paid Vacation	Additional Carryover Days (0)
1 - 4	2	0
5 - 8	3	0
9+	4	0

Additional non-paid vacation days may be considered to extend vacations providing you acquire written approval from your manager. Workloads are considered when choosing to grant or deny these requests. Paid company holidays that occur during your vacation are not counted as vacation days.

Worker's Compensation

State and federal law govern eligibility requirements. All premium costs are paid by SPECIALTY PAINTING, INC. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim. Report all accidents or injuries to your manager.

Discipline Policies

Problem Resolutions

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following: For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a manager and allow the manager to participate in the resolution. If a resolution is not reached, it should be turned over to Doug Evans. Doug Evans will gather and review all information and provide a solution with the best interest of all parties.

If a manager is involved as a party in the initial dispute, it must be turned over to Doug Evans at the outset.

The decisions of Doug Evans will be final.

Violation of Company Policy

Employees found to violate company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to Doug Evans. All appeals must be in writing clearly defining the reason you believe the charge was false. Doug Evans will review all available information and make a ruling. All decisions of Doug Evans are final.

Notices of violations, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Termination

Employees of SPECIALTY PAINTING, INC. are not given tenure. Employees of SPECIALTY PAINTING, INC. may choose to terminate their employment at any time.

Employees choosing to terminate their employment with SPECIALTY PAINTING, INC. are required to return all company property to their manager before leaving the premises on their final day of employment. Upon receipt of all company-owned property, the employee will receive their final paycheck. Left-over paid days will not be paid upon time of termination. Termination will void any paid time off given by SPECIALTY PAINTING INC.

SPECIALTY PAINTING, INC. may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck, if applicable, will be given to the employee upon receipt of all company-owned property.

SPECIALTY PAINTING, INC. considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

Affirmation Statements

I have read the policies outlined in the SPECIALTY PAINTING INC. Employee Handbook (21 April 2020 revision). I understand that while this is not an employment contract I am bound to abide by the policies set therein.

I further understand that SPECIALTY PAINTING, INC. may modify, revise and update the SPECIALTY PAINTING INC. Employee Handbook at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss the Employee Handbook and its contents with SPECIALTY PAINTING, INC. representatives, and I fully understand the contents.

With this knowledge, I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

SPECIALTY PAINTING, INC. reserves the right to make changes to the Employee Handbook for the purpose of modifying, revising, updating company policy, and updating this manual. Notice of changes will be printed as a take home announcement. The changes will be made to the document, and the revision date will be updated. Violation of any company policy may result in immediate termination.