

VM Custom Boat Trailers  
Employee Handbook  
2018

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## **Welcome to VM Custom Boat Trailers**

Starting a new job is exciting, but at times can be overwhelming. This employee handbook has been developed to help you get acquainted and answer many of your initial questions.

As an employee of VM Custom Boat Trailers, the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality services to customers and to do this more efficiently and economically than our competitors. By satisfying our customer's needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process for your work directly influences our company's reputation.

This employee handbook explains our personnel policies and benefits, as well as the specific opportunities and responsibilities that exist for you with our company. In an effort to be responsive to the needs of a growing organization, changes or additions to this handbook will be made when necessary. We will keep you informed when these changes are made.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

## **A Word About This Handbook**

The policies outlined in this booklet should be regarded as management guidelines only, which in a developing business will require changing from time to time. The company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. The handbook supersedes and replaces all prior handbooks, policies, procedures and practices of the company.

This employee handbook also summarizes the current benefit plans maintained by the company. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this handbook. The employee handbook (and other plan documents) are not contractual in nature and do not guarantee and continuation of benefits.

Our company adheres to the policy of employment-at-will, which permits the company or the employee to terminate the employment relationship at any time, for any reason. Neither the policies contained in this employee handbook, nor any other written or verbal communication by a manager, are intended to create a contract of employment or a warranty of benefits. The policies contained in this handbook may be added to, deleted or changed by the company in its sole discretion, except that we will not modify our policy of employment-at-will in any case.

## **Talk To Us**

We encourage you to bring your questions, suggestions and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve operations.

If you feel you have a problem, you should present the situation to management so that the problem can be settled by examination and discussion of the facts. We hope that (s)he will be able to satisfactorily resolve most matters.

If you find that you still have questions after meeting with management or that you would like further clarification on the matter, you may request a meeting with the owner. He will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important to us so we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

## **Equal Employment Opportunity**

Our company is committed to the full utilization of all human resources and to a policy of equal employment opportunity. Our company will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to, race, age, color, religion, sex, veteran status, marital status, national origin, physical or mental disability, sexual orientation or ancestry.

In addition to the above, sexual orientation, medical condition, pregnancy, childbirth or related medical condition, political activity, ancestry and individuals with a disability who use or are accompanied by guide dogs, signal dogs or service dogs are protected classes in California. It is also an unlawful business practice for

an employer to refuse to permit and employee to wear pants on account of the sex of the employee.

You may discuss equal employment opportunity related questions with the supervisor or management.

## **A Word About Our Employee Relations Philosophy**

We are committed to providing the best possible climate for maximum development and achievement of goals for all employees. Our practice has always been to treat each employee as an individual. We have always sought to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we have provided a workplace which is comfortable and progressive. Most importantly, we have a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere taking into account individual circumstances and the individual employee.

We firmly believe that by our communicating with each other directly, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **Non-Harassment**

It is our policy to prohibit harassment of one employee by another employee, or any basis including, but not limited to, race, age, color, religion, sex, veteran status, marital status, national origin, physical or mental disability, sexual orientation or ancestry. Harassment of third parties by our employees is also prohibited.

In addition to the above, sexual orientation, medical condition, pregnancy, childbirth or related medical condition, political activity, ancestry and individuals with a disability who use or are accompanied by guide dogs, signal dogs or service dogs are protected classes in California. It is also an unlawful business practice for an employer to refuse to permit and employee to wear pants on account of the sex of the employee.

The purpose of this policy is not to regulate our employee's personal morality. Rather, it is to assure that, in the workplace, no employee harasses another on any of these bases.

While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to the management. Our company will investigate all such reports as confidentially as possible. Adverse actions will not be taken against an employee who reports or participates in the investigations of a violation of this policy. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

## **Sexual Harassment**

It is our firm policy to prohibit sexual harassment of any employee by another employee. The purpose of this policy is not to regulate the morality of employees. Rather, it is to assure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it certainly includes unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including but not limited to drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who report violations of this policy or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

1. Any employee who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.
2. The Company will investigate every reported incident immediately. Any employee who has been found to have sexually harassed another

employee may be subject to appropriate disciplinary action, up to and including immediate discharge.

3. The company will conduct all investigations in a discreet manner. The company recognizes that every investigation requires a determination based on all facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employees participating in any investigation under this policy, has the company's assurance that no reprisals will be taken as a result of a sexual harassment complaint. Rather, it is our policy to encourage discussion of the matter so as to help protect others from being subjected to similar inappropriate behavior.

## **Categories of Employment**

**Introductory Period:** Full-time employees are on an introductory period during their first 90 days of employment.

During this period of time, you will be able to determine if your new job is suitable for you, and management will have an opportunity to evaluate your work performance.

**Full-Time Employees** regularly work a 40-hour workweek and are eligible for our fringe benefits package in accordance with their position and length of employment.

## **New Employee Orientation**

Upon joining our company, you were given this copy of your employee handbook. After reading this employee handbook you will be asked to sign the receipt page and return it to the office. You will also be asked to complete personnel, payroll and benefits forms.

## **Suggestions and Ideas**

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted to management.

After your suggestion is investigated, you will be notified whether or not it is feasible to put into practice.

Management believes that suggestions indicated initiative on the part of an employee. With your approval, we will place the suggestion in your personnel file and take it into consideration at the time of your performance review.



## **Recording Your Time**

You are required to maintain an accurate record of all time worked.

All employees must record their hours by electronic media. Your thumb print will touch the pad at the beginning and end of your shift. Your thumb print should also be swiped for your meal breaks while in the shop.

## **Payday**

You will be paid on Friday for the period which has ended on the previous Wednesday. When our payday is a holiday, you normally will be paid on the last working day before the holiday.

## **Performance Reviews**

Your performance is important to our company. Once each year, the management will review your job progress within our company and help you to set new job performance plans.

Our performance review program is designed to provide a basis for better understanding between you, management and owners, with respect to your job performance, potential and development within the company.

New employees will generally be reviewed at the end of their introductory period.

## **Pay Raises**

Depending upon your performance and our company's profitability adjustments in your pay may be made when there has been an improvement in or sustainment of an already good performance during the review period.

## **Pay Advances**

Pay advances will not be granted to employees.

## **Overtime**

There may be times when you will need to work overtime so that we may successfully meet the needs of our customers.

Hourly employees will be paid a rate of time and on-half their regular hourly rate for hours worked over 8 in a day and/or 40 in a week.

Doubly time is paid to hourly employees who work in excess of 12 hours in a day and after 8 hours on the 7<sup>th</sup> consecutive day.

Only actual hours worked count towards computing weekly overtime.

## **Holidays**

Our company observes six holidays during the year.

They are:

***New Year's Day***

***Memorial Day***  
***Fourth of July***  
***Labor Day***  
***Thanksgiving***  
***Christmas***

Full-time employees are eligible for paid holidays after completing six months of continuous employment.

You must work your scheduled workday before and after the holiday in order to be paid for the holiday, unless you are absent with prior permission from management.

## **Vacation**

Full-time employees are eligible for paid vacation time.

Vacation is calculated according to your anniversary date as follows:

-After 1 year, you will receive 1 week of vacation.

-After 10 years, and each year thereafter, you will receive 2 weeks of vacation.

Due to our yearly 2-week closure in December, all vacation periods will be taken during this time. Any other vacation times will be assigned by Dennis Enochs @ VM Custom Trailers yearly.

Eligible employees will be paid for any earned but unused vacation upon termination. Vacation is calculated from your anniversary date to the date of termination.

The company shall specify vacation time.

## **Jury Duty**

Employees who are summoned for jury duty will be granted an unpaid leave in order to serve.

You should make arrangements with management as soon as you receive your summons. In fairness to our company, you are expected to return to your job if you are excused from jury duty during your regular working hours.

## **Sick Leave**

After six months of continuous service each employee shall be entitled to three (3) days of sick leave with pay per year. Employee will be allowed one (1) day of sick leave every four (4) months each year. Any remained UNUSED sick leave will

be paid in December. No employee shall be entitled to sick leave while absent from duty for any of the following causes:

- a. Disability arising from any sickness or injury purposely self-inflicted or caused by any of his willful misconduct.
- b. Sickness or disability sustained while on vacation.
- c. Sickness other than that of the employee himself. ( A doctors statement may be requested at any time)

## **Leave Of Absence**

Under special circumstances, an employee with one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of management.

Leaves may not exceeds three months.

We will make reasonable efforts to return you to the same or similar job as held prior to the leave of absence, subject to our staffing and business requirements.

## **Medical Insurance**

Eligible employees may participate in our medical insurance plan.

Full-time employees may enroll in either a single or a family contract after completing 30 days of employment, with coverage beginning on the first of the next month. Employees must work 30 hours a week to be eligible for coverage. Information and enrollment forms may be obtained from management.

Our company pays 65% of the cost of a single contract. If you elect dependent coverage, you are responsible for paying the difference through payroll deduction.

## **Cobra**

On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group medical/dental plans offer employees and their families the opportunity for temporary extension of medical/dental coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

You and your covered dependents will have the opportunity to continue medical (and/or dental and vision) benefits for a period of up to 36 months under the provisions of the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical (and/or dental and vision) coverage for you and your dependents would otherwise end because:

- Your employment terminates, for a reason other than gross misconduct.
- Your employment status changes due to a reduction of hours.
- Your child ceases to be a “dependent child” under the terms of the medical (and/or dental and vision) plan.
- You become divorced or legally separated.
- You become entitled to Medicare.

In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify the plan administrator with 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

COBRA applies to dental and vision care insurance only if dental and vision care insurance is offered.

## **Family and Medical Leave**

Two laws regulate family and medical leave, the California Family Care Rights Act (CFRA) and the Federal Family and Medical Leave Act of 1993 (FMLA). (Employees may also be eligible for a disability leave due to pregnancy, childbirth or related medical condition under state law.) Depending on the circumstances, either or both of these laws may apply at a particular time during a leave. When both laws apply, the leave provided by each must be taken concurrently, except for any leave taken under the FMLA for disability due to pregnancy, childbirth or related medical conditions. This policy will be interpreted and will comply with both Federal and State law, as each law applies to a specific leave.

## **The Leave Policy**

Under the CFRA and FMLA, an eligible employee is entitled up to 12 weeks of unpaid family/medical leave within any 12-month period. The total amount of

leave taken is 12 workweeks in a 12-month period, except if you are qualified for additional time for a disability due to pregnancy, childbirth, or related medical condition. In that event, you may be eligible for up to four additional months of leave for the period of time actually disabled and may be also eligible to take additional leave in the form of family leave, as described in the “Reasons for Leave” section. The 12-month period begins with the first day leave is taken under the appropriate law. At the end of the leave, you will be restored to the same or an equivalent position upon your return from leave, provided you satisfy certain requirements which are described below. Except for a covered pregnancy disability leave, at the end of the leave, you will be restored to the same or an equivalent position upon your return from leave. Upon the return from a covered pregnancy disability leave, you will be restored to the same position, or subject to business requirements that may exist, an available similar position.

### **Eligible Employees**

To be eligible for a leave under the CFRA and FMLA, you must:

1. Have worked for the company for at least 12 months and for at least 1,250 hours in the last 12 months, and
2. Be employed at a worksite that has 50 or more employees within 75 miles.

All employees are eligible for leave of absence due to a disability resulting from pregnancy, childbirth or a related medical condition.

### **Reasons for Leave**

You may take family/medical leave for any of the following reasons:

1. The birth of a son or daughter and to care for such son or daughter.
2. The placement of a son or daughter with you for adoption or foster care, and in order to care for the newly placed child.
3. To care for a “covered relation” which includes your spouse, son, daughter, or parent, when that person has a serious health condition, or
4. Because of your own serious health condition which renders you unable to perform an essential function of your position.

Under the FMLA, if both spouses are employed by the same company, and leave is taken for reasons “1” or “2” described above, their combined leave is limited to the individual maximum amount of leave time. A leave for reasons “1” or “2” must be completed within the 12-month period beginning on the date of birth or

placement of the child. Reason “4” above does not include a disability caused by pregnancy, childbirth or related medical conditions since this is covered by separate state law which provides that:

1. The leave can be up to four (4) months for continued disability due to pregnancy.
2. The employee requesting pregnancy leave is entitled to take the leave at any time after the commencement of employment without any waiting.
3. The employee returning from pregnancy leave is entitled to return to her same job position, unless that position no longer exists due to operational necessity.
4. If the employee’s pregnancy disability exceeds four (4) months, the employee may take additional leave in the form of family leave, as described and limited herein.

### **No Work While On Leave**

The taking of another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

### **Local Family and Medical Leave Laws**

Where local family and medical leave laws offer more protection or benefits to employees, the protection or benefits provided by such laws will apply.

### **Notice to Employer of Leave**

If your need for family/medical leave is foreseeable, give the company at least 30 days prior written notice. When the need is not foreseeable, notify the company within one or two business days of learning of your need for leave, except in extraordinary circumstances. If you do not provide this notice, your leave may be delayed. If your need is because of a planned medical treatment, attempt to schedule the treatment to avoid disrupting the company’s operations.

Request forms for family/medical leave are available from your supervisor. You must use this form when requesting a leave.

### **Medical Certification for a Serious Health Condition**

If you are requesting leave because of your own or a covered relation’s serious health condition, the appropriate health care provider must supply medical

certification. Obtain a medical certification form from your supervisor. If possible, you should provide the medical certification within 15 days after you request leave. If you provide at least 30 days' notice of your need for medical leave, you should provide the medical certification before your leave begins. If you do not provide the required medical certification in a timely manner, your leave may be delayed until it's provided.

The company, at its expense, may require an examination by a second health care provider designated by the company, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the company, at its expense may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The company may require subsequent medical recertification. Failure to provide requested certification within 15 days if such is practicable, may result in delay of further leave until it's provided.

### **Reporting While on Leave**

If you take leave because of your own serious health condition or to care for a covered relation with a serious health condition, contact the company on a pre-scheduled basis regarding the status of the medical condition and your intention to return to work.

In addition, you must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change are extended or initially were unknown.

### **Leave Is Unpaid**

Family/medical leave is unpaid leave. If you request leave because of birth, adoption or foster care placement of a child, any accrued paid vacation personal or family leave, if applicable, first will be substituted for unpaid family/medical leave. If you request leave because of your own serious health condition, any accrued paid vacation, personal or family leave or medical/sick leave, if applicable, first will be substituted for any unpaid family/medical leave. The substitution of paid time for unpaid family/medical leave time does not extend the length of the leave provided by the law. Also, your family/medical leave may run concurrently with other types of leave.

Employees on a medical leave may also receive pay from short-term or long-term disability payments, or worker's compensation benefits, if applicable, according to the terms of those plans. The fact that an employee may receive compensation under these plans does not extend the length of the family/medical leave provided by the law.

## **Medical and Other Benefits**

During an approved family/medical leave, the company will maintain your health benefits under the same terms and conditions applicable to employees not on leave.

If paid leave is substituted for unpaid family/medical leave, the company will deduct your portion of the health plan premium as regular payroll deduction.

If your leave is unpaid, you must pay your portion of the premium by making arrangements with your supervisor.

Your health coverage will cease if your premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage may cease.

If you elect not to return to work at the end of the leave for at least 30 calendar days, you will be required to reimburse the company for the cost of the premiums paid by the company for maintaining the coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or because of other circumstances beyond your control.

## **Exemption for Highly Compensated Employees**

Certain highly compensated employees may not be returned to their former or equivalent position following a leave if to do so would cause substantial economic injury to the company. Highly compensated employees are among the highest paid ten percent of employees at a worksite or within 75-miles of that worksite. The company will notify you if you qualify as a highly compensated employee, if the company intends to deny reinstatement, and of your rights in such instances.

## **Intermittent and Reduced Schedule Leave**

Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single serious health condition) or on a reduced leave



schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If your leave is unpaid, the company will adjust your salary based on the amount of time actually worked. Also, while you are on an intermittent or reduced schedule leave, the company may temporarily transfer you to an available alternate position that better accommodates your intermittent or reduced leave and that has equivalent pay and benefits.

## **At The End of Your Leave**

If your leave is because of your own serious health condition (except if you are taking intermittent leave), provide medical certification that you are able to resume work prior to your return. Before your return, obtain a return-to-work medical certification form from your supervisor. An employee who fails to provide the return-to-work medical certification form will not be permitted to resume work until it's provided.

## **State Disability Insurance**

All employees are eligible for disability leave of absence due to illness, injury or pregnancy-related disabilities provided they meet all the eligibility requirements.

The benefits are calculated as a percentage of your salary, up to a weekly maximum as specified by law, for a duration up to 52 weeks.

Provide written notice of disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

You are responsible for filing your claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, online, letter, or in person.

The cost of this insurance is fully paid by the employee.

If you qualify for a leave under the Family and Medical leave policy, we will continue to maintain medical insurance under the same terms and conditions applicable to employees not on leave. Otherwise, we will continue to provide medical insurance coverage for employees on authorized disability leave for the first three months of disability. When the above period expires, you may continue your medical insurance coverage by making arrangements with the manager to pay the appropriate monthly premium in advance each month.

Inform us when you are able to return to work. Bring a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of your own choosing prior to your resumption of duties.

If you are disabled from work due to pregnancy, childbirth or related medical conditions for a period of up to four months, you will be reinstated to the same or similar position, unless business necessity dictates otherwise. For employees who are disabled from work because of pregnancy-related disability for more than four months and for employees who are disabled due to other illness or injury not covered by the Family and Medical Leave policy, we will make reasonable efforts to return you to the same or similar job you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary termination of your employment.

This is intended as a summary of benefits only. Additional information on this program may be obtained from the manager.

## **Social Security**

Social Security is more than a paycheck deduction. It offers financial security for you and your dependents. Although this is a federally established program, it is your contributions, and ours, that pay for this benefit.

Both you and our company contribute to provide you with monthly checks and medical coverage once you reach retirement age. These funds are then forwarded to the federal government to support the Social Security Program.

## **Worker's Compensation**

On-the-job injuries are covered by our Worker's Compensation Insurance Policy provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to management. We ask for your assistance in alerting management to any condition which could lead or contribute to an employee accident.

## **Bonus Plan**

Employees may receive bonuses from time to time. These are based on individual merit, the company's profitability and any other factor deemed significant by the

company. Whether or not bonuses are granted and the amount of the bonuses granted are determined by the owner.

## **Attendance and Punctuality**

Attendance and punctuality are important factors for your success within our company. We work as a team, and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, you must notify management as soon as possible but before the start of your workday.

If you are absent for three days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

## **Work Week**

Because of the nature of our business, your work schedule may vary depending on your job.

Normal work hours: 5:00 A.M. to 1:30 P.M. Monday through Friday (unless otherwise specified)

## **Mealtime**

A one-half hour, unpaid meal break should be taken each day.

## **Breaks**

Two, ten-minute breaks should be taken each day.

## **Standards of Conduct**

Each Employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension without pay and discharge. The company will determine the appropriate disciplinary action imposed. The company does not guarantee that one form of action will necessarily precede another.

The following misconduct may result in discipline up to and including discharge: flagrant misconduct, violation of the company's policies or safety rules, insubordination, poor attendance, possession, use or sale of alcohol or controlled substances on work premises or during working hours, poor performance, theft or dishonesty, physical harassment, sexual harassment or disrespect toward fellow employees, visitors or other members of the public. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

## **Customer and Public Relations**

Our Company's reputation has been built on excelled service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that customers have toward our company may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a customer for granted, but when we do, we run the risk of losing not only that customer, but his or her associates, friends or family who may also be customers or prospective customers.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **Solicitation and Distribution**

In order to avoid unnecessary annoyance and interruptions from your work, solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

## **Changes on Personal Data**

We need to maintain up-to-date information about you so we would be able to aid you and/or your family in matters of personal emergency.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to main office promptly.

## **Protecting Company Information**

Protecting our company's information is the responsibility of every employee and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the company's confidential business with anyone who does not work for us.

## **Care of Equipment**

You are expected to use proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property; report it to management at once.

## **Company Vehicles**

Operators of company vehicles are responsible for the safe operation and cleanliness of the vehicle. All operators of company vehicles must have a valid driver's license.

Accidents involving a company vehicle must be reported to the main office immediately. Employees are responsible for any moving violation and fines that may result when operating a company vehicle.

Company vehicles may only be used for job-related travel. The use of seatbelts is mandatory for operators and passengers of company vehicles.

## **Travel/Expense Accounts**

The company will reimburse employees for reasonable expenses incurred through business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed:

Travel expenses (\$10.00 per Diem) & Lodging

## **Personal Telephone Calls**

It is important to keep our telephone lines free for customer calls. Although the occasional use of the company's telephones for a personal emergency may be necessary, routine personal calls are discouraged.

## **Dress Policy**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our customers' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent the company with your appearance as well as your actions. The properly attired man or woman helps to create a favorable image for the company; both to the public and other employees.

## **Parking**

Free parking facilities are available to employees. You are required to park within designated areas. The company is not responsible for loss, damage, or theft of your vehicle; therefore, we suggest that you lock your car at all times.

## **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide us with at least two weeks advance notice. Your thoughtfulness will be appreciated and will be noted favorable should you ever wish to reapply for employment or seek a favorable reference from us.

You should notify the company if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

Your employee handbook must be returned to the office upon termination.

## **Each Employee's Responsibility**

Safety can only be achieved through teamwork at V & M Trailers. Each employee and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions.

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The use of alcoholic beverages, illegal drug substances, or the abuse of legal prescription drugs during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the company's property is forbidden.
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess: ask your supervisor.
6. Know the locations, contents, and use of first aid and firefighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

## **Good Housekeeping**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement.

## **Smoking in the Work Place**

Our company is committed to providing a safe and healthy environment for employees and visitors. To accomplish this, smoking is allowed only in designated areas.

## **Substance Abuse**

We, the company, have a vital interest in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers, and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized drugs. Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal drugs or alcohol in the workplace. This includes on company paid time, on company premises, in company vehicles, or while engaged in company activities.

Employees are also prohibited from consuming alcohol during working hours, or when it could affect the employee's job performance, safety, or health.

Each employee taking a legal drug which could affect job safety or performance is responsible for notifying his/her supervisor without disclosing the identity of the substance and providing a physician's certificate stating the substance does not adversely affect the employee's ability to safely and efficiently perform the employee's job duties and/or provide any work restrictions. This certificate must be provided to the employee's immediate supervisor before the employee reports to his or her work area. If the company and the employee's physician have determined that the substance does not adversely affect the employee's job duties or determined that a reasonable accommodation can be made, the employee may commence work. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

Your continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action up to and including discharge. Furthermore, any employee who violates this policy or who voluntarily seeks assistance may be required, in connection with or in lieu of disciplinary action, to participate in and successfully complete a company-approved drug and/or alcohol assistance or rehabilitation program as a condition of continued employment. The company assures that any information concerning an individual's drug and/or alcohol use will remain confidential.

Consistent with its' fair employment policy, the company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for



substance abuse conditions. We encourage employees to seek assistance before their drug and/or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The company will attempt to assist its' employees through referrals to rehabilitation, appropriate leaves of absence, and other measures, to the extent that these measures do not impose an undue hardship upon the company, and/or do not jeopardize the employee's health and safety, or the health and safety of co-workers or others.

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property when the company has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines only and should not be interpreted as a contract of employment.