

# Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104  
(720) 555-0129 · office@frontrange-roofing.example  
<https://frontrange-roofing.example>

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## Complete employee handbook

### Welcome

Welcome! On behalf of your colleagues, I welcome you to Front Range Roofing LLC and wish you every success here.

We believe each employee contributes directly to Front Range Roofing LLC 's growth and success, and we hope you will take pride in being a member of our team.

This handbook was designed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves thoroughly with the contents of the employee handbook, for it will answer many questions about employment with Front Range Roofing LLC .

We hope your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

Company president

President

### Company history in the reference

Bedrock Excavating Corp was established December 9, 2003

At Bedrock Excavating Corp., we're experts at site development, and in the past 20 years, we've worked on hundreds of site work projects throughout the Denver metro area.

We have an extensive fleet of earth moving equipment, with qualified crews to run it properly, efficiently, and safely.

Our most common types of excavation projects include:

- new construction site preparation excavations
- basement excavations
- foundation excavations
- slab excavations
- additions excavations
- infill project excavations

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- foundation repair or replacement excavations
- site utilities excavations
- water line and sewer line excavations

Our fill dirt projects have included:

- new construction site work
- site work / site development
- custom home site preparation
- erosion control
- infrastructure
- backfill
- grading

We have experience in custom home excavations, and we've also performed excavation work for buildings up to 20,000 square feet, including: retail stores, commercial buildings, office buildings, gas stations, churches, restaurants, and schools.

In conjunction with our excavation services, we can also haul fill dirt to or from a construction site, and we're specialists in backfill, grading, and compaction.

Bedrock Excavating Corp have extensive experience with water lines and sewer lines in the Denver metro area. We've worked with custom home builders, commercial building owners, developers, builders, and water and sanitation districts on all types of water and sewer projects, including water replacement and sewer replacement.

We're familiar with the licensing and permitting requirements of all of the cities and counties along the Front Range, and we're conscious of trenching safety at all times. Additionally, we do our best to complete each project with minimal impact to the surrounding landscape.

Our trenching and excavation services include:

- repair of water lines and water mains
- repair of sewer lines and sewer mains
- replacement of water lines
- replacement of water mains
- replacement of sewer lines
- replacement of sewer mains
- installation of water lines and water mains
- installation of sewer lines and sewer mains
- installation of storm drains

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- installation of fire lines

We have an excellent safety record, and we're fully licensed, insured, and capable of being bonded

## Purpose of the handbook

The policies outlined in this Employee Handbook have been formulated to assist in answering many of your initial questions regarding your employment. Please carefully read this Handbook. You are responsible for reading and knowing its contents.

This Handbook should not be construed as creating an "employment contract" or creating any other contractual rights of any nature. You are employed on an "at-will" basis, which means you are free to resign your employment and the company is free to terminate your employment at any time, with or without notice, with or without cause. Although it is Front Range Roofing LLC's intent, the benefits, policies and regulations outlined in this Handbook will generally remain in effect, however, they reserve the right at any time to amend, curtail, or to otherwise revise the benefits, policies, or regulations outlined in this Handbook.

If there is something you do not understand, ask your supervisor. Your supervisor will generally be your best source of information and should be able to answer your questions.

From time to time, the information in this Employee Handbook may change. Efforts will be made to keep you informed through suitable lines of communications, which may include postings on company premises or correspondence sent directly to you.

## Employment and respectful treatment

### At-Will Employment

Your acceptance and/or continuation of employment with Front Range Roofing LLC, confirms your employment relationship as defined in this section. You entered employment with Front Range Roofing LLC voluntarily, therefore, you are free to resign at will at any time, with or without notice. Similarly, Front Range Roofing LLC may terminate the employment relationship at will at any time, with or without cause, so long as there is no violation of applicable federal or state law.

The only representative who has the authority to create an agreement binding Front Range Roofing LLC, which differs from the above is a corporate officer of Front Range Roofing LLC. Any such agreement must be in writing and signed by both the employee and a corporate officer of Front Range Roofing LLC.

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## Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, you were asked as a condition of employment, to complete the Employment Eligibility Verification Form I-9 and present documentation establishing your identity and employment eligibility. If you are working on a temporary work permit, it is your responsibility to renew the permit or your employment will immediately terminate on the last day you are legally able to work in the United States.

## Americans with Disabilities

We are committed to complying fully with the Americans with Disability Act (ADA) ensuring equal opportunity in employment for qualified individuals with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as with job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority. Leaves of absence are available to all employees on an equal basis, subject to the provisions of each leave program.

Additionally, we do not discriminate against any qualified employee or applicant because they are related to, or associate with, a person with a known or perceived disability.

## Nondiscrimination

As a matter of good business practice, and consistent with applicable federal, state and local laws, Front Range Roofing LLC prohibits discrimination based on race, sex, age (as defined in the Age Discrimination in Employment Act of 1967, as amended), handicap/ disability, religion, ancestry, color, national origin, sexual preference, veteran status or any other status or condition protected by applicable law. This policy shall apply to all phases of the employment relationship including, but not limited to, the recruitment of applicants and hiring of new employees. The policy extends to promotion, transfer, training, compensation, lay off and termination. Front Range Roofing LLC's management is available to answer your questions about any equal employment opportunity practices or to respond to any concerns or complaints regarding discrimination.

## Harassment/Hazing Policy

It is the policy of Front Range Roofing LLC to afford all employees a workplace which is free from all forms of sexual, racial, religious, age, disability, national origin or otherwise unlawful harassment, discrimination or hazing of any kind. If you feel you are a victim of such harassment or hazing, you should report it promptly, regardless of who originates it or participates in it, and regardless of whether it is oral, written, visual, physical conduct or any other type of behavior. You may report it to your immediate supervisor, vice president or president of Front Range Roofing LLC. Misconduct will result in corrective action by Front Range Roofing LLC which may include discipline, training or termination of any parties. There will be no retaliation if a report of misconduct is made in good faith.

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## Sexual Harassment Policy

Front Range Roofing LLC prohibits all forms of sexual harassment by employees, customers, suppliers and vendors. All employees are responsible for assuring the workplace is free from sexual harassment at all times. Front Range Roofing LLC will work to prevent and investigate harassment. These efforts will not be successful without help from other Front Range Roofing LLC employees.

## Explanation of Sexual Harassment

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Unwelcome sexual advances (verbal and/or physical), intimidation, insult, requests for favors and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- Submissions to such conduct is either an explicit or implicit term or condition of employment (such as promotion, job assignment, overtime opportunity, wage increase, etc.); or
- Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- The conduct has the purpose or the effect of substantially interfering with an individual's work performance or creating a hostile or offensive work environment.

Sexual harassment under this definition may range from sexual innuendo, perhaps in the guise of humor, to coerced sexual relations. It may include but certainly is not limited to:

- Sexual jokes or offensive sexual language.
- Unwelcome sexual references.
- Verbal harassment of a sexual nature.
- Subtle or direct pressure for sexual activity.
- Physical contact such as touching, patting, pinching, rubbing or squeezing.
- Displaying pictures or objects which depicts women and/or men as sexual objects.

Sexual harassment may have different definitions, but it has no place in the workplace. If you are unsure whether your behavior may be harassment change your behavior. Using and insisting upon good manners, professional behavior and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by this policy.

## Reporting Incidents

If you receive or observe sexual harassment, you should promptly file a complaint with your supervisor or an executive of Front Range Roofing LLC so an investigation can be initiated. The company will investigate all complaints and will handle these matters efficiently and in a professional manner. Confidentiality will be respected to the extent practical, under the circumstances. You will not be punished for bringing an issue to the attention of Front Range Roofing LLC in good faith, even if you do not have all the facts. Remember Front Range Roofing LLC cannot help if we do not know about the problem.

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Violation of this policy is grounds for discipline or discharge. This policy applies on and off company property.

## Workplace Violence

Front Range Roofing LLC is committed to preventing workplace violence and has adopted guidelines to deal with intimidation, harassment or other threats of violence which may occur during business hours or on company premises.

Conduct which threatens, intimidates or coerces another employee, a customer or a member of the public at any time, including off-hours, will not be tolerated.

Even if you are licensed to carry a concealed weapon, carrying any weapon is NOT authorized on company property, or while you are working, even if offsite, and doing so shall result in legal action, discipline or termination.

All threats or acts of violence should be reported immediately to a supervisor or an executive of Front Range Roofing LLC . Any suspicious individuals or activities should also be reported to a supervisor or an executive of Front Range Roofing LLC .

Front Range Roofing LLC will promptly and thoroughly investigate all reports. It may be necessary to suspend employees, either with or without pay, during the investigation process. Any employee determined to be responsible for threats or acts of violence will be subject to prompt disciplinary action, up to and including termination.

If you have a disagreement or dispute with a co-worker, you are encouraged to talk with a supervisor or executive of Front Range Roofing LLC . We are required to help resolve employee disputes and will not discipline employees for raising these issues.

## Business Ethics and Standards of Conduct

Front Range Roofing LLC 's successful business operation and reputation are built on employee ethical business conduct. Our continued success depends on customer trust and Front Range Roofing LLC is dedicated to preserving that trust. All employees are responsible to act in a manner which will earn the customer's continued trust and confidence. For this reason, employees are expected to exhibit a high level of integrity and excellence.

Front Range Roofing LLC expects employees to adhere to a Standard of Conduct which is appropriate. Listed below are examples of behavior which violate our Standards of Conduct. This list is not intended to be exhaustive, but instead is provided as a guide to the most common types of inappropriate behavior:

- Insubordination and refusal to obey a directive given by a supervisor or manager.
- Gambling, fighting, horseplay, vulgarity and abusive treatment of customers or fellow employees.
- Excessive absenteeism or tardiness.
- Falsifying any time card; for you or a co-worker.
- Destruction of company property.
- Careless use of company property.

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- Disregard of company policies.
- Making a false claim.
- Inappropriate dress.
- Failure to maintain a valid driver's license if driving is part of your job.

Failure to follow all Standards of Conduct may result in disciplinary action, up to and including termination of employment.

## Terms of employment

### Employee Classifications

Each employee is classified as either "Exempt" or "Nonexempt." Based upon federal and state wage and hour law requirements. Nonexempt employees are entitled to overtime pay, while Exempt employees are generally excluded from specific wage and hour provisions. Whether you are paid hourly or salary does not affect the Exempt and Nonexempt classifications.

In addition to the above two groups, you have a secondary employee classification. It is important you understand these classifications, as benefits are available to employees based upon them.

### New Employees in an Introductory Period

New employees are defined as those who are hired for the first time or those who may have been employed by Front Range Roofing LLC in the past, but left Front Range Roofing LLC employment and subsequently are rehired.

New employees are subject to an initial introductory period up to ninety (90) days. During this period, new employees will be eligible for, and/or shall accrue certain benefits depending upon their classification as either a full-time or part-time employee. Employees are also eligible for workers' compensation and Social Security during this time. The designation of this time frame; however, does not constitute an obligation on Front Range Roofing LLC to retain the new employee until the end of the specified introductory period.

During the introductory period, the new employee will have the opportunity to demonstrate their ability, interest and skill in his or her position to achieve a satisfactory level of performance. It is also an opportunity for the employee to determine whether the employment relationship meets his or her expectations. Nothing associated with an employee's introductory or non-introductory classification in any way affects the at-will nature of the employment relationship of all employees.

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## Full-time

For work scheduling, full-time employees are those regularly scheduled to work forty (40) hours or more during a workweek. They are eligible to participate in the employee benefit program in accordance with their position and length of employment as outlined in this Employee Handbook and its addendum. For benefit eligibility, use the thirty (30)-hour definition in the Benefits chapter.

## Part-time

Part-time employees are those regularly scheduled to work less than thirty (30) hours during a workweek. There may be times or even periods of time when a part-time employee is scheduled to work thirty (30) hours or more during a workweek. This does not change an employee's part-time status. If a part-time employee becomes full-time, the employee's eligibility for benefits described for full-time employees will be based on the employee's start date as a full-time employee and its corresponding classification. Part-time employees are only eligible to participate in the employee benefit programs as outlined in this Handbook.

## Temporary

Temporary employees, including seasonal and summer help, are employed on a limited "as needed" basis. Temporary employees are hired to perform a specific job for a specific period, normally less than one year. For example, this may be to supplement the work or to replace an employee who is on a leave of absence or vacation. They may be hired to work any number of hours and will be paid on an hourly basis. A temporary employee, moreover, keeps his or her temporary designation until Front Range Roofing LLC designates it be changed. Temporary employees are not eligible to participate in the employee benefit program and will not receive pay for any recognized holidays. Temporary employees will be eligible for overtime as outlined in the section on wages.

## Orientation

You will attend a new hire orientation meeting within thirty (30) days of hire. During this orientation process, you will receive general information about your employment and position, a copy of the Employee Handbook and applicable employee benefits information.

## Open Communications / Grievance Resolution

Front Range Roofing LLC is committed to providing the best culture for maximum development and achievement of goals. Therefore, open communication is encouraged between employees and between staff and management of Front Range Roofing LLC. Feel free to ask questions and make comments to management personnel either individually or in meetings.

If you have a complaint, question or concern about anything connected to your job, you should discuss it with your immediate supervisor. If the matter is of a nature you feel discouraged, threatened or intimidated by your supervisor, please bring it to the attention of an executive of Front Range Roofing LLC. Complaints and concerns will be investigated and appropriate action will be taken.

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## NON-Disclosure

You may come in contact with highly sensitive information concerning your workplace, Front Range Roofing LLC employees and its customers. All information is strictly confidential and must not be repeated or communicated, directly or indirectly, to any person (including, but not limited to friends and relatives) outside of your workplace. Front Range Roofing LLC realizes certain information; however, may be shared and/or discussed among other employees as is necessary to perform company business.

You may be asked to sign a NON-Disclosure as a condition of employment.

## Conflict of Interest

You must be aware of all potential conflict of interest situations. It is imperative all employees adhere to a strict code of ethical conduct and avoid any impropriety.

## Outside Employment

Your full-time position is considered your primary responsibility and other outside employment, therefore, is discouraged. However, if you do seek additional employment, you shall determine no conflict of interest exists and you can effectively perform your job duties. Please consult Front Range Roofing LLC before pursuing additional outside employment which may be considered a conflict of interest, create the appearance of any impropriety or make it difficult for you to meet Front Range Roofing LLC 'S expectations.

## Personnel Records and Changes in Status

You must provide accurate information for personnel and applicable employee benefit purposes. This information includes, without limitation, your name, social security number, address, telephone number, names and addresses of spouse and dependents, beneficiaries under employee benefits plans, number of tax exemptions and eligibility for work. Other information may also be required. It is the responsibility of each employee to promptly notify Front Range Roofing LLC or Human Resources of any changes, such as change of address.

Personnel files are the property of Front Range Roofing LLC and access to the information contained therein is restricted. Generally, only supervisors and management personnel of Front Range Roofing LLC who have authority to review information in the file can do so.

Employees who wish to review their personnel file should contact Human Resources. With reasonable advance notice, employees may review their file in Front Range Roofing LLC offices and in the presence of an individual appointed by the company.

## Job References

All requests from outside sources for personnel information concerning applications of employment, current employees and former employees shall be directed to Human Resources.

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## Performance Evaluation

A formal written performance evaluation will be conducted at the end of an employee's first ninety (90) days of employment, where applicable. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are NOT directly tied to pay increases.

## Pay and overtime

### Paydays

Employees are paid every week, on Friday, for the preceding pay period. A pay period is one workweek, Monday through Sunday.

If a regularly scheduled payday falls on a holiday, you will receive your paycheck on the last workday before the regularly scheduled payday. In the event a regularly scheduled payday falls during an employee's vacation; the employee's paycheck will be available upon return to work.

You may authorize direct deposits into one or more bank accounts. If you do, you will receive an itemized statement of wages (paystub) in lieu of a live paycheck. The use of direct deposit is encouraged.

### Overtime Work

Non-exempt employees will be paid at the rate of one and a half times their regular hourly rate for all actual hours worked more than forty (40) hours during a workweek or greater than twelve (12) hours in a work shift. All work outside of a nonexempt employee's regular schedule must be scheduled by and/or approved in advance by their supervisor. Any leave of absence will not be considered hours worked for purposes of overtime pay calculations. Exempt employees are not entitled to overtime compensation.

### Salary and Wage Payment

The amount of salary or wages paid to an individual employee will be established periodically by the management of Front Range Roofing LLC at its sole discretion.

### Payroll Deductions

Deductions from your pay will include:

- Those amounts required by federal, state or local law, such as the withholding of income tax and FICA or Social Security tax. This may also include court orders such as garnishments or child support payments.
- Your contribution to any employee benefit plans for which you made an election.
- Any other lawful deductions deemed appropriate or necessary by Front Range Roofing LLC .

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## Leaves of absence

FMLA leave is available to employees who work for a covered employer, who work 1,250 hours during the 12 months prior to the start of leave, who work at a location where 50 or more employees work, and who live within 75 miles of the covered employer.

Subject to the terms and conditions set forth in this policy, an eligible employee is entitled to a Family or Medical Leave of Absence:

- For the birth of a son or daughter of the employee and to care for the newborn child;
- For placement of a son or daughter with the employee for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent who has a Serious Health Condition (defined below); and
- Which makes the employee unable to perform the functions of the job.

## Coordination with Workers' Compensation

If you miss time due to a workers' compensation claims, you may also be eligible for FMLA for up to twelve (12) weeks for the time you miss due to injury. If the doctor places you on limited alternative duty (light duty), you may request an unpaid family leave until your doctor releases you for full duty. While you are on unpaid family leave, your workers' compensation disability benefits will end because you were released to work in a limited capacity and chose not to return.

Our family leave will automatically end when your doctor releases you for full duty. If you do not report for work, you will be terminated.

While you are on family leave, you must continue making any contributions toward your benefits or the coverage will terminate.

## Eligibility

To be eligible for a Medical Leave of Absence under this policy, an employee must meet the following requirements:

- Front Range Roofing LLC must have employed the employee for a period of at least 12 months prior to the date on which any Family or Medical Leave is to commence, and
- The employee must have worked for at least 1,250 hours during the 12-month period immediately prior to the date on which any Family or Medical Leave is to commence.

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## Family Leave of Absence

Upon notice and application to his or her supervisor, a Family or Medical Leave of Absence shall be granted to an eligible employee for the following reasons:

- For the birth of a son or daughter of the employee and to care for the newborn child;
- For placement of a son or daughter with the employee for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent who has a Serious Health Condition.

A "Serious Health Condition" means an illness, injury impairment, or physical or mental condition involving one of the following:

### Hospital Care:

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

### Absence Plus Treatment:

A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition, which also involves:

Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

### Pregnancy:

Any period of incapacity due to pregnancy or for prenatal care.

## Chronic Conditions Requiring Treatments

A chronic condition which:

- Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- Continues over an extended period (including recurring episodes of a single underlying condition); and
- May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

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## Permanent/Long-Term Conditions Requiring Supervision:

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

## Multiple Treatments (Non-Chronic Conditions):

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition which would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

## Requesting and Granting a Family Medical Leave of Absence

There is a specific procedure you must follow to request a Family or Medical Leave. If you are unable to work due to a serious health condition, you should submit an application to your supervisor, manager or to Human Resources, including medical certification and/or other information verifying your eligibility.

Leave forms are available and, where foreseeable, should be given 30 days prior to the beginning of the requested leave, whatever the reason for the leave. In other situations, it must be given within a reasonable time, generally not more than one or two days after the need for leave becomes known to you.

Any Family or Medical Leave of Absence granted prior to the receipt of any required medical certification or other verifying information and documentation is conditional. If certification of verifying information and documentation is not provided to Front Range Roofing LLC after it is requested, the conditional need will be void; the leave will be denied, retroactive to its first day.

If a Family Leave is requested because it is necessary for the employee to care for his or her spouse, son, daughter, or parent who has a Serious Health Condition, the employee must submit a medical certification (on a provided form) within fifteen (15) days of the request for leave, unless it is not practical to do so. Second and third medical opinions may be requested, at Front Range Roofing LLC's expense, to further validate the employee's certification.

A medical certification, based on reasonable medical certainty, must verify the employee is unable to perform the functions of the employee's job or position because of a Serious Health Condition, or the employee's parent, spouse, or child is affected by a Serious Health Condition and requires care by the employee. Such other medical information as Front Range Roofing LLC requests, and is permitted by law, may be required.

You must provide such information and documentation verifying entitlement to a Family or Medical Leave for the birth/care or placement of a son or daughter, as Front Range Roofing LLC may request.

The duration of each Family or Medical Leave of Absence and any renewals thereof shall be specifically stated in the request and in the granting of the leave.

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## General Family and Medical Leave Provisions

The maximum total amount of time available to an eligible employee for Family or Medical Leave of Absence is twelve (12) workweeks during the rolling twelve (12) month period measured backward from the date leave is used. A workweek for purposes of this policy generally consists of five, eight-hour workdays. If an employee works a schedule which changes from week to week; however, the average amount of time worked per week over the twelve (12) week period just before the requested leave, will be used to determine the workweek.

An employee's entitlement to a Family Leave for the birth or placement of a son or daughter ends twelve (12) months after the date of birth or placement. The maximum total amount of time available to both spouses for a Family Leave for the birth or placement of a child or for the care of a parent (but not a parent-in-law) with a Serious Health Condition is twelve (12) workweeks during a twelve (12) month period as defined above, if both are employed by Front Range Roofing LLC .

A Family or Medical Leave of Absence shall be without pay, unless the employee is entitled to pay during the absence under any applicable paid vacation, paid time off, maternity leave or other applicable leave policies. If eligible, any applicable paid vacation, paid time off, maternity leave or other applicable leave will run concurrently with any Family or Medical Leave. Eligibility for any such paid leave under these benefits shall be determined per the terms and conditions of the benefit policy. Time off, even though paid, shall be charged against the maximum amount of Family or Medical leave to which an employee is entitled. It also shall be charged against any entitlement under any applicable paid vacation, personal time off or other applicable leave.

A Family or Medical Leave by an employee affected by a Serious Health Condition, or by an employee to care for a spouse, child, or parent so affected, may be taken on an intermittent or reduced schedule where such schedule is medically necessary. Time off work on an intermittent or reduced leave schedule will be charged proportionally against an employee's twelve (12) workweek entitlement as determined by Front Range Roofing LLC .

For intermittent leave or leave on a reduced schedule, to take care of a seriously ill family member or for the employee's own Serious Health Condition, there must be a medical need for leave (as distinguished from voluntary treatments and procedures); can be accommodated through an intermittent or reduced leave schedule. Employees who require intermittent leave or leave on a reduced schedule must attempt to schedule the leave so as not to disrupt business operations. If the leave is required for medical treatment, the employee should consult with his or her supervisor and make a reasonable effort to schedule the leave, so as not to disrupt unduly the employer's operation. When notice is given of the need for leave, the employee may be required to attempt to reschedule the treatment, subject to the ability and approval of the health care provider. In addition, an employee may be temporarily assigned to an alternative position with equivalent pay and benefits which accommodates his or her intermittent or reduced leave schedule. Intermittent leave or leave on a reduced schedule, requested because of a birth or placement of a son or daughter, shall be taken only upon Front Range Roofing LLC agreement.

Group medical insurance, where applicable, shall be continued in effect for any employee who is on an approved Family or Medical Leave pursuant of this Section. If the employee is on a paid leave, the employee contribution will be made in the same way as it would have been made had the employee been working. If the leave is unpaid, the employee must make arrangements prior to the first (1st) day of leave (when applicable) for their premium contribution amount to be paid directly to Front Range Roofing LLC . If the employee fails to return from unpaid

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Family or Medical Leave, unless the failure to return is because of a Serious Health Condition of the employee, spouse, child, or parent for whom he or she is caring and is supported by a proper medical certification, or other circumstances beyond the employee's control Front Range Roofing LLC may recover only amounts owed by the employee to Front Range Roofing LLC or otherwise, the amount of any cost of obligation incurred by Front Range Roofing LLC to keep this insurance in effect. Front Range Roofing LLC also may recover the amount of the employee's share of any premium paid by Front Range Roofing LLC to keep the employee's medical insurance in effect. The amounts owed by an employee to Front Range Roofing LLC shall be deducted from amounts owed to the employee by Front Range Roofing LLC to the extent permitted by law.

An employee who has been on a Medical Leave of Absence, for their own serious health condition, shall provide a medical certification fitness for duty report indicating they can resume work at the time they return to work. An employee who does not provide this certification will not be permitted to return to work until such a certification is provided.

Front Range Roofing LLC reserves the right to refer an employee to a physician of its choice to obtain further information concerning a period of absence. It also may require employees to obtain subsequent medical recertification to support continuing Medical Leave and/or to report periodically on their status and intent to return to work.

There shall be no obligation on the part of Front Range Roofing LLC to provide work for an employee prior to the expiration of the employee's leave of absence.

An employee who returns from a Medical Leave shall return to the position held at the beginning of the leave or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment, provided. However, an employee is not entitled to return to a position other than one they would have been entitled had the employee not taken the leave. An employee's right to reinstatement, however, may be affected if he or she is determined to be a "key employee," as defined by the Family and Medical Leave Act of 1993. Generally, an employee shall be notified of his or her "key employee" status at the time any Medical Leave is requested or when it commences, if earlier.

As with all other leaves of absence, failure of an employee to report for work at the time at which he or she is regularly scheduled to report at the termination of a Family or Medical Leave, or to secure an approved extension of leave in advance, may result in discipline up to and including termination of employment.

It is the purpose of this Family and Medical Leave of Absence Section to comply with the Family and Medical Leave Act of 1993. The interpretation of terms and resolution of disputes under this provision shall be governed by the law. Enforcement procedures include complaints to the Wage of Hour Division of the Department of Labor and civil actions in court. It is unlawful to discriminate against an employee because of the exercise of rights under the Family and Medical Leave of Absence Act.

## Bereavement Leave of Absence

Front Range Roofing LLC recognizes the importance of family and the difficulties employees face following the loss of a loved one. For this reason, Front Range Roofing LLC may grant employees bereavement leave in accordance with following provisions.

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If a member of an employee's "immediate family" dies, the employee can take up to two (2) days (16 hours) paid bereavement leave. Immediate family means the employee's parent, spouse, child, brother, sister, father-in-law, mother-in-law, grandparent or grandchild. Step-relatives and relatives by adoption are included on the same basis as blood relatives, as are registered domestic partners of an employee and the children and parents of registered partners.

Employees must notify their supervisors at the earliest possible time when requesting bereavement leave.

Employees can request their supervisor's approval to use vacation leave or unpaid leave to attend the funerals of close friends of their family. Also, employees who need additional time off following the death of relatives may request unpaid leave from their supervisor, who will forward their request to Human Resources or management for consideration.

## Jury or Witness Leave of Absence

All employees called for jury duty, trial or grand, shall be paid their regular wages up to the maximum of fifty dollars per day for a maximum of the first three days of the trial. You are expected to give prior notice, of at least seventy-two (72) hours concerning the need for jury/witness leave of absence to your supervisor. Further, while on jury/witness leave of absence, you may be required to be at your work site when your presence in court is not required.

## Military Leave of Absence

We believe it is in our country's best interest to encourage employee participation in National Guard and Reserve Military Units. A military leave of absence

will be granted to all employees who are absent from work because of service in the U. S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act. Advance notice of military services is required, unless such notice is impossible or unreasonable. You may be required to provide satisfactory evidence of your actual performance of your Reserve Corps. or National Guard service.

Military leave will be considered unpaid time off. However, eligible employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Front Range Roofing LLC for the full term of the military leave of absence.

Vacation, paid personal leave and holiday benefits will not continue to accrue during a military leave of absence.

Every reasonable effort will be made to return eligible employees to their previous positions or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

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## Personal Leave of Absence

All personal leaves of absences are granted at the sole discretion of Front Range Roofing LLC and are given without pay.

A leave of absence for personal reasons, if granted, shall be in writing. The duration of each such leave and any renewals thereof shall be specifically stated in the request and in the granting of the leave. During your personal leave of absence, you accrue no vacation, personal time off or other leave. Except as otherwise required by state law, you have no right to return to your former position or to a comparable position. However, Front Range Roofing LLC will try to return you to your former position or the first available comparable position where it is reasonably possible consistent with the company's business needs. Should you refuse the offer of your former or a comparable position, you will be deemed to have voluntarily abandoned your job and your employment may be terminated.

## Time Off to Vote

Employees are encouraged to participate in the election of government leaders. Generally, employees can find time to vote either before or after their regular work schedule. However, if an employee cannot find time to vote during non-working hours, Front Range Roofing LLC will grant up to two (2) hours of paid time off to vote. If this time off during regular work hours is necessary, you are required to request this time at least two (2) business days in advance.

## Benefits and paid time off

Front Range Roofing LLC provides a variety of benefits to full-time employees. A full-time employee, for benefit purposes, is one who works thirty (30) hours per week continuously. This benefits threshold is separate from the forty (40)-hour work-schedule classification in Terms of Employment.

The company benefits are a combination of paid time off, unpaid leave and employee benefit plans. All paid time off is calculated on your current base pay at the time of leave. It does not include overtime or any special form of compensation such as incentives, bonuses or shift differentials.

Front Range Roofing LLC reserves the right to terminate or amend any benefit plan at any time or increase employee premium deductions. You will receive a more detailed account of all the benefits which are available to you upon hire.

## Health Insurance

Eligible, full-time employees may enroll according to the coverage start date and waiting period in the company's health plan documents. Confirm that date before relying on coverage.

## Flexible Spending Account

N/A

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## Dental & Vision Insurance

N/A

## 401(k) Program

N/A

## Life Insurance

N/A

## Short Term & Long Term Disability (STD/LTD)

N/A

## COBRA – Continuation of Benefits Provision

You, your covered spouse and/or dependents, may be eligible to continue medical coverage if you lose it due to a COBRA “qualifying event.” If you are terminated, or lose benefits because you become a part time employee, Front Range Roofing LLC will notify you by letter outlining your rights and responsibilities under COBRA. Generally, coverage can continue for up to 18 months at your own expense.

You, your covered spouse and dependents may also be eligible to continue medical benefits if it is lost due to reasons such as divorce, death, loss of employment or loss of coverage due to age. It is your responsibility to notify us if you are losing benefits due to any reason other than termination or loss of coverage due to a reduction of hours.

You may continue your benefits during an approved Extended Medical Leave or Personal Leave of Absence. To continue your group health insurance under these circumstances, you must make a COBRA Continuation of Coverage Election. You will be responsible for full cost of the premium. If premium payments are not made on a timely basis the coverage will terminate. When you return to work on the designated date, you may receive reinstated health coverage subject to the terms of the health insurance policy. Please refer to the medical plan's summary plan description and COBRA notice for further information.

## Government Fringe Benefits

In addition to the fringe benefits described above, employees are provided the following legally required fringe benefits:

- Unemployment Compensation - Employees are covered under the Colorado Employment Security Act and may utilize this benefit in accordance with the Act's rules and regulations.
- Workers' Compensation - Employees are covered under the Colorado Compensation Act. This insurance protects employees against injury or disability incurred during, and arising out of, the injured employee's employment. The Act's rules and regulations govern eligibility for said benefits. Employees must report at once

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to their immediate supervisor any injury incurred on the job, no matter how minor. Employees working in a state other than Colorado will be covered per the laws of that state.

- Social Security - Employees are covered by the Federal Social Security system, which provides retirement, disability, survivor, and Medicare benefits to persons who meet imposed government eligibility requirements. The employee and Front Range Roofing LLC share the cost of Social Security contributions for an employee per the law.

## Holidays

Front Range Roofing LLC will grant holiday time off to all employees for the holidays listed below.

- Memorial Day (Last Monday in May)
- 4th Of July (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)
- New Years Day (January 1)

If a recognized holiday falls during an eligible employee's paid time off, the holiday will not count against the vacation time.

Holiday pay is applicable to full-time employees only.

## Employee Notice and Application for Time off Work

Employees who seek time off from work shall advise management of the reason for such time off request in writing. Employee must request time off 30 days in advance before start of vacation for approval.

Employee time off shall be coordinated by the management and supervisors, to minimize disruption to the business operation.

## Paid Sick Leave

Beginning with the first date of employment, all employees will accrue 1 hour of sick leave for every 30 hours worked. The maximum amount of leave that can be accrued in any calendar year is 48 hours. Sick time is not available for use until it has been accrued.

Sick leave must be used in increments of 1 hour or more. Sick leave may be used for personal, or dependent, care in case of illness, injury, or medical appointments.

Notify your supervisor or company management as soon as reasonably possible when you need sick time off. Any documentation request must follow the applicable leave policy and law. See the documentation section of the Attendance chapter.

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Unused sick leave is carried over at the end of year, however the amount carried over may affect the accrual for the next year. (For example: if 24 unused hours are carried over, the maximum amount that is allowed to then accrue will be 24, for a maximum of 48 hours). Upon termination of employment, unused sick leave is not paid out.

## Vacation Time

Paid vacation time is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. The company grants time off with pay to full-time employees who meet the following requirements. Eligible vacation time accrues on a pay period basis.

Consideration will be given to your scheduling preference whenever practical. In so doing, please note our business responsibilities are our priority. Accordingly, vacation time off must be requested, in writing, in advance and will be scheduled in the Company's sole discretion to maintain its orderly and efficient operation. Your immediate supervisor's decision, in this regard, is final and binding. Vacation time will be scheduled on a first-come, first-serve basis, where practical.

Effective January 1, 2021 after 5 years of employment, all full-time employees are eligible for vacation time off as follows:

Vacation Granted Per Year | Accrual (Per Pay Period) 5 days | (40 hours) | 0.76

Vacation time off is based on an anniversary year. An anniversary year is defined as the year beginning on the date of employment and continuing for twelve months. Vacation will continue to accrue until a maximum of 40 hours is stored in the bank. After 40 hours have been earned, vacation time will not continue to accrue.

When a paid holiday falls within your vacation period, the holiday will not count against the vacation time. Vacation hours cannot be used in the computation of overtime.

Generally, you may not take vacation time off until it has been earned. However, if there are special circumstances when you need to use unearned paid time off, you will need to obtain pre-approval from your supervisor. If you take vacation time off which has not yet been earned and your employment is terminated, your final paycheck will be adjusted to reflect the time taken unpaid.

## Attendance and reporting absences

### Tardiness / Excessive Absenteeism

Prompt and reliable attendance is expected. Tardiness and/or excessive absenteeism will not be tolerated. When an employee's absences, for whatever reason, become so frequent his or her services are of substantially reduced value, Front Range Roofing LLC may take any action it deems necessary up to and including termination. Absentee problems will be reviewed on an individual basis.

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## Reporting Absences

All absences must be reported directly to your immediate supervisor as soon as you become aware you will be unable to report for work because of injury, illness or an emergency. Preferably, this notice shall occur at least one (1) hour before the beginning of the workday. If an emergency arises after you have left for work and thus you are unable to report for work as scheduled, you must notify your immediate supervisor as soon as possible. The mere fact you reported an absence does not excuse an absence.

## Employee Responsibility

You are responsible for notifying your supervisor when you are going to be absent. The excuse you asked another person, including but not limited to co-workers, to advise your supervisor of your absence is not acceptable. It is your responsibility to ensure management is properly notified and any failure to do so may result in disciplinary action being taken. However, in a situation where the absence is covered under the Family and Medical Leave Act of 1993, and you are unable to provide notice personally, notice may be given by your representative (i.e., spouse, family member or other responsible party).

## Documentation Required

Front Range Roofing LLC will request medical documentation, including any fitness-for-duty statement, only under the applicable leave policy and law. For Family and Medical Leave Act of 1993 leave, we require only documentation allowed by law.

## Medical, Dental, and Optical Appointments

You are encouraged to schedule medical, dental, and optical appointments, for yourself and/or your children, during off-duty hours to the extent possible. You are requested to make every effort, with your immediate supervisor's prior approval, to schedule such appointments either very early or very late in the workday as to minimize the disruption in workflow. If requiring 3 days off or more for a scheduled appointment, Front Range Roofing LLC requires 2 weeks' notice.

## ATTENDANCE AND CALL-IN RULES

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## Workers' compensation and return to work

### Workers' Compensation Benefits

Front Range Roofing LLC provides a comprehensive workers' compensation insurance program which covers injury or illness sustained during employment which requires medical, surgical or hospital treatment. Neither the insurance carrier nor Front Range Roofing LLC will be liable for the payment of workers' compensation benefits for injuries which occur during employees' voluntary participation in any off-duty recreational, social or athletic activity sponsored by our company.

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## Filing a Claim

If you sustain a work-related injury or illness, you must inform your supervisor immediately. No matter how minor an on-the-job injury may appear it is important it be reported immediately. This ensures you will receive immediate medical care and enables you to qualify for coverage as quickly as possible. All employees injured while on the job shall be required to submit to a post-accident drug test. If you are using illegal drugs at the time of an accident, the workers' compensation carrier may reduce your benefits.

## Return to Work Program

If you cannot perform all aspects of your job while you are recuperating, we will provide Modified Duty, where applicable. Our Return to Work program allows you to quickly return to work and receive full pay. If you have a workers' compensation claim and are given temporary restrictions by your doctor, please make certain your doctor is aware of our Return to Work program and request your doctor recommend Modified Duty, when appropriate.

Working for another employer while you are out of work due to a workers' compensation injury is considered misconduct and will be cause for immediate termination.

## Workplace safety

### Safety Rules

The personal safety and health of each employee is of primary importance. The prevention of occupational-induced injuries and illnesses is of such consequence it will be given precedence over operating productivity whenever necessary. Management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

Our safety and health program includes:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to identify and eliminate unsafe working conditions or practices, to control health hazards and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment with instructions for its use and care.
- Developing and enforcing safety and health rules and requiring you to cooperate with these rules as a condition of your employment.
- Investigating every accident promptly and thoroughly to find cause and take corrective action to prohibit reoccurrence.

Front Range Roofing LLC recognizes the responsibility for safety and health is shared.

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Information on safety and health related issues in the workplace is disseminated through regular internal communication channels such as supervisor-employee meetings and training sessions, bulletin board postings, memorandums and other written communications.

General safety guidelines have been established to promote a healthy and safe work environment. Failure to comply with all guidelines may result in discipline, up to and including termination. These rules include, but are not limited to the following:

- If you are not sure how to perform a job, STOP AND CHECK WITH YOUR SUPERVISOR. This is for your safety and the safety of your co-workers.
- Do not start or operate any equipment without proper authority and safety instructions. Never operate a piece of equipment when guards or other safety devices are not in place.
- Do not attempt to repair or tamper with equipment which not working properly. Report the condition to your supervisor immediately.
- Wear all required safety equipment.
- Practice good housekeeping at all times. This means clean tools, dry floors and neat work areas.
- Use the correct lifting method at all times. Lift with your legs, not your back. If a load is too heavy or awkward, ask for assistance.
- All electrical power tools and cords must have an operational third wire positive ground. Electrical tools and cords without positive grounding should not be used. Double insulated tools must be marked.
- Do not use flammable liquids, toxic materials, chemicals or acids unless authorized and instructed in the proper procedures.
- All employees who drive or are passengers must wear their seat belts while on company business. Obey all safety and warning signs at all times.
- Wear and utilize all approved and required safety equipment and clothing, where required by law.

You are responsible for the review of safety materials and compliance with the safety policy established for your work location. If you have any questions, contact your immediate supervisor.

All employees must perform their duties in a manner which ensures safety for themselves, their co-workers and Front Range Roofing LLC . Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

## CALL 9-1-1 IN THE EVENT OF AN EMERGENCY

## KNOW WHERE EXIT DOORS AND FIRE EXTINGUISHERS ARE LOCATED

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

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## Discipline

Acceptable employee conduct is necessary for the orderly operation of any business and for the benefit, protection and safety of persons and property. You are expected to conduct yourself in an honest, responsible and polite manner with respect for your fellow employees, management and individuals with which Front Range Roofing LLC does business.

The following are some examples of behavior Front Range Roofing LLC believes are not appropriate in connection with your work:

- Possession of firearms, or other weapons on or off company property while performing any job duty.
- Verbal or physical abusive, malicious or disrespectful conduct to others.
- Insubordination or refusal to obey instructions.
- Releasing confidential information to unauthorized individuals.
- Dishonesty, including without limitation, unauthorized use or possession of property belonging to Front Range Roofing LLC and/or another individual.
- Fighting, horseplay or being involved in a situation which has an adverse effect on Front Range Roofing LLC .
- Abuse, misuse or destruction of Front Range Roofing LLC and/or another individual's property.
- Falsification of any record/document, including without limitation: time records; business records; employee information forms and records; and employment applications.
- Sleeping or loitering on the job during company time.
- Possession, consumption, use or being under the influence of illegal drugs or controlled substances or other prescribed controlled substances on work-site locations, company premises or while performing services for Front Range Roofing LLC .
- Possession, consumption, use or abuse or being under the influence of alcoholic beverages on work-site locations, company premises or while performing services for Front Range Roofing LLC .
- Actions which create unsafe or unhealthy conditions.
- Acts detrimental to the morale of other employees or customers.
- Failure to perform your job or work assignment satisfactorily.
- Violation of other company policies and procedures.
- Abuse of any privileges extended to employees under the various benefit and leave programs.

These rules are not all inclusive. Front Range Roofing LLC reserves the right, at its sole discretion, to impose disciplinary action most appropriate to any given behavior or situation.

Certain situations and events may arise which require disciplinary action. The following forms of discipline may be taken, at Front Range Roofing LLC 's discretion, when appropriate:

- Verbal reprimand

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- Written reprimand
- Probation
- Demotion
- Suspension without pay
- And/or discharge

The listed disciplinary measures above are not exhaustive and do not obligate Front Range Roofing LLC to discipline on a progressive basis. Front Range Roofing LLC, at its discretion, may impose the level of disciplinary action it deems appropriate in any situation, up to and including termination. Nothing set forth in the “Discipline” section alters, or should be construed to alter, the at-will employment relationship as defined in this Handbook.

## Alcohol and other substances

Front Range Roofing LLC prohibits the use, possession, distribution, sale or attempted similar conduct of alcoholic beverages, illegal drugs or controlled substances (as defined by federal law) or other non-prescribed controlled substances on its properties and/or while performing Front Range Roofing LLC business. Employees reporting to work or working with alcohol, illegal drugs, or controlled substances or non-prescribed controlled substances in their system is also prohibited. The failure of an employee to follow this policy will result in discipline, up to and including termination. This policy includes recreational marijuana use.

It is mandatory all employees involved in a workers’ compensation claim receive a post-accident drug test. Results of the drug test shall be kept confidential.

If an employee tests positive for drugs, the employee shall be placed on unpaid leave pending an investigation. Front Range Roofing LLC reserves the right to terminate an employee who tests positive for drugs.

## Ending employment

Employment at Front Range Roofing LLC may be terminated in one of two ways: voluntary and involuntary. Due to the differing nature and types of termination, the following guidelines shall apply:

Even though an employee may voluntarily terminate their employment, Front Range Roofing LLC retains the right to ask the employee to leave earlier than planned.

If an employee fails to report to work for three (3) consecutive days and does not contact his or her immediate supervisor, he or she will be presumed to have resigned.

All items belonging to Front Range Roofing LLC such as, but not limited to, keys, documents and equipment must be returned to Front Range Roofing LLC on or before the employee’s last working day. Any item not returned shall be charged back to the Employee at current replacement cost in accordance with wage and hour law.

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Employment with Front Range Roofing LLC is voluntarily entered and the employee is free to resign at will, at any time, with or without notice. Similarly, Front Range Roofing LLC may terminate the employment relationship at will, at any time, with or without cause, so long as there is no volition of applicable federal or state law.

## Everyday workplace policies

### Work Schedule

Work schedules for employees vary throughout Front Range Roofing LLC . Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands necessitate variations in starting and ending times, as well as variations in the total hours which may be scheduled each day and week.

### Lunch Break

The employees of Front Range Roofing LLC are permitted to take up to a half hour lunch break each day. This is to be taken at a time which will avoid conflicts in your work and with the company's needs. Not taking a lunch break does not give you the right to leave earlier than normally scheduled hours unless prior arrangements have been made with management. Non-Exempt employees must take at least a thirty-minute unpaid lunch break each day.

### Emergency Closing / Delayed Openings

The workplace may be declared closed, or its opening delayed, due to inclement weather or other conditions affecting its operations. Employees are notified of closings or delays through their direct Supervisor.

### Appearance

All hair, including beards and mustaches, shall be kept clean and well trimmed. Altering one's appearance in a way which is offensive by Front Range Roofing LLC will be addressed accordingly. Failure to conform to acceptable guidelines will result in disciplinary action, up to and, including termination.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions and in accordance with the dress policy.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

### E-mail and Technology Policy

Front Range Roofing LLC provides e-mail access and technology (such as computers, voice mail, etc.) for its employees. We intended for these technologies be used for business reasons. The company encourages the use of e-mail and technology because it makes communication more efficient and effective. However, e-mail and technological equipment are company property and their purpose is to facilitate company business.

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Every staff member has a responsibility to enhance and maintain the company's public image and use e-mail and other technologies in a productive manner. To ensure all employees are responsible, the following guidelines have been established and any improper use of these resources is not acceptable and will not be permitted.

## Company Property

Front Range Roofing LLC reserves the right to access, search, inspect and disclose any message, communication on a computer or technology system or company property owned or operated by the company, at any time for any reason. All equipment, software, files, communications or messages created, maintained, sent or received on any system provided by the company are considered company property. You should have no expectation of privacy when using company property to access, search or otherwise use any form of technology.

## Unacceptable Use

Company e-mail or other technology may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials which are pornographic, obscene or X-rated. Harassment of any kind is prohibited. No message with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the company's e-mail, Internet or technology system. Our technological resources are not to be used for any purpose which is illegal, against company policy or contrary to the company's best interest. Solicitation of non-company business or any use of the company's technology for personal gain is prohibited.

## Communications

Each employee is responsible for the content of all text, audio or images they place or send over the company's e-mail/Internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another company. All messages communicated on the company's e-mail/Internet system should contain the employee's name.

Any messages or information sent by an employee to another individual outside of the company via an electronic network (e.g., social media or any online network) are statements which represent the company. While some users include personal "disclaimers" in electronic messages, there is still a connection to the company and the statements may be tied to the company. Incidental, occasional and appropriate personal use of e-mail is acceptable. Remember, all e-mails are subject to review by others. Employees may not participate in online chat groups unless they are business-related.

All communications sent by employees via the company's e-mail system must comply with this and other company policies and may not disclose any confidential or proprietary company information.

Passwords should be used only by the employee to whom they have been issued.

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## Idle Computers

Due to the nature of the Front Range Roofing LLC business when leaving a computer idle and walking away from the workspace, the computer is to be placed in locked mode. Examples of such times includes, but is not limited to, going to lunch, leaving the office for Front Range Roofing LLC visits or end of the work day.

## Software

To prevent computer viruses from being transmitted through the company's e-mail, there will be no downloading of any unauthorized software. All software downloaded must be registered to the company. Employees should contact management if they have any questions.

## Copyright Issues

Employees on the company's e-mail system may not transmit copyrighted materials belonging to entities other than this company or its business partners. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

## Security

The company routinely monitors usage patterns for its e-mail communications. The reasons for this monitoring are many, including cost analysis. All messages created, sent or retrieved over the company's e-mail are the property of the company and should be considered public information. The company reserves the right to access and monitor all messages and files on the company's e-mail system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

## Violations

Any employee who abuses the privilege of company facilitated access to e-mail will be subject to corrective action up to and including termination. If necessary, the company also reserves the right to advise appropriate legal officials of any illegal violations.

## Personal Use of Telephones, including personal Cell Phones

Front Range Roofing LLC telephones are provided for business use. However, Front Range Roofing LLC recognizes from time to time you may need to make personal phone calls. If you must use the telephone (or cell phone) for personal use, calls must not interfere with company business and may not be excessive or unreasonable. We trust you will use common sense in this regard.

Should long distance charges be incurred using a Front Range Roofing LLC telephone, the employee is asked to reimburse Front Range Roofing LLC for such charges.

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Please be courteous while making and receiving business-related calls. Remember, you are representing Front Range Roofing LLC to the person on the other end of the phone.

## Bulletin Boards

Bulletin boards are placed throughout the workspace at convenient locations. Bulletins, job postings, company policies and various rules and regulations are placed there for your information. You are expected to read the bulletin boards regularly. Only official company materials are to be posted on the bulletin boards. All information to be posted must be approved in advance by Front Range Roofing LLC .

## Front Range Roofing LLC Parking Lots and Roadways

We ask our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park, please ask your supervisor.

Speeding or operating a motor vehicle in a reckless manner on Front Range Roofing LLC property or Front Range Roofing LLC 's time is strictly forbidden. Front Range Roofing LLC roadways and parking lots are considered as much a part of the Front Range Roofing LLC complex as the inside of a building, and you are subject to all of Front Range Roofing LLC S' rules in these areas.

## Visitors/Off-Duty Employees

All authorized visitors to our office should be treated with professional courtesy.

## Smoke Free Policy

Smoking is restricted to certain designated smoking areas located outside the building. Please consult your immediate supervisor about any guidelines on smoking in your workplace.

## Other Policies and Office Procedures

Front Range Roofing LLC does not accept responsibility for your personal property while on company premises. Front Range Roofing LLC reserves the right to inspect any items brought into, on or taken from the premises.

You must receive written permission from your immediate supervisor before removing company property from the office.

Solicitation and distribution of literature by employees and non-employees while on company property is prohibited at all times.

Each employee is responsible for cleaning up any food or drink items for themselves. No dirty containers are to be left in the office over night.

## ADDITIONAL POLICY'S

NON-Disclosure Agreement

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**Hard Hat/Vest Policy**

**Credit Card Policy**

**Vehicle Policy**

**Time Clock Management Software Policy**

## Confidentiality agreement

### BACKGROUND:

The Employee is currently or may be retained as an Employee with the Employer for the position offered. In addition to this responsibility or position (the "Retainer"), this Agreement also covers any position or responsibility now or later held with the Employee.

The Employee will receive from the Employer, or develop on the behalf of the Employer, Confidential Information as a result of the Retainer (the 'Permitted Purpose').

IN CONSIDERATION OF and as a condition of the Employer retaining the Employee and the Employer providing the Confidential Information to the Employee in addition to other valuable consideration, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

### Confidential Information

All written and oral information and materials disclosed or provided by the Employer to the Employee under this Agreement constitute Confidential Information regardless of whether such information was provided before or after the date of this Agreement or how it was provided to the Employee.

The Employee acknowledges that in any position the Employee may hold, in and as a result of the Employee's retainer by the Employer, the Employee will, or may, be making use of, acquiring or adding to information about certain matters and things which are confidential to the Employer and which information is the exclusive property of the Employer.

Confidential Information means all data and information relating to the business and management of the Employer, including but not limited to, the following:

- Customer Information which includes names of customers of the Employer, their representatives, all customer contact information, contracts and their contents and parties, customer services, data provided by customers and the type, quantity and specifications of products and services purchased, leased, licensed or received by customers of the Employer;
- Intellectual Property which includes information relating to the Employer's proprietary rights prior to any public disclosure of such information, including but not limited to the nature of the proprietary rights, production data,

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technical and engineering data, technical concepts, test data and test results, simulation results, the status and details of research and development of products and services, and information regarding acquiring, protecting, enforcing and licensing proprietary rights (including patents, copyrights and trade secrets);

- Marketing and Development Information which includes marketing and development plans of the Employer, price and cost data, price and fee amounts, pricing and billing policies, quoting procedures, marketing techniques and methods of obtaining business, forecasts and forecast assumptions and volumes, and future plans and potential strategies of the Employer which have been or are being discussed;
- Business Operations which includes internal personnel and financial information of the Employer, vendor names and other vendor information (including vendor characteristics, services and agreements), purchasing and internal cost information, internal services and operational manuals, external business contacts including those stored on social media accounts or other similar platforms or databases operated by the Employer, and the manner and methods of conducting the Employer's business;
- Product Information which includes all specifications for products of the Employer as well as work product resulting from or related to work or projects performed or to be performed for the Employer or for Clients of the Employer, of any type or form in any stage of actual or anticipated research and development;
- Production Processes which includes processes used in the creation, production and manufacturing of the work product of the Employer, including but not limited to, formulas, patterns, molds, models, methods, techniques, specifications, processes, procedures, equipment, devices, programs, and designs;
- Service Information which includes all data and information relating to the services provided by the Employer, including but not limited to, plans, schedules, manpower, inspection, and training information;
- Proprietary Computer Code which includes all sets of statements, instructions or programs of the Employer, whether in human readable or machine readable form, that are expressed, fixed, embodied or stored in any manner and that can be used directly or indirectly in a computer ('Computer Programs'); any report format, design or drawing created or produced by such Computer Programs; and all documentation, design specifications and charts, and operating procedures which support the Computer Programs;
- Computer Technology which includes all scientific and technical information or material of the Employer, pertaining to any machine, appliance or process, including but not limited to, specifications, proposals, models, designs, formulas, test results and reports, analyses, simulation results, tables of operating conditions, materials, components, industrial skills, operating and testing procedures, shop practices, know-how and show-how;
- Accounting Information which includes, without limitation, all financial statements, annual reports, balance sheets, company asset information, company liability information, revenue and expense reporting, profit and loss reporting, cash flow reporting, accounts receivable, accounts payable, inventory reporting, purchasing information and payroll information of the Employer; and

Confidential Information will also include any information that has been disclosed by a third party to the Employer and is protected by a non-disclosure agreement entered into between the third party and the Employer.

Confidential Information will not include the following information:

- Information that is generally known in the industry of the Employer;

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- Information that is now or subsequently becomes generally available to the public through no wrongful act of the Employee;
- Information rightly in the possession of the Employee prior to the disclosure to the Employee by the Employer;
- Information that is independently created by the Employee without direct or indirect use of the Confidential Information; or
- Information that the Employee rightfully obtains from a third party who has the right to transfer or disclose it.

Except as otherwise provided in this Agreement, the Confidential Information will remain the exclusive property of the Employer and will only be used by the Employee for the Permitted Purpose. The Employee will not use the Confidential Information for any purpose that might be directly or indirectly detrimental to the Employer or any associated affiliates or subsidiaries.

The obligations to ensure and protect the confidentiality of the Confidential Information imposed on the Employee in this Agreement and any obligations to provide notice under this Agreement will survive the expiration or termination, as the case may be, of this Agreement and those obligations will last indefinitely.

The Employee may disclose any of the Confidential Information:

- to such employees, agents, representatives and advisors of the Employee that have a need to know for the Permitted Purpose provided that:
  - the Employee has informed such personnel of the confidential nature of the Confidential Information;
  - such personnel agree to be legally bound to the same burdens of non-disclosure and non-use as the Employee;
  - the Employee agrees to take all necessary steps to ensure that the terms of this Agreement are not violated by such personnel; and
  - the Employee agrees to be responsible for and indemnify the Employer for any breach of this Agreement by its personnel.
- to a third party where the Employer has consented in writing to such disclosure; and
- to the extent required by law or by the request or requirement of any judicial, legislative, administrative or other governmental body.

## Non-Solicitation

Any attempt on the part of the Employee to induce others to leave the Employer's employ, or any effort by the Employee to interfere with the Employer's relationship with its other employees and Employees would be harmful and damaging to the Employer. The Employee agrees that from the date of this Agreement until (3) Three years of termination Date, the Employee will not in any way, directly or indirectly:

- induce or attempt to induce any employee or Employee of the Employer to quit their employment or retainer with the Employer;
- otherwise interfere with or disrupt the Employer's relationship with its employees and Employees;

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- discuss employment opportunities or provide information about competitive employment to any of the Employer's employees or Employees; or
- solicit, entice, or hire away any employee or Employee of the Employer.

This obligation will be limited in scope to those persons that were employees or Employees of the Employer at the same time that the Employee was retained by the Employer.

## Non-Competition

From the date of this Agreement until (3) Three years of termination Date, the Employee will not divert or attempt to divert from the Employer any business the Employer had enjoyed, solicited, or attempted to solicit, from its customers, prior to termination or expiration, as the case may be, of the Retainer.

## Ownership and Title

The Employee acknowledges and agrees that all rights, title and interest in any Confidential Information will remain the exclusive property of the Employer. Accordingly, the Employee specifically agrees and acknowledges that the Employee will have no interest in the Confidential Information, including, without limitation, no interest in know-how, copyright, trademarks or trade names, notwithstanding the fact that the Employee may have created or contributed to the creation of that Confidential Information.

The Employee does hereby waive any moral rights that the Employee may have with respect to the Confidential Information.

The Confidential Information will not include anything developed or produced by the Employee during the term of this Agreement, including but not limited to intellectual property, process, design, development, creation, research, invention, know-how, trade name, trademarks or copyright that:

- was developed without the use of any equipment, supplies, facility or Confidential Information of the Employer;
- was developed entirely on the Employee's own time;
- does not relate to the actual business or reasonably anticipated business of the Employer;
- does not relate to the actual or demonstrably anticipated processes, research or development of the Employer; and
- does not result from any work performed by the Employee for the Employer.

The Employee agrees to immediately disclose to the Employer all Confidential Information developed in whole or in part by the Employee during the term of the Retainer and to assign to the Employer any right, title or interest the Employee may have in the Confidential Information. The Employee agrees to execute any instruments and to do all other things reasonably requested by the Employer (both during and after the term of the Retainer) in order to vest more fully in the Employer all ownership rights in those items transferred by the Employee to the Employer.

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## Remedies

The Employee agrees and acknowledges that the Confidential Information is of a proprietary and confidential nature and that any disclosure of the Confidential Information to a third party in breach of this Agreement cannot be reasonably or adequately compensated for in money damages and would cause irreparable injury to the Employer. Accordingly, the Employee agrees that the Employer is entitled to, in addition to all other rights and remedies available to it at law or in equity, an injunction restraining the Employee, any of its personnel, and any agents of the Employee, from directly or indirectly committing or engaging in any act restricted by this Agreement in relation to the Confidential Information.

## Return of Confidential Information

The Employee agrees that, upon request of the Employer, or in the event that the Employee ceases to require use of the Confidential Information, or upon expiration or termination of this Agreement, or the expiration or termination of the Retainer, the Employee will turn over to the Employer all documents, disks or other computer media, or other material in the possession or control of the Employee that:

- may contain or be derived from ideas, concepts, creations, or trade secrets and other proprietary and Confidential Information as defined in this Agreement; or
- is connected with or derived from the Employee's services to the Employer.

## Notices

In the event that the Employee is required in a civil, criminal or regulatory proceeding to disclose any part of the Confidential Information, the Employee will give to the Employer prompt written notice of such request so the Employer may seek an appropriate remedy or alternatively to waive the Employee's compliance with the provisions of this Agreement in regards to the request.

If the Employee loses or makes unauthorized disclosure of any of the Confidential Information, the Employee will immediately notify the Employer and take all reasonable steps necessary to retrieve the lost or improperly disclosed Confidential Information.

Any notices or delivery required in this Agreement will be deemed completed when hand-delivered, delivered by agent, or seven (7) days after being placed in the post, postage prepaid, to the parties at the addresses contained in this Agreement or as the parties may later designate in writing.

The addresses for any notice to be delivered to any of the parties to this Agreement are as follows:

Front Range Roofing LLC

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104

- b.** Employee current address on file

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## Representations

In providing the Confidential Information, the Employer makes no representations, either expressly or impliedly as to its adequacy, sufficiency, completeness, correctness or its lack of defect of any kind, including any patent or trademark infringement that may result from the use of such information.

## Termination

This Agreement will automatically terminate on the date that the Employee's Retainer with the Employer terminates or expires, as the case may be. Except as otherwise provided in this Agreement, all rights and obligations under this Agreement will terminate at that time.

## Assignment

Except where a party has changed its corporate name or merged with another corporation, this Agreement may not be assigned or otherwise transferred by either party in whole or part without the prior written consent of the other party to this Agreement.

## Amendments

This Agreement may only be amended or modified by a written instrument executed by both the Employer and the Employee.

## Governing Law

This Agreement will be construed in accordance with and governed by the laws of State of Colorado..

## General Provisions

Time is of the essence in this Agreement.

This Agreement may be executed in counterpart.

Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

The clauses, paragraphs, and subparagraphs contained in this Agreement are intended to be read and construed independently of each other. If any part of this Agreement is held to be invalid, this invalidity will not affect the operation of any other part of this Agreement.

The Employee is liable for all costs, expenses and expenditures including, and without limitation, the complete legal costs incurred by the Employer in enforcing this Agreement as a result of any default of this Agreement by the Employee.

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The Employer and the Employee acknowledge that this Agreement is reasonable, valid and enforceable. However, if a court of competent jurisdiction finds any of the provisions of this Agreement to be too broad to be enforceable, it is the intention of the Employer and the Employee that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable, bearing in mind that it is the intention of the Employee to give the Employer the broadest possible protection against disclosure of the Confidential Information.

No failure or delay by the Employer in exercising any power, right or privilege provided in this Agreement will operate as a waiver, nor will any single or partial exercise of such rights, powers or privileges preclude any further exercise of them or the exercise of any other right, power or privilege provided in this Agreement.

This Agreement will inure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns, as the case may be, of the Employer and the Employee.

This Agreement constitutes the entire agreement between the parties and there are no further items or provisions, either oral or otherwise.

## Hardhat and vest policy

Company Hardhats and Vests that are issued to employees must be used solely for Front Range Roofing LLC business only. Front Range Roofing LLC employees will be given 1 hardhat per calendar year and 2 vests per calendar year. Vests will be issued 1 at a time. If a vest needs to be replaced the old vest needs to be returned in order to get the new vest. If Hardhat

is lost or stolen, employee agrees they will replace Hardhat for equal value of new replacement of Hardhat and will become the sole property of Front Range Roofing LLC Employee agrees that replacement cost at equal value for full replacement to purchase a new Hardhat and will be taken out of their next payroll check. If employee is terminated, Hardhat must be turned in immediately to Front Range Roofing LLC

## Company credit cards

Company credit cards are to be used only for Front Range Roofing LLC business expenses only, no personal expenses will be approved. Employees must turn in all expense receipts for all charges on the Company issued credit cards with an explanation of what the charges are for and what job site the charges are being charge to. Any receipts that are not turned in, the employee authorizes Front Range Roofing LLC to deduct any and all charge not approved from the employee's payroll check. If terminated, credit card(s) must be turned in immediately to their current supervisor.

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## Company vehicles

### Overview

As an authorized driver of a company vehicle, you have been given certain privileges. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following.

### Vehicle Fleet Purpose

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees ONLY. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

- Company vehicles may not be used for business activities of other companies.
- Company vehicles may not be driven out of the State of Colorado.
- Only Company Employees may operate Fleet Vehicles.
- No unauthorized persons may drive in a Fleet Vehicle without previous permission.

### Drugs/Alcohol

No Driver will be allowed to operate any Company Fleet Vehicles at any time if under the influence of Drugs or Alcohol. If Employee is found consuming any Drugs or Alcohol while operating any and all Fleet Vehicles, privileges will be revoked immediately and possible grounds for termination.

### Driver Licensing

Company drivers and anyone authorized to drive the company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

### Driver Qualifications

Driver qualifications are as follows:

- Authorized employee of company.
- Must be at least 21 years of age.
- Have at least one year of experience in the class of vehicle operated.
- Must meet licensing requirements.

Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:

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- Been convicted of a felony.
- Been convicted of sale, handling or use of drugs.
- Has automobile insurance canceled, declined, or not renewed by a company.
- Been convicted of an alcohol- or drug-related offense while driving.
- Had driver's license suspended or revoked.
- Been convicted of three or more speeding violations or one or more other serious violations.
- Been involved in three or more chargeable accidents.

## Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually on employee. (The insurance company requires that we provide them with the driver's license number and date of birth for anyone who may drive a company vehicle.) Driving privileges may be withdrawn or suspended and/or the company vehicle removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

PLEASE READ ATTACHED "EMPLOYEE AUTHORIZATION FOR MVR REVIEW".

## Personal Use

Company vehicles are provided primarily for business purposes; however, occasional personal use is permitted. Personal use is a privilege extended only to the authorized employee. The privilege of personal use may be withdrawn at any time by the company.

## Rules Applying to Use of Company Vehicles:

- Employees' must meet all driver qualifications and rules in this agreement.
- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to police and your manager.
- Employees' must clean car and return it with a full tank of gas.

Any exceptions to these rules require advance, written approval by approved company manager or officer. Violation of these rules will result in disciplinary action from removal of driving privileges to termination of employment.

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## Maintenance

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance on your vehicle, as required in the owner's manual, performed by a certified dealer. All drivers are expected to keep all Company Vehicles cleaned and washed when necessary. No trashed or personal items are to be stored in any Company Vehicles at any time.

## Employee Use of Company Vehicles-Off the clock

### For Personal Use

The company does not assume any liability for bodily injuries or property damage. The employee shall become personally obligated/responsible to pay all liabilities for bodily injuries or property damage and will assume all liabilities out of an incident occurring in connection with operation of company vehicles off the clock. You are required to have minimum liability limits of

\$250,000/\$500,000/\$100,000, plus EXCESS LIABILITY OF \$1,000,000. The company does not specify and assumes no responsibility for any other coverage employees carry on the vehicles used since this is a matter of individual status and preference. The employee is responsible for providing proof of coverage to the employer on an annual basis.

## Traffic Violations

Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to Company president within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action, including revoking of driver privileges and possible termination of employment.

Please be aware that motor vehicle violations incurred during non-business (personal use) hours will also affect your driving status as well and are subject to review.

## Cellular/mobile phones

Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents in America. Inattention can also involve adjusting the radio, eating, smoking, daydreaming, talking to passengers, things outside the vehicle, and other distractions.

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Researchers at the University of Toronto found that the risk of having a traffic accident while using a cell phone is the same as that while driving drunk. In eleven countries and several US cities it is illegal to use a cell phone while operating a vehicle. Regulation of the use of phones in vehicles has been the subject of more than one hundred bills in thirty-seven states.

- Allow voice mail to handle your calls and return them at your safe convenience.
- If you need to place or receive a call pull off the road to a safe location.
- Ask a passenger to make or take the call.
- Inform regular callers your driving schedule, and when you will be available to talk.
- Keep your hands on the wheel and your eyes and mind on the road while driving.

## Tolls

Employee will be responsible for all tolls charged to any Fleet Vehicle they are driving. The Employee authorize' s the Company to take out all unauthorized tolls from their paycheck unless previously given written approval from office.

## Accidents Involving Company Vehicles

In the event of an accident:

1. Call the police on all accidents and obtain a copy of the police report.
2. Do not admit negligence or liability.
3. Do not attempt settlement, regardless of how minor.
4. Get name, address and phone number of injured person and witnesses if possible.
5. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
6. Take a photograph of the scene of accident if possible.
7. Complete the accident report in your vehicle.
8. Turn all information over to Company president within 24 hours.

## Thefts

In the event of the theft of a company vehicle, notify local police and Fleet Manager Company president immediately.

## Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

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- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized drivers only.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive, and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the company President Company president.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

## Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

## Safety Guidelines to Prevent Accidents

- Do Not Follow too close.
- Do Not Drive too fast for conditions.
- Do Not Fail to observe clearances
- Do Not Fail to obey signs
- Do Not Make Improper turns
- Do Not Fail to observe signals from other drivers
- Do Not Fail to reduce speed
- Do Not Park improperly
- Do Not Pass improperly
- Do Not Fail to yield
- Do Not Back up improperly
- Do Not Fail to obey traffic signals or directions

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- Do Not Exceed the posted speed limit
- Do Not Drive While Intoxicated (DWI) or Drive Under the Influence (DUI) or similar charge

## Driving record authorization

As a prospective employee or current employee, I understand a Motor Vehicle Abstract will be ordered and reviewed to assess minimum eligibility to determine driving privileges.

As a driver of a company vehicle or my own vehicle on the company's behalf, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. Drivers must have a valid driver's license for the type of vehicle to be operated and keep the licenses(s) with them at all times while driving. All drivers must comply with all applicable regulations.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle or operate my own vehicle on the company's behalf. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a Motor Vehicle Record Report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

Employee or applicant name

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Signature and date

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## Time clock policy

All employees must use Front Range Roofing LLC Time Clock Management software to clock in and out for hours worked. Employee must have application installed on their personal phone prior to showing up on any job site. All employees that do not use this software will not be paid for time worked until correct hours are entered correctly and approved by their direct supervisor.

# Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104  
(720) 555-0129 · office@frontrange-roofing.example  
<https://frontrange-roofing.example>



## Handbook acknowledgment

This is to acknowledge I, \_\_\_\_\_, have received a copy of the Front Range Roofing LLC Employee Handbook. I also submit, I have read and familiarized myself with the contents and understand it is my responsibility to comply with all policies of Front Range Roofing LLC .

I understand the information contained in this handbook is not a contract or agreement of employment and is subject to changes by Front Range Roofing LLC as situations warrant. Front Range Roofing LLC may, at its sole discretion, modify or eliminate the policies in this Handbook.

Employee signature / Date \_\_\_\_\_

\*NOTE: This form must be signed and placed in the employee’s personnel file.

## Medical leave definitions

“Incapacity” for purposes of the FMLA, is defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities can be initiated without a visit to a health care provider.