

Front Range Roofing Co.

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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’ 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.